



St Gregory's Catholic Academy

HEALTH AND SAFETY POLICY

Date of Board of Academy Representative approval

Chair of Academy Committee

Signed:

Chair of Academy Representative

Date of policy review

Page 1 of 31



HEALTH AND SAFETY POLICY

The Directors of All Saints Catholic Collegiate recognise its corporate responsibility as an employer for providing a safe and healthy environment for teaching staff, non-teaching staff, pupils and other persons who come onto the premises or who may be affected by the operations of the School. This health and safety policy document sets out the safety arrangements and procedures for achieving a standard that meets current legislation and the needs of the school.

In this document we seek to uphold the intent and outcomes of Every Child Matters

- Be healthy
- Stay safe
- Enjoy and achieve
- Make a positive contribution
- Achieve economic well being

MISSION STATEMENT

St Gregory's Catholic Academy is a special place where the needs and talents of every individual are developed to their full potential within a dedicated and committed community of faith

where excellent
pupil staff parent
relationships
support a caring
community

where everyone
learns and grows
in faith

where children are at the
centre of what we do and
who we are

**St Gregory's is a special
place**

where discipline and
respect for each other
exists

where everyone is
valued

where a strong
Catholic ethos
permeates the
atmosphere within
the school

Where everyone
feels safe and
secure

Contents

- 1 Aims and objectives
- 2 Responsibilities
- 3 Safety procedures and specific arrangements
- 4 Health and Safety Key performance indicators

- Appendix A In case of fire - summary of notices
Appendix 2 Coshh sheet
Appendix 3 H and S Information for staff in staff handbook
Appendix 4 Record of training
Appendix 5 Induction checklist for new staff
Appendix 6 Medicine consent form
Appendix 7 Risk Assessment Form Template

Version Control			
Version	Date Approved	Changes	Reason for Alterations
Issue 1		Annual update of policy	Recommendations following H and S audit

Aims and Objectives

In order to successfully implement the policy day to day management responsibilities for health and safety are delegated to the Principal who in turn may assign specific tasks to other individuals.

The Principal in consultation with the Local Representatives Premises and Health and Safety Committee which meets a minimum of three times a year draws up a written health and safety statement which is reviewed annually consulting with the school representatives, staff and trade union safety representatives where necessary. In the absence of the Principal, the Deputy (s) will take responsibility for day to day health and safety issues.

The aims of the Safety Policy are, so far as is reasonably practicable to:

- a) Provide and maintain safe and healthy working conditions taking account of any statutory requirements.
- b) Provide and maintain accommodation, equipment and systems of work that are without risk to health.
- c) Provide training and instruction to enable employees to perform their work safely and efficiently.
- d) Make available safety equipment and protective clothing as necessary for the job task.

In order to achieve the policy objectives employees have a duty to co-operate by adhering to the procedures and observing any supplementary rules.

It is in everyone's interest to help maintain the good health and safety record that exists at the school.

RESPONSIBILITIES

RESPONSIBILITIES OF THE REPRESENTATIVES

School local representatives will be responsible for ensuring, so far as is reasonably practicable, that sufficient resources are made available in order to carry out remedial work and to protect employees and other persons who use or visit the establishment. Representatives should be aware of their responsibilities for maintaining the premises as detailed in the local requirements. The School Representatives will carry out a bi annual inspection/review of the school and report to the Principal any health and safety issues, jointly agreeing a plan of action.

RESPONSIBILITIES OF THE PRINCIPAL

The Principal is responsible for implementing and monitoring this policy and must ensure that health and safety considerations are always given priority in planning and day to day supervision of work activities.

The duties of the Principal include: -

- Ensuring that safety standards are being maintained by ensuring the inspection and checking of the work areas for which they are responsible
- Monitoring compliance with safety rules and safe systems of work.
- Developing and enforcing any additional safety rules or guidance in order to reduce risk.
- Informing staff of safety rules and their legal duties, and identifying any training needs.
- Record any potential hazards, accidents or near miss situations.
- Assess workplace risks, where necessary reducing them to an acceptable level and reporting significant findings to Representatives with details of action taken.

SPECIAL RESPONSIBILITIES OF TEACHERS/SUPERVISORY STAFF

The safety of pupils in the classroom, and during all other school activities is the responsibility of the class teacher or person in charge of the group.

Such persons are expected to:

- Exercise effective supervision of pupils
- Ensure that they have addressed any potential emergencies, where necessary familiarising pupils of the procedures.
- Give clear instructions and warnings as often as may be necessary.
- Set an example by using safe working methods and abiding by any safety rules.

- Ensure that where personal protection is required for them or for pupils, that it is worn, kept in good condition and replaced as necessary.
- Make recommendations for additions or improvements where problems or risks are identified.

RESPONSIBILITIES OF EMPLOYEES

Employees have a duty to: -

- Work safely and efficiently and in accordance with any training given.
- Use equipment and items of personal protection so that they can carry out work safely and meet statutory obligations.
- Report incidents or hazards that may lead to injury or damage to the Principal.
- Observe the safety rules and comply with legislation.
- Not misuse equipment or endanger themselves or other by their actions.
- Safely store or remove immediately after use any item which, though necessary for a task could cause damage or injury to others if used without appropriate supervision.
- Report all accidents and damage in their work area to the Principal at the time of the occurrence whether a person has been injured or not.

RESPONSIBILITIES OF THE PUPILS

Pupils will be encouraged to follow all safe working practices and observe all school safety rules

Pupils will:-

- Follow all instructions issued by any member of staff in case of an emergency
- Ensure they do not intentionally or recklessly interfere with equipment provided for safety purposes
- Inform any member of staff of any situation which may affect their safety through a variety of means including the School council, directly to a member of staff or via a pupil questionnaire

SAFETY PROCEDURES AND SPECIFIC ARRANGEMENTS

ACCIDENT REPORTING

All accidents, near misses and work related illness to employees, visitors and pupils must be reported to the Principal. Employees must ensure that details of accidents are entered in the appropriate record kept in the school office. Major injury accidents and over 3 day absences will be made known to the Principal who is responsible for informing the HSE representative in accordance with the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995. Other incidents which fall into the various categories of the Regulations must also be reported to the Principal and where necessary to the SLA Safety Officer. These include all incidents relating to staff and visitors on the site. Separate forms are available for employee accidents, pupil accidents, and members of the public, violence to staff, occupational ill health and dangerous occurrences.

ALLERGENS

ASBESTOS

A full asbestos check was carried out in the school in 2014 and is monitored and updated annually, authorised by Stoke LA premises team. See the asbestos register held in the office. All non Balfour Beatty contractors should sign the asbestos register log before commencing any work in the school.

Stickers indicate the presence of any asbestos. Staff should take note of the stickers within the building and in case of any deterioration or crumbling of any surfaces should immediately inform the Head teacher who will act immediately to ensure that the area is checked by professionals

CANDLES

If candles are used in the classroom they should be lit by an adult and supervised very closely. Candles should be extinguished promptly and safely after use. Candles should not be placed close to fabric displays.

CHILDREN WITH DISABILITIES AND OR ADDITIONAL NEEDS

In a case of emergency a designated member of staff will be responsible for the health and safety of a child with disabilities or special educational needs.

For children with chronic conditions a pupil medical plan will be drawn up with the teacher, parents/carers and the school nurse and reviewed annually.

For children with short term or temporary conditions a pupil medical plan will be drawn up by the admin with the parents/carers and the teacher,

CONTRACTORS

Where services such as catering and playing field maintenance are contracted out, the Contractor is responsible for setting, monitoring and enforcing their own health and safety standards and for ensuring that work practices do not put other people at risk. The Principal should liaise with Contractors in order to assess risks associated with the proposed work and to ensure that their supervisory staff set up systems for reporting health and safety matters. Contractors should complete the relevant form held in the office before commencing any work.



COSHH

The Control of Substances Hazardous to Health Regulations can affect every employee. Hazardous substances should only be purchased and used if there is no safer alternative. These items should always be under the direct control of the teacher and stored in a place which is not accessible to pupils. Where protective clothing is provided it is the responsibility of employees to look after items and to report any defects. Requests for any data sheets relating to items ordered should accompany relevant orders and where provided the information should be passed on to relevant staff and the original sheets retained in the school office. COSHH sheets are required for any substance that displays a hazard label **See appendix 2**

DISPLAYS

Staff should take note of the position of and avoid PIR sensors and electrical equipment, including lights, when fixing displays and ensure that displays and posters are firmly fixed. After 3 false alarms Police will refuse to attend any security alerts. Displays should not be secured via electrical items. Ariel displays should be secured to the wall by a hook.

Staff should be mindful of working at height procedures when completing displays. There are several 'two step' step ladders available for use. Only staff who have an up to date ladder training certificate are allowed to use step ladders with more than two steps

Pins nail, hooks and screws must not be fixed in the walls unless that member of staff has read and signed the asbestos register. The staff member must take note of known and presumed locations of asbestos.

DISPLAY SCREEN

Staff should take regular breaks whilst using a computer. They should report feelings of discomfort whilst using the computer to the Principal. If an eye test is required the member of staff concerned should first seek authorisation for an eye test or any corrective treatment as highlighted in Chapter 17 of the Health and Safety document. Eligible staff should complete a workstation risk assessment at least every three years.

DRESS CODE AND JEWELLERY

Staff should wear the appropriate clothes and footwear to enable them to safely undertake their role in school.

Children should not wear ear studs or earrings to school. If parents are unable or unwilling to take this advice then only studs and not rings or sleepers will be acceptable.

Children in other classes should not wear jewellery for PE. Pupils in the foundation unit should not wear any jewellery due to the pervasive physical element of the early year's curriculum (See School adult Code of conduct and prospectus)

FIRE PROCEDURES

Procedures for evacuating the premises are attached as **APPENDIX 1**. These are also displayed around the building. All staff must familiarise themselves with details of escape routes and assembly areas.

The Principal is responsible for fire related matters which includes:-

- Organising at least one fire drill each term
- Reviewing fire procedures as necessary
- Checking that fire notices are displayed in prominent positions throughout the building
- Organising weekly checks of fire alarms and exits ensuring that they open easily and are free of obstruction on either side.
- Organising the checking of smoke detectors and emergency lighting at least monthly.- if applicable
- Ensuring that newly appointed staff and students receive induction training in emergency procedures.
- Identifying and arranging any additional training requirements. Arranging for annual testing of systems and maintenance of fire fighting appliances.
- Maintaining records of all tests, inspection checks and evacuations carried out.
- Co-ordinate fire arrangements with contractors on site.

FIRST AID

A designated first aider is responsible for the administration of first aid, for recording treatment given and for maintaining supplies. In her absence a further three trained first aiders will provide first aid cover. The designated first aider is also responsible for carrying out weekly checks on the contents of first aid boxes and for replenishing stock. A first aid duty rota will be drawn up annually, and updated when appropriate, and the rota will be displayed around the school

If a child is in extreme pain or showing signs of shock an ambulance should be called immediately. If a parent or carer takes a child to hospital for treatment a member of staff will accompany them if required.

When a child vomits in school the adult who deals first hand with the child is also responsible for ensuring the vomit is cleaned up appropriately.

When pupils are taken on visits and trips staff need to take with them details of medical conditions and should check with the designated first aider that travelling first aid kits are available.

All staff should hold the Emergency First Aid certificate within one year of joining the academy.

GLASS AND GLAZING

All glass in doors, side panels and picture frames to be safety glass. All replacement glass is to be of safety standard. Where necessary and as identified, standards of glass will be improved (sometimes by using window film) so that areas are suitable for use by children.

HANDLING AND LIFTING

Staff are to request assistance when lifting and moving heavy objects and resources. Heavy objects should be stored on lower shelves when possible. Staff should keep a straight back and bend the knees.

Lifting equipment, for example the changing bed used in reception, should be managed, operated and maintained in accordance with PUWER and LOLER regulations

HAZARD REPORTING

The Site Staff are responsible for carrying out checks in the following areas: - waste disposal; playing fields; school grounds; boiler house. Any faults or hazards in which they are not deemed competent to rectify should be reported to the Principal. The Site Supervisor will also inspect annually all ladders used in the school and report findings to the Principal. In addition, all employees have a duty to report any hazard or potential risk to the Principal who will arrange repair and where necessary take temporary safety measures.



HEALTH AND SAFETY ADVICE

The collegiate pays to obtain competent health and safety advice from the Strategic Health and Safety Team, Staffordshire County Council based on the 4th floor, Tipping Street, Stafford, ST16 2DH.

Health and safety advisor is Sarah Jane Walmsley

Telephone 01785 355777 (duty officer)

Fax number 01785 355842

Mobile no: 07837 832584

e-mail: sarah-jane.walmsley@staffordshire.gov.uk

HOUSEKEEPING AND DISPOSAL OF WASTE

All persons must ensure their work areas remain clear and tidy and that items, equipment and resources are stored away safely, securely and appropriately. All persons must ensure that materials, substances or items are disposed of in a safe manner and in accordance with legislation relating to health and safety, data protection, the environment and pollution.

INTRUDERS

All visitors to the school and PFI Engineers are required to sign in at the office and display a visitor badge at all times. It is the responsibility of all staff to request information from anyone in the building who is not accompanied by a member of staff, whose visit has not been previously indicated by a member of staff or who is not wearing a recognised identity badge from a regular supplier of services provided to the school.

Where intruders are present outside the building supervising staff should, if in doubt, bring children back into the building and inform senior staff in order to resolve the problem. Police will be called where there is concern.

LETTINGS

See separate lettings policy which identifies the requirements of the lessor and vetting arrangements

LONE WORKING

Staff who work alone should leave details of their expected plans with a colleague or a relative. Where fitted security locks should be used.

MEDICINES IN SCHOOL

Members of the school leadership team only will administer **prescribed** medication, other than painkillers and asthma inhalers, in school. A record will be maintained of medicines administered and kept in the first aid cabinet .

Staff who agree to administer medicines do so on an entirely voluntary basis and cannot be held responsible for loss, damage or mishap to or with the medicines.

No medicine will be administered unless consent and clear written instructions have been given by parents or legal guardians. (See Appendix 6) (Supporting pupils at school with a medical condition)



NATIONAL CURRICULUM

The school follows Health and Safety advice as published in National Curriculum subject document

OUT OF SCHOOL VISITS

See separate EVC policy

PORTABLE ELECTRICAL APPLIANCES AND STATUTORY TESTING

The Principal will arrange for formal testing of all portable electrical equipment including leads and plugs on an annual basis and ensure that records are maintained. This is carried out under the PFI agreement on an annual basis.

Staff are responsible for carrying out visual checks before using any equipment, for reporting defective items and for ensuring that they are taken out of use until repaired or disposed of.

Staff are not allowed to use untested personal electrical equipment in school.

The Principal will arrange for the annual testing and maintenance of the Instanta Pressure Boilers as dictated by the Pressure Systems Safety Regulations.

PLAYGROUND AND PLAY EQUIPMENT INSPECTIONS

Site Staff and teaching staff will inform the Principal of any hazards or problems which occur to play equipment and play surfaces. Playground supervisors will ensure that the number of users is restricted to avoid overcrowding.

Daily, weekly and annual inspection schedules for play equipment must be followed by designated personnel and the appropriate records updated. The annual inspection is to be carried out by a qualified contractor.

RISK ASSESSMENT

The Principal is responsible for ensuring that formal risk assessments have been carried out, that any necessary action has been taken to eliminate or reduce risk and that assessments have been reviewed where necessary. Risk assessment records provided by SLA provider exist for

General risk assessment
Manual Handling
Working alone
Whole site fire risk
Transport /Pedestrian access/Parking
Hazardous substances

A collection of risk assessments conducted by representatives are held centrally in the Main Office.

Staff are responsible for considering the risks of all activities in school and formally recording the outcomes in a risk assessment based on the standard form

SEE APPENDIX 7

Risks which relate to Educational Visits should be recorded on the Evolve risk assessment online form at least 7 days before the trip commences.

The Principal will ensure that staff are made aware of the significant findings of any assessment affecting them or their work activities and retain up to date master copies on file in the Main Office by the School Business Manager. Any issues are included in the annually updated Staff Handbook.

SAFETY ADVICE AND ASSISTANCE

Health and Safety and Safeguarding is a standard agenda item on every operational staff meeting in school. The Principal will bring to the attention of staff any publications or relevant information in respect of health and safety activities undertaken at the school. Copies of such documents will be retained by the Principal and can be accessed by staff.

It is in everyone's interest to foster a safe and healthy working environment and with the support of all concerned, the highest possible standards can be achieved and maintained.

The poster on Health and Safety Law will be displayed in the reception and the staff room

APPENDIX 5 outlines Health and Safety related information contained in the Staff Handbook

SCHOOL SECURITY

The car park will be closed to vehicles between 8.30am and 9.00; and 3.00 and 3.30pm each day to safeguard the children as they arrive and leave school

All classroom doors should be locked at the end of the school day. The hall and dining room doors must be closed after any activities have taken place at any time of the day.

SMOKING

The school has a NO SMOKING policy which all staff and visitors are required to comply with at all times.

SUPPORTING PUPILS AT SCHOOL WITH MEDICAL CONDITIONS

There is a separate policy which details how the school supports children with medical conditions e.g. Asthma and includes

- Individual health care plans
- roles and responsibilities of those involved
- Staff training and support
- Management of medicines on-site
- Record keeping and documentation
- Emergency procedures
- Trips

STRESS AND STAFF WELLBEING

Annual classroom risk assessments incorporate and assessment of stress. School to periodically monitor and review stress levels in school via a questionnaire.
(See staff attendance and wellbeing policy)

SUPERVISION

Students must be supervised during lesson time by a competent adult. Students must not be in rooms at other times without a member of staff. Lunch time rota of paid lunchtime supervisors is to be drawn up. Ratio for school trips to be agreed with the EVC. All PE lessons must be delivered by a qualified coach or teacher. After school PE activities must be delivered by a qualified coach. All adults in school in contact with the children must be DBS cleared and the clearance is renewed only where there has been a break of service (three months or more) Agencies are responsible for ensuring Supply staff have a current DBS, renewed at least every three years.

TRAINING

The Principal is responsible for measuring the safety performance of staff and for identifying any training needs. Academy representatives will offer support by providing training opportunities for staff at all levels and for allocating finance so as to meet the principal aims of the Academy health and safety policy. Training records are to be updated correctly. See Appendix 4

The Principal will ensure that training is extended where necessary to volunteer workers, new staff undergo health and safety induction and that up to date records of training are maintained. See appendix 5. Training opportunities extend to Child Protection, First Aid and Out of School Visits.

WORK EXPERIENCE

The school welcomes and supports students on work placement. Any placements are arranged in writing following contact by the Work Experience co-ordinator at the relevant placement base. It is the responsibility of that co-ordinator to request relevant information from the school and to only receive students on placement if satisfied with the information which they have received.

The school will make available information to students on placement either verbally or in writing according to the status and length of placement. **APPENDIX 3**

VIOLENCE TO STAFF

There is a zero tolerance policy to verbal and/or physical abuse to staff. All incidents must be reported to the principal (See Adult Code of Conduct)

All incidents of violence and aggression should be recorded on the Violence and Aggression Report Form (See form in appendices)

Health and Safety Key Performance Indicators

It is vital that Directors, representatives and manager can monitor the health and safety performance of their premises in order to determine where progress is being made and where further actions and resources may be required.

Indicator Number	Key Performance Indicator	How Measured
1	Health and Safety Policy signed, reviewed annually and updated as requires	Annually in the Autumn term. Recorded in the local Finance and Resources subcommittee. Reported in the termly Principals report
2	Annual Health and Safety Report produced and made publically available	Report presented to the local Finance and Resources subcommittee in Summer Term. Copy of the document to be held in H&S filer and on the school web site
3	Completion of premises inspections twice a year and compilation of action plan	Bi annually in the Autumn and Summer terms. Recorded in the local Finance and Resources subcommittee. Action plan produced and monitored by the committee
4	Self-Audit completed and remedial action plan developed	Annually in the Summer Term. Recorded in the local Finance and Resources subcommittee. Action plan produced and monitored by the committee
5	Review 5 risk assessments to ensure controls are being followed	Report annually to the local Finance and Resources subcommittee findings.
6	Termly analysis of accident statistics and reportable incidents	Recorded in the local Finance and Resources subcommittee.

IN CASE OF FIRE – SUMMARY OF NOTICES

On Discovering a fire

Raise the alarm

Call fire brigade

Only attack the fire if you are competent and it is safe to do so.

On hearing the alarm

Office staff to call the fire brigade

Office Staff to phone Old Nursery block and advise of alarm as appropriate. Office staff to take the registers, visitor books, early leavers and emergency procedures outside

Take the key from Reception noticeboard and after exiting open the double playground entrance gates.

Children stand and move very quietly to the nearest exit

Reception and Nursery

Nursery children to exit via the nursery entrance and assemble on the KS1 playground in the outside classroom.. Reception children are to exit from the back reception doors and walk down the passage and assemble on the KS1 playground. Reception to assemble nearest to the green container

KS1

Children are to exit via their own classroom doors and assemble on the KS1 playground.

Year 3 and 4

Children are to exit via the main KS2 doors and assemble on the KS1 playground.

Year 5

Children to exit via the canteen car park door. Teacher in Year 5 to keep a gate padlock key hung up alongside the whiteboard and use it to open the canteen car park gates. The children are then to walk up the pavement and assemble on the KS1 playground.

Year 6 – class closest to the office

Children to exit via the office reception and assemble on the KS1 playground

Year 6 - class closest to year 3 classrooms to exit via the KS2 doors

Nursery Block

Children walk in an orderly manner to the path to the KS1 playground cross the car park and enter the KS1 playground through the main school gate.

Assemble on the KS1 playground.

All classes should evacuate the building on hearing the alarm or being advised the alarm has gone off unless specifically instructed to remain in the classroom.

Lunchtime

Children and lunchtime staff must exit from the dining room onto the canteen car park. The catering manager must keep the padlock key on her person at all times and to open the gates. The children are then to walk up the pavement and assemble on the KS1 playground. Children already out on the yard must move to the KS1 playground and assemble in class order.

The door from the sandwich area accessing the car park should be unlocked and the gate unpadlocked each day.

ICT Room

Children to exit via the KS2 doors and assemble in class order on the KS1 playground.

Main hall

Children to exit via the canteen car park exit doors if in the front half of the hall. Exit via the KS2 doors if in the back half and exit on the right hand side as facing the projector. Exit via the KS1 doors if in the back half and exit via the Left hand side doors as facing the projector. The padlock key is hung by the door for when there are children in the hall.

Office staff will hand over the registers to class teachers unless teachers still hold registers

Children to be silent whilst the register is called and count reported as correct to Principal

Silence should be maintained until all classes are checked. Children should not disperse from class until instructed by their teacher and the younger children should go back to class first.

Do not re-enter the building until after all clear is given

Children with special educational needs and disabilities should be escorted from the building by a designated person. This will normally be their Teaching Assistant or Learning Support assistant if in school. When not in school it is the responsibility of the class teacher.

Designated staff will check the toilets for any children and or adults, who may not be in classrooms, before joining those leaving the building.

Staff allocated specific roles are to ensure a deputy can carry out the task in their absence.

St. Gregory's Catholic Academy

PLEASE PROVIDE ANY RELEVANT AND AVAILABLE COSHH INFORMATION WHICH YOU HOLD RELATING TO ITEMS CONTAINED IN THIS ORDER

THANK YOU



ST GREGORY'S CATHOLIC ACADEMY

HEALTH AND SAFETY INFORMATION FOR STAFF

A copy of the full policy is available in the Policy File, and also electronically

Safety checks are carried out by the LAR with the help of all staff. Staff will be informed of the outcomes of such checks.

Risk assessments are continually being written and reviewed and all staff have a responsibility to report any issues which they feel present a risk to anyone accessing the premises or when staff and children are off site.

Fire Drill /Emergency Procedures

Staff are expected to familiarise themselves with emergency procedures, which are displayed in every classroom. Should a serious incident or emergency require immediate assistance, staff should alert a senior member of staff immediately. One practice fire drill per term will take place to ensure that staff and children know how to evacuate the premises safely and promptly. All children and staff will congregate on the lower playground in the event of a fire.

Evacuation Procedure from the Community Dining Room – ROLE OF MID-DAY Supervisors

All staff should familiarise themselves with the emergency evacuation procedures from the Community Dining Room. The evacuation procedures are displayed on the wall in the room. In the event of an emergency, children should be evacuated through the canteen doors onto the car park, then exit the school premises via the gate which leads onto Spring Garden Road. Midday Supervisors should encourage children to walk as calmly and quietly as possible along Spring Garden Road to the lower playground. They should line the children up on the lower playground in the designated place. Staff should ensure that children remain calm and quiet throughout this procedure. Kitchen staff should also evacuate the premises, following this route, assisting with the safe evacuation of the children. Teaching staff will meet their classes on the lower playground. Nominated staff will check specific areas and toilets.

Non – teaching Staff

The Janitor/Office staff should evacuate the building and go to the lower playground in the event of a fire.

External doors

Staff must ensure that all external doors are locked at the end of the day.

First-Aid /Illness

First-Aid kits are located in the meeting room, dining room, Staffroom, Foundation Stage and meeting room. Any pupil receiving an injury should be seen by **Mrs Mould, Mrs Littlejohn, Mrs Fernyhough or Mrs Mainwaring** (pm) where there is cause for concern. The rota for the first aiders is displayed on notice boards around the school. All head injuries should be reported immediately and incidents recorded in the accident book. The report and accident slip from the accident and illness book should be sent home with each child at the end of the day. Children should not remain unsupervised. Should children become ill at school, the Head teacher, Head of School or Assistant Head teacher should be consulted before pupils are sent home? **NB** Rubber gloves should be worn when dealing with spillages of bodily fluids such as blood or vomit.

In cases of emergency, an ambulance should be called immediately and parents contacted. The Executive Headteacher or Head of School should be informed immediately. All accidents should be entered in the accident record and a copy of the insert sent home signed by the person dealing with the injury. Where emergency services are involved a copy of the accident report should be sent to the hospital with the child.

All staff accidents must be reported on a separate form, held in the office. (See the Office Manager)

Medicines in school

Parents/Guardians requesting the completion of a course of prescribed medication in school should come into school to administer the medication if possible. The Executive Headteacher, Head of School, Assistant Head or School Business Manager may administer medicine, but only with written consent and instructions from the child's parent or carer. Children should not carry medicines or tablets school.

Regular/ emergency medicine

Parents/Guardians must complete a consent form. Parents/Guardians are requested to keep a supply of the medication at home and in school to avoid children carrying medication. Where appropriate, a Health Care Plan should be drawn up.

Children requiring inhalers should have their own in school. KS2 children are responsible for their own inhalers. The school will not have general emergency inhalers.

Jewellery

Pierced Ears: For reasons of Health and Safety, children should not wear ear studs or earrings to school. If parents are unable or unwilling to take this advice then only studs and not rings or sleepers will be acceptable.

Other Jewellery: Many items of loose jewellery are unsuitable for wearing in school but there are some items that parents wish their children to wear for personal and family reasons. In the case of this jewellery, it is recommended that on days when the class is participating in swimming, PE or games, all items of jewellery, including watches, are taken off and left at home. The school is unable to accept responsibility for any loss or damage to items that have been taken off at school and teachers should not be approached to look after these items.

Foundation stage children are not allowed to wear any jewellery due to the nature of the curriculum that the children follow.

Educational Off-Site Visits

When any visit is planned out of school, the lead teacher must complete an on-line risk assessment, in accordance with LA procedures, prior to the visit. If a coach is needed there is a proforma which must be completed for the Office giving all details? This will be completed by Office Staff when the booking has been made. The Educational Visits Co-ordinator must be informed at the outset of any plans.

The Risk Assessment must be completed and emailed to the EVC.

NB: Without a Risk Assessment a visit cannot proceed. The trip folder and first aid should be taken on all trips.

The Policy Folder sets out all procedures in line with national and LA guidance and in the event of any mishap investigations would check that procedures have been followed.



Appendix 5

Name		Start Date :
Post		Tick when done
1	Documentation	
A	Confirm appointment form completed	
B	Contact details confirmed	
C	Safeguarding information obtained and complete	
2	Welcome to the School	
A	Outline of school, size and history	
B	School aims and objectives	
C	Staff handbook issued	
3	Salary	
A	Explanation of methods and frequency of payment	
B	Confirm employee's bank account details	
C	Explanation of salary reviews, overtime etc.	
D	Explanation of pay slips	
E	Travelling and subsistence expenses	
4	Pension scheme	
A	Contributions and benefits	
B	AVC;s	
C	Insurance	
5	Sickness	
A	Procedure to be adopted if absent through accident or sickness	
B	Medical certificates, absence pay	
6	Hours of Work	
A	School terms and school day	
B	Absenteeism and punctuality	
C	Good timekeeping	
D	Catering and car parking arrangements	
7	Tour of Premises	
A	Description of room functions	
B	Parking facilities	
C	Eating facilities	
D	Noticeboards	
E	Introduction to Representatives	

8	Fire Precautions	
A	Procedure in the event of a fire	
B	Use of fire fighting appliances	
9	Safety	
A	Identification of any specific hazards associated with role or room	
B	Issue of personal protective equipment	
C	Procedure in the event of an accident to self, pupil or visitor	
D	Isolation / Immobilisation procedure for machinery or equipment	
E	Location of first aid boxes and first aiders	
F	Health and Safety Policy /Whistle blowing/Safeguarding policy	
G	Smoking policy	
H	Security of buildings and use of key codes	
I	E Safety	
10	Tour of Department	
A	Introduction to immediate supervisor	
B	Location of stores, toilets, fire points normal and emergency exits	
C	Introduction to immediate colleagues	
D	Outline of management structure in the school	
E	Education and training opportunities	
11	The job and responsibilities	
A	The job and its duties	
B	Relevant procedures / work instructions	
C	Staff development and its objectives	
D	Staff policy on staff development, performance management and career opportunities	
E	Registration system	
12	Consultation Arrangements	
A	Grievance and disciplinary procedures	
B	Explanation oh holidays time off system	
C	Union and consultation arrangements	
13	Issues	
A	Keys	
B	Laptop , network log in user ID and password	
C	Personal calls made on the school phone	
D	Other items (please state)	

All the above have been explained / issued to me :	
Signed (Employee):	Date
Signed (SBM):	Date
Signed (Deputy / Assistant Head)	Date



ST GREGORY'S CATHOLIC PRIMARY SCHOOL

Medicine Consent Form

Child: _____

Class: _____

Date: _____

Medicine: _____

Dose amount: _____

Dose time: _____

Number of day's medicine is to be administered for: _____

Does this medicine need to be collected by the child to be taken home every night?

YES / NO

Please note that we will not normally administer a lunchtime dose of medicine if the child only has to take it 3 times a day unless absolutely unavoidable.

Signed by parent/guardian: Date:

Ref. No:



Risk Assessment Form – Managing Health and Safety

Directorate and Team:	St Gregory's Catholic Academy	Completed by:	Sally Brough	Manager:	Mrs M Yates Principal			
Activity and workplace:				Date:				
What are the hazards? (i.e. what might cause harm)	Who is affected and how?	What are you already doing to control the hazards?	Risk		Further action required?	By whom	By when	Done
			No.	L/M/H				

Injury Severity	1. Minor injury (first aid only) 2. Serious injury (medical attention, time off work) 3. Major injury (broken bones etc) 4. Death	x	L i k e l i h o o d	=	R i s k r a t i n g	1-3. Low : no further action needed – keep under review 4-8. Medium: implement reasonable measures as per action plan 9-16. High: work cannot start until risk has been reduced
------------------------	--	---	--	---	--	---

Review annually, or after an incident, or if there are changes to the task, environment, equipment or the people affected.				
Review 1	Review 2	Review 3	Review 4	Review 5
Date & Initial	Date & Initial	Date & Initial	Date & Initial	Date & Initial