



**OUR SCHOOL MOTTO IS:**

*Growing in Faith and Knowledge*

### **OUR SCHOOL MISSION STATEMENT**

St Joseph's Preparatory School is a Catholic School, which was founded by the Christian Brothers and is a place where the staff and governors work to bring the Gospel values into all areas of School life and where prayer, worship and liturgy are seen as meaningful experiences.

Each child is encouraged to strive for the highest possible standards of work and behaviour, whilst learning to live as a well-mannered, self-disciplined and tolerant individual both inside and outside the classroom. The children learn to live as happy and caring members of a School community, which values their unique individual talents, and also the needs of others.

St Joseph's Preparatory School values and nurtures a close partnership with parents and encourages the forming of meaningful links with the wider community. The children are encouraged to take part in extracurricular activities in order to develop an interest in sporting, cultural and recreational activities.

St Joseph's Preparatory School up holds fundamental British values and encourages respect for all people.

St Joseph's Preparatory School recognises its legal duty to work with Local Safeguarding Children's Board acting on behalf of children in need or enquiring into allegations of abuse.

We recognise that pupils have a fundamental right to be protected from harm and require a secure environment in order to learn effectively.

St. Joseph's Preparatory School's Safeguarding Children Policy follows the guidelines laid down by the City of Stoke on Trent Safeguarding Children's Procedures and "Working Together to Safeguard Children" (2015) and "Keeping Children Safe in Education" (2016) (KCSIE)

Our motto 'Growing in Faith and Knowledge' encapsulates the School's Aims:

- To provide a caring, Christian community, in which individuals can develop fully.
- To strive for excellence in all areas – academic, sporting, musical etc.
- To provide an ethos which brings the Gospel message alive.
- To develop strong community links.

(St. Joseph's Preparatory School has achieved International School Status and is an Eco School.  
We are a Dyslexia Friendly School.)

*St Joseph's Preparatory School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.*

# **Health and Safety Policy**

**Co-ordinator: Mrs S Hutchinson**

**Updated September 2017**

**Review Date: September 2018 (staff are informed of regular ISI updates)**

## St Joseph's Preparatory School

### POLICY FOR HEALTH AND SAFETY

**This Policy is applicable to all pupils, including those in the E.Y.F.S.**

The Governing Body of St Joseph's Preparatory School understands its regulatory responsibilities and will maintain an effective oversight of this policy, by evaluating its effectiveness

#### **Aim**

The aim of our school is to create an atmosphere of carefulness and to ensure that arrangements are in place to safeguard and promote the welfare of pupils both in and out of school; this is for all users of the school, children, school staff, parents and the community. All such arrangements have regard to any guidance issued by the Secretary of State.

The school takes note of the non-statutory advice: Health and Safety Advice on Legal Duties and Powers for Local Authorities, Head Teachers, Staff and Governing Bodies(2013) The Governors are responsible for promoting health and safety within the School and will provide level of expertise in order to assess the associated risks and also the preparation of all school documentation to be in compliance with the Health and Safety at Work Act 2016 and supporting regulations, to ensure that information relevant to the continued safety of employees and others affected by the School's undertakings is disseminated in an effective manner.

This Policy comes within the remit of the Governors Finance and Premises Sub-Committee. Mr Stephen Hulme oversees matters of Health and Safety. Mrs Susan Hutchinson and Mr Peter Denson oversee the Health and Safety within the school and grounds. Mr Gary Venables is responsible for Site Security. All Staff are expected to report Health and Safety to Mrs Hutchinson or Mr Denson.

This Policy has been written in conjunction with all staff.

The Health and Safety Risk and Fire Risk are assessed, monitored and reviewed annually in the Autumn Term by Mrs Hutchinson and Mr Denson. This is reported to the Governing Body and an Action Plan drawn up.

Regular training in Health and Safety areas take place for all staff in-line with recommendations from the Action Plan and current legislation e.g. Fire Marshall Training and Risk Assessments.

This carefulness includes:

- The ability of each individual to protect him/her self
- Concern and consideration for the safety of others
- Knowledge of what to do in certain situations
- Alertness and control
- Cultivation of good habits

For children, good safety habits are taught as part of the whole curriculum. This can be through topics, for instance, a safe place to play which could include Science, English or Technology, and the involvement of outside agencies such as the police, fire brigade, road safety officer etc.

It might also be through a health related topic such as smoking.

At St Joseph's Preparatory School, children are encouraged to develop healthy habits through good health and hygiene routines, for example regular exercise or care of themselves, personal hygiene etc.

A positive policy for healthy eating is maintained at school.

We believe that children learn best through practical experiences and active involvement in all areas of the curriculum. Children are taught to have care and consideration for themselves and others:

- In the classroom

- When using equipment e.g. scissors, tools, PE apparatus
- When moving around school
- When carrying out investigations e.g. a pond, pollution, soil studies
- When on educational visits

For any physical activity, children change into appropriate PE Kit. They are expected to be bare footed for indoor activities as bare feet grip is better, and to wear pumps or trainers for outside activities. It is part of our school policy that children do not wear any form of jewellery, for safety reasons. During swimming, goggles cannot be worn unless accompanied by a parents permission slip.

We have a limited number of school rules, which are for safety reasons, such as walking round school, playing in sight of an adult on duty, care of property etc.

Educational visits are carefully planned in advance, with staff visits made if possible. Details are sent to parents. Children are asked to wear appropriate clothing for the activity planned. The correct adult child ratio is always followed, and a first aid kit and the school mobile telephone taken.

St Joseph's Preparatory School has set procedures in case of an emergency in school, such as a fire or incident when the building needs to be evacuated. These drills are carried out at least once a term. All staff and children are familiar with these procedures, and know their own exit route, place of assembly and roll call procedure.

All children are taught to take care of themselves and each other, but in a school environment, accidents do occur. Most accidents in school are minor and can be dealt with by any member of staff. A fully equipped first aid box is kept in the school office as is the school's accident register, accident forms and a list of any allergies children have. First aid boxes are also kept in the staff room, Nursery and Prep 6 classroom. If the accident is more serious, the aim of the school is to get the child qualified medical attention as quickly as possible. Parents are informed straight away, and if necessary, an ambulance sent for.

Accident forms are filled in for any accident requiring professional medical attention, or caused by any defect in the school or its equipment.

The caretaker, under the direction of the Headteacher, is responsible for ensuring that the building provides a safe and healthy environment for the children. The caretaker and cleaning staff maintain a clean and tidy building and grounds. Any minor repairs or maintenance are completed by the caretaker, or through the use of authorised contractors. Any equipment/hazardous substance is kept locked away from the children. All equipment is to British Standards and is maintained regularly.

### **Fire Drill**

As soon as the fire alarm sounds all children and adults must stop what they are doing and walk out of the building through the nearest exit. The school secretary will endeavor to alert St. Joseph's College by telephone at this point. Fire drills take place for all the School premises once per term, the details of which are kept in the 'Fire Log'. Where defects are found they will be remedied without delay (immediately if of great danger).

A copy of the Instructions in case of Fire are attached in Appendix One.

The register will be brought to each class.

The register will be taken and a check made that all children and staff are present. The register is then returned to the School Secretary.

Nobody is to go back into school. If a child is missing it must be reported to the Headteacher or Assistant Headteacher

When all the registers have been received, the person who brought the register will return it.

The classes may then go back into School.

All children should walk in and out of school sensibly, and line up quietly.

If the normal exit is blocked for any reason then use the nearest available exit

### **Lunchtime Fire Procedure**

- All staff members on duty in the playground shall on hearing the fire alarm gather all children together away from the building and ensure no child re-enters the building

- All staff members on duty in the dining area shall evacuate all children from the building and ensure on the way out that any toilets are vacated.
- All staff members in classroom where children are taking extracurricular activities shall evacuate all children from the building and ensure on the way out that any toilets are evacuated.

The Headteacher or Assistant Headteacher and caretaker (when on site) will ensure, as far as it is reasonably practicable, that the rest of the building is vacated.

#### **Fire and Other Incidents (Bomb Alerts)**

In the event of a fire or bomb alert the Headteacher or person designated must:

- Ring the fire alarm to activate the evacuation of the premises of all adults and children (see fire drill procedure in Appendix One).
- Phone 999 for the fire brigade and police. If using the school telephone system, 9 999.
- Check that the evacuation procedure has been followed.
- Remain at the front of the school to meet the fire brigade/police and direct them to the incident.
- All children and adults must remain outside.
- Only when the all clear has been given will registers be sent back to classes enabling children and adults to re-enter the premises.

#### **Emergency Procedure for Acts of Terrorism or Violence (Appendix B)**

Due consideration has been given to the unlikely event that the school is the subject of such an act. All staff have been notified and a 'Lock Down' procedure practiced and the matter and feedback from the practice discussed at a staff meeting. Governors are also aware.

In this event the school bell will be rung continuously and staff will ensure that the children in their care are safe within a locked classroom.

Staff are aware that these circumstances may cause them to follow a course of action which they feel is most appropriate at the time and maximizes safety for all people.

#### **Safe Use of Candles**

- Always put candles on a heat resistant surface. Be especially careful with night lights and tea lights, which get hot enough to melt plastic.
- Put them in a proper holder. Candles need to be held firmly upright by the holder so they will not fall over. The holder needs to be stable too, so it will not fall over either.
- Position them away from curtains. Do not put candles near curtains or other fabrics – or furniture. And keep them out of draughts.
- Do not put them under shelves. It is easy to forget that there is a lot of heat above a burning candle. If you put it under a shelf or other surface then it can burn the surface. Make sure there's at least three feet (one metre) between a candle and any surface above it.
- Keep clothes and hair away. If there is any chance you could lean across a candle and forget it is there, put it somewhere else. You don't want to set fire to your clothes or your hair.
- Keep children away. Candles should be out of reach of children.(unless carefully supervised and thoroughly risk assessed)
- Keep candles apart. Leave at least four inches (10cm) between two burning candles.
- Take care with votive or scented candles. These kinds of candles turn to liquid to release their fragrance, so put them in a glass or metal holder.
- Do not move them when they are burning. Extinguish candles before moving them. Also, do not let anything fall into the hot wax like match sticks.

- Do not leave them burning. Extinguish candles before you leave a room. Never go to sleep with a candle still burning. And never leave a burning candle or oil burner in a child's bedroom.
- Use a snuffer or a spoon to put them out. It is safer than blowing them, which can send sparks and hot wax flying.
- Double-check they're out. Candles that have been put out can go on smoldering and start a fire. Make sure they're completely out.

### **Smoking Policy**

St Joseph's Preparatory School is a non-smoking school. Smoking is prohibited inside any public place, School premises and vehicles. No person is allowed to breach this rule. Visitors, parents and guardians should be reminded of the School rules on smoking when coming onto the premises.

### **Risk Assessment Policy**

The risk assessments carried out at the school are systematic and thorough and always have the children, staff and all participants welfare at the fore front.

Risk assessments for regular activities in school which pose a risk are completed and reviewed annually. Risk assessments for new equipment, activities and each and every Educational and Sporting visit are completed as the need arises.

All activities and Educational Visits need to be logged in the school diary in advance of the event taking place.

Risk assessments are completed in ink by the member of staff responsible for the activity (we also contact outside agencies and places that we visit for their Risk Assessments before embarking on an activity and include this paperwork with our own). Staff assesses each risk and put in place strategies designed to minimise any risk to the welfare of participants.

All Risk Assessments are signed and dated by the lead member of staff; these are then passed to the Headteacher or Assistant Headteacher in the absence of the Headteacher for further scrutiny and approval. The Headteacher teacher or Assistant Headteacher counter sign the form. These are included in the paperwork which accompanies a trip with a copy lodged with the Headteacher.

Risk assessments take account of our Safeguarding Policy.

Any activities which the Headteacher or Assistant Headteacher do not feel are safe will not go ahead.

Governors are informed of the Risk assessment process and this is reviewed by them under Health and Safety.

Risk assessments and training are reviewed annually by staff.

### **Car Parking**

Car parking is a concern at St Joseph's Preparatory School as it is a hazard for those who use the school. It is also a hazard for neighbours who live within the vicinity of the school. Drivers parking cars at the school, near it or dropping or collecting children at the school should at all times have consideration for the safety of pedestrians, other road users and the immediate community. In particular, the road markings near the school crossing should be observed at all times.

Visitors parking at the school should leave a note of their car registration number with the school office in case the car has to be moved etc.

Where there is provision for disabled parking, only orange badge holders should use these spaces. At no time should the space reserved for school transport be obstructed.

There is regular contact with traffic police and the road safety officer who will talk to parents and children and provide leaflets and posters to display and send out.

Regular letters to parents emphasise the following:

- Care of our neighbours
- Not parking on yellow lines.
- Keeping the traffic flow moving, rather than causing obstruction.
- Any sporting events – children and staff to leave by the designated time.
- Trips – try to arrange coach time to cause minimum traffic problems.

Personal contact with any adult who continually parks in an obstructive way (by Headteacher or Caretaker). All comments by parents or neighbours will be followed up.

## **On Site Vehicle Movement**

The vehicle entrance to the school is a shared drive with St Joseph's College, for this reason during the hours of 8-15 to 8-50 am and 3-25 to 3-45pm and 4-30 to 4-45pm children enter and exit the school via the side gate using the Crossing Patrol assistance. Staff supervise the side gate from 8-15 until 8-50 when this is locked.

Children using the main entrance at any other time of day should do so under adult supervision.

Deliveries on site are asked to arrive before 8am and will require a 'Banks Man'-a notice is displayed to alert deliveries to this.

Lunch delivery occurs when all children are in school, any children outside the school should be accompanied by a responsible adult and use the walkways provided.

Children are not allowed to access the staff car park-unless they are supervised and for a specific reason.

The school gates are open throughout the school for Emergency Vehicle access.

The school is on a shared site and staff are mindful of this when entering and exiting.

Parents are not allowed to come on site in their vehicles unless prior permission has been sought and granted. Any children leaving vehicles to enter school should be accompanied.

## **Manual Handling**

Manual handling relates to the moving of items either by lifting, lowering, carrying, pushing or pulling. The weight of the item is an important factor, but many other factors can create a risk of injury, for example the number of times an item is picked up or carried, the distance it is carried, where it is picked up from or put down (picking it up from the floor, putting it on a shelf above shoulder level) and any twisting, bending, stretching or other awkward posture that may be adopted while doing a task.

St Joseph's Preparatory school follows the advice in The Manual Handling Operations Regulations 1992 (MHOR) which require employers to manage the risks to their employees.

- Staff are instructed to avoid hazardous manual handling operations so far as is reasonably practicable, this may involve redesigning the task to avoid moving the load or by automating or mechanising the process. A stacking trolley is provided for the movement of chairs or large items e.g. cupboards.
- A suitable and sufficient assessment of the risk of injury from any hazardous manual handling operations that cannot be avoided will be carried out and machinery hired if necessary to assist the operation.
- Where possible, provide mechanical assistance, for example, a sack trolley or hoist. Where this is not reasonably practicable then changes to the task will be explored together with the load and the working environment in order to reduce the risk of injury from those operations so far as is reasonably practicable.
- Where staff are moving school tables they are advised to do this as a two person operation.
- Chairs should be carried with the back rest facing outwards.
- The caretaker should be informed if any large items of equipment require movement.

### **Policy on Children Moving Equipment**

In the normal day to day running of the school, there are certain situations where children will need to move equipment or items of furniture. For example:

- Chairs and/or tables
- Sports equipment
- Small items of equipment

Children must *always* be supervised when moving any equipment or item of furniture. Some items they will need to move may be heavy or awkward to handle. Children need to be shown how to lift and carry safely. This needs reinforcing on regular occasions.

### **PE and Sports Equipment**

When using large apparatus, children must be trained in how to move, lift and set out each piece of apparatus. This includes how to lift correctly, and how many children are needed for moving each piece of equipment (this should include how to bend), for example netball posts – one child at each end.

### **Furniture**

Chairs should be moved one at a time, and children must be shown how to carry them correctly. They may carry single chairs on their own. If children are asked to move a stack of chairs then the chair stacker must be used. If a large number of chairs are needed then the Caretaker will supervise.

Tables need one child at each end, a child must not attempt to lift a table on his or her own.

Small items of equipment include tape players, CD players, PE trolleys etc. These can be moved freely by the children.

Always make sure when any item of equipment or furniture is being moved from one room to another, that there is another child available to open and close doors.

### **Items Children Should Not Move**

- Desktop Computers – monitors can easily fall off trolleys, or wires get caught
- Piano – although on wheels, it can tip, and feet or fingers become trapped
- Cooker – too heavy and awkward
- Paper cutters – sharp blade although on wheels, can tip
- Television

### **Security of the Premises**

The Headteacher, Assistant Head Teacher, Caretaker and the Security Officer are the designated key holders and are responsible for the security of the building.

### **Security Alarms**

Chubb A UTC Fire and Security are responsible for the school Alarm system. They can be contacted at any time: 08448791770

### **Class teacher**

It is the responsibility of the class teacher to make sure that their classroom is secure, windows closed and equipment switched off before leaving the premises.

### **Caretaker**

It is the responsibility of the Caretaker to check daily that:

- All locks and catches are in working order
- The emergency lighting is working
- The fire alarm has no faults
- The security system is working properly

Before leaving the premises, the Security Officer checks that:

- All the windows are closed
- The doors are locked and secure
- The security alarm is set

- All gates are locked  
The Security officer is responsible for site security.

### **Headteacher/Assistant Headteacher**

It is the responsibility of the Headteacher or Assistant Headteacher, to ensure that the School is secure following late functions if the caretaker or Security is unavailable.

In addition, the Headteacher is responsible for the security of the premises during the school day.

### **Visitors Security checks**

All visitors are required to report to the School's Office. All visitors are asked to provide photographic identification before they are allowed to enter school. Non-emergency visitors are asked to make an appointment and provide photo ID and where appropriate DBS certificates/numbers before arrival. Visitors who are going to work with children are also checked against 'List 99'.

All parents and other adults are requested, when bringing children to school, or collecting them afterwards, to walk round the outside of the premises so that the children are able to enter or exit the school by the correct door.

Any parent or visitor is welcome in school but is asked to report to the office first.

These points must be adhered to, but in no way detract from the open door policy of the school.

### **Security during the school day**

The main entrance to the school is kept locked at all times and can only be accessed via a Security code, which is only shared with staff members. The internal green release buttons to the main entrance are only used by staff members and children are made aware of this - this is a disciplinary issue if this rule is flouted.

The side gate by the mobile classrooms and the Nursery are also only accessed by a Security code. The side pupil/parent entrance to the school is opened at 8-15am until 8-50 when it is locked. It is opened at 3-25 until 3-45pm and again at 4-30 to 4-45pm. Internal gates around the school are also locked.

### **Contractors on Site**

- Any works which need to be carried out at school will be undertaken by reputable contractors; as a general rule the Bursar will seek contractors. The school already has a list of contractors which we regularly use in the school for small projects. All contractors must show a current DBS certificate and photo identification before entering school. Most major works are conducted when the school is not open to children. If a contractor is needed on site during school hours these are accompanied by an adult, usually the Caretaker.
- If a new contractor is required quotes will be taken from three contractors.
- For major school projects, these will be agreed by Governors and works tendered for. Contractors are encouraged to telephone and make appropriate arrangements prior to visiting the school. They must either contact the Headteacher or Caretaker
- Contractors are encouraged to telephone and make appropriate arrangements prior to visiting the school. They must either contact the Headteacher or Caretaker
- All contractors must report to the school office. The Caretaker will then be informed of their arrival.
- Contractors will work under close supervision of the Caretaker so as not to endanger the health and safety of children or adults in school.
- Any equipment that contractors bring into school must be stored in a safe place away from corridors, classrooms, or any areas used by adults or children.
- No repairs or maintenance can be carried out in areas which children or adults are occupying; this includes cloakroom and toilet areas.
- If contractors are working near the children's play areas, then all equipment and machinery must be cleared away during this time, and the contractors must leave the area.

All work will be monitored by the Caretaker and any concerns reported to the Headteacher and the contractor concerned.

NB See sheet below to be given to contractors.

### **Guidance for Contractors on Site**

We have been recommended by the Health and Safety Inspector to ask you to refrain from:

- Smoking in the building or in the grounds as we are a no-smoking school.
- Talking to the children (our children are asked not to talk to strangers).
- Moving vehicles when children are at play.
- Working on or near the playgrounds when the children are at play.
- Leaving equipment around.
- Playing music during school hours.

If you have any problems, please see the Headteacher or Caretaker.

### **Maintenance of Equipment**

- P.A.T. Testing is carried out annually
- Fire Extinguisher, Boiler, Water Heaters & Cooler and Shower (Annually)
- Security Alarm (Annually)
- Fire Alarm & Emergency Lighting (Weekly)
- Testing for Legionnaires (Annually)

### **Policy on the Use of Hazardous Substances in School**

All substances which may be hazardous are kept in a locked store.

Any staff ordering chemicals must only order those covered by the COSHH register.

Any member of staff using chemicals must:

- Check the substance against the COSHH register.
- Follow procedures laid down for use.
- Be aware of procedures for avoiding exposure and for control.
- Inform the Headteacher or Assistant Headteacher of any difficulties.

### **Asbestos -we have currently no asbestos on site.**

The School has a duty of care to manage the risks posed by asbestos on our premises. Assessments will be made of our premises to identify where asbestos products may have been used in construction of the building and associated services. A copy of resulting assessments will be held on the premises for employees to read. The School policy is to leave asbestos undisturbed where it poses no identified risk to employees and others. The following information outlines the School's legal duties in relation to asbestos. Duty requirements arising from the Control of Asbestos at Work Regulations 2012 (CAWR)

The duty to manage requires those in control of premises to:

- take reasonable steps to determine the location and condition of materials likely to contain asbestos
- presume materials contain asbestos unless there is strong evidence that they do not
- make and keep an up to date records of the location and condition of the asbestos containing materials
- assess the risk of the likelihood of anyone being exposed to fibres from these materials
- prepare a plan setting out how risks from materials are managed and take the necessary steps to put the plan into action
- review and monitor the plan periodically
- provide information on the location and condition of the materials to anyone who is liable to work on or disturb them

- provide employees who are likely to disturb asbestos with annual asbestos awareness training
- Responsibilities

The Bursar will obtain copies of asbestos reports where available and make employees aware of the presence of asbestos where identified. Where the School premises contain asbestos, a note will be made on the personnel record of each member of staff working in that area to indicate they have worked on premises containing asbestos. Action will be taken in accordance with advice given by an asbestos specialist. HSE approved asbestos contractors will be used where removal is deemed necessary. When contractors are used for maintenance or installation work associated with the premises, they will be notified of all known locations of asbestos products. They will be required to immediately notify the School if they identify any other asbestos whilst working and must cease operations immediately if they are likely to disturb asbestos

### **Policy on the Administration of Medicines during School Hours**

From time to time, parents request that the school should dispense medicines which need to be administered at regular intervals to children.

These requests fall into two categories:

- Children who require emergency medication on a long term basis because of the chronic nature of their illness (for example, asthma and epilepsy)
- Children who are suffering from casual ailments (coughs, colds etc.)

Generally, no member of staff will administer medicine to children.

Parents are responsible for the administration of medicine to their children and if a child needs a dose of medicine at lunchtime, the child should return home for this or the parent should come to school to administer the medicine.

If it is unavoidable that a child has to take medicine in school for treatment for a long term illness to be effective, then each individual case will be considered. Please note that teachers are not required to dispense medicines as part of their contracts and any involvement would be purely on a voluntary basis.

If it is necessary for a child to take prescribed medicine at School, the parents of the child must bring the medication into school personally. A member of staff will fill in the necessary documentation and the parent or carer will be asked to read through the form and its disclaimer and then to sign.

(For casual ailments, it is often not possible for doses of medication to be given inside school hours. The school does not administer un-prescribed medicines for casual ailments).

For the school to agree to assist in long term medication:

- Parents must write to the school giving authorisation for medicines to be administered to their children. This needs to include instructions regarding the quantity and frequency of administration.
- The medicines must be brought into school in a properly labelled container which states: (a) The name of the medicine, (b) The dosage and (c) The time of administration. This can be only from a General Practitioner. No un-prescribed medications or creams will be accepted.
- Where possible the medicine should be self-administered under the supervision of an adult. Medicines will be kept in a secure place by staff in accordance with safety requirements.

Where long term needs for emergency medication exist, the school will require specific guidance on the nature of the likely emergency and how to cope with it while awaiting paramedical assistance.

Detailed written instructions should be sent to the school and the parent/guardian should liaise with their child's class teacher. If the emergency is likely to be of a serious nature, emergency contact numbers must be given where an adult is available at all times.

### **Policy on First Aid in school**

All incidents requiring first aid are dealt with by the school's first aiders.

If an accident occurs in the playground and first aid is required, then one of the staff on duty in the playground should come to the staff room and request the assistance of the child's class teacher, Early Years Practitioner or NTA as appropriate. At lunchtimes first aid is administered by the First Aiders.

If there is any concern about the first aid which should be administered then the qualified first aiders must be consulted.

The qualified first aiders are: Miss Gerrard, (Mr D Hood, Mr Ferris –retraining pending)

The Pediatric First Aiders are: Mrs A Taylor, Mrs I. Barlow Mrs P Clarke, Miss E Gerrard and Mrs S Maskery, J Kimberley, M Rowlinson. There is always at least one qualified first aider or member of staff on site at any time when children are present.

### **Safety/HIV Protection**

Always wear disposable gloves when treating any accidents/incidents which involve body fluids. Make sure any waste (wipes, pads, paper towels etc.) are placed in a disposable bag and fastened securely. Any children's clothes should be placed in a plastic bag and fastened securely ready to take home.

### **Recording Accidents**

All accidents must be recorded in a Record of First Aid Treatment book. A copy of this is kept centrally in the school office. All details need to be filled in, including any treatment given.

### **First Aid Boxes**

First aid boxes are kept in the First Aid Areas and all classrooms

Contents

- Scissors
- Bandages
- Plasters, single
- Antiseptic wipes
- Gauze and tape
- Disposable gloves

### **Person Responsible for Supplies**

Miss Gerrard is responsible for checking the contents of the first aid boxes on a regular basis and for placing orders to replenish stock. All staff are responsible for notifying the first aiders if the supplies in any of the first aid boxes are running low.

### **Allergies/Long Term Illness**

A record is kept in the General Office of any child's allergy to any form of medication (if notified by the parent) any long-term illness, for example asthma, and details on any child whose health might give cause for concern. All staff are notified.

### **Courses**

Staff receive regular information on courses and are welcome to attend.

### **Contacting the Emergency Services**

An ambulance should be called for any condition listed above or for any injury that requires emergency treatment. Any pupil taken to hospital by ambulance must be accompanied by a member of staff until a parent arrives. All cases of a pupil becoming unconsciousness (not including a faint) or following the administration of an EpiPen, must be taken to hospital.

### **Accidents**

Accidents fall into four categories:

- Fatal
- Major injury
- To employees resulting in more than three days consecutive absence
- Other accidents

Accidents in the first two categories should be reported immediately to:

The Health and Safety Executive on 0845 300 9923 or e-mail [riddir@natbrit.com](mailto:riddir@natbrit.com) or post to Incident Contact Centre, Caerphilly Business Park, Caerphilly, CF83 399

The accident should be reported by telephone immediately, and then confirmed on line form F2508. A list of what constitutes a major injury is attached. Category 3 accidents are reported to the Health and Safety Executive online within 7 days on form F2508. If the accident is more than a minor one for child or adult, please report it immediately to the Headteacher or Assistant Headteacher who will send for an ambulance if needed and contact parents. When in doubt, contact parents/guardians.

#### **Other accidents**

These are the accidents, which more commonly occur in school.

Procedure to follow:

- Always fill in the accident book for minor injuries. This is found in the Mobile classroom .
- If a child has a bump on the head or bump to the mouth, parents should be contacted by phone and letter. The letters are kept in the first aid file, which is located in the First Aid Area.
- Fill in the accident form, copies of which are kept in the first aid file, if the parent/guardian has to be sent for to take the child to the family doctor or to hospital for further treatment. Give the form to the Headteacher or the Assistant Head to sign.

Copies will then be taken for:

- Health and Safety Executive (and sent online)
- For the school file

#### **Major Injuries**

- Fracture of the skull, spine or pelvis
- Fracture of any bone in the arm other than a bone in the wrist or hand
- Fracture of any bone in the leg other than a bone in the ankle or foot
- Amputation of a hand or foot
- The loss of sight of an eye
- Any other injury which results in the person injured being admitted to hospital as an inpatient for more than 24 hours, unless that person is detained only for observation

It might be that the extent of the injury may not be apparent at the time of the accident or immediately afterwards, or the injured person may not immediately be admitted to hospital. Once the injuries are confirmed, or the person has spent more than 24 hours in hospital, then the accident must be reported as a major injury.

#### **Reporting School Accidents**

Certain accidents arising out of or in connection with work are reportable to the Health and Safety Executive under the requirements of the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013. The following gives practical advice to schools on compliance with this duty. It is not a complete statement of the duty.

The Health and Safety Executive have established a central Accident Reporting Centre and the details for contact are as follows:

For death and major injuries the report will be made by telephone to the Incident Centre on 0845 3009923.

These and all other reportable incidents should be reported online at [www.hse.gov.uk](http://www.hse.gov.uk) as required.

A copy of any completed form will be retained with the Accident Register and the original of the form submitted to the enforcing authority by the Headteacher.

Telephone 0845 300 9923 (8.30am–5.00pm) for death and major injuries only  
E:mail [riddor@natbrit.com](mailto:riddor@natbrit.com)  
Web site [www.hse.gov.uk](http://www.hse.gov.uk) (any time)

#### **Employee Accidents**

(This applies to all Education employees and self-employed persons on school premises).

Any accident to an employee resulting in a fatal or major injury must be reported to the HSE immediately by telephone. The details must be confirmed on Form F2508 within 7 days.

If the accident does not result in a fatal or major injury, but the employee is incapacitated from their normal work for more than three days (excluding the day of the accident) there is no need to telephone, but Form 2508 must be completed and sent to the HSE within seven days of the accident.

#### **Occupational health and managing work-related stress.**

The school takes advice from the HSE and as a general rule follows their Management Standards:-

- demonstrate good practice through a step by step risk assessment approach
- allow assessment of the current situation using surveys and other techniques;
- promote active discussion and working in partnership with employees to help decide on practical improvements that can be made
- help simplify risk assessment for work related stress by:
  - identifying the main risk factors for work related stress;
  - helping employers focus on the underlying causes and their prevention; and
  - providing a yardstick by which organisations can gauge their performance in tackling the key causes of stress.

Other guidance on Occupational Health matters will be sought from the Trustees legal guides.

#### **Violence to staff**

The school will not tolerate verbal or physical harassment of staff, assault on members of staff or their property, or against family or associates of members of staff, either during or outside of working hours, which are a result of employment to work at the school.

- The school will record and investigate all incidents, threats of, or actual, violence at work and will take remedial action that may be necessary
- Should such an incident occur, if necessary First Aid treatment should be sought and a careful written record made
- The member of staff involved should report the incident to the Headteacher and complete an incident report form.

The Headteacher will follow the procedure in the Behaviour policy-in extreme cases the Chair of Governors and outside agencies e.g. police may need to be involved.

## **Pupil Accidents**

(Including accidents to any visitors not at work) Fatal and major injuries to pupils on school premises during school hours must be reported in the same way as those to employees. However, injuries during play activities in playgrounds arising from collisions, slips and falls are not reportable unless they are attributable to:

- The condition of the premises (for example, potholes, ice, damaged or worn steps etc.
- Plant or equipment on the school premises.
- The lack of proper supervision

Fatal and major injuries to school pupils occurring on school sponsored or controlled activities off the school site (such as field trips, sporting events or holidays in the UK) must be reported if the accident arose out of or in connection with these activities.

## **Illness and Injury (Early Years)**

The school will notify Ofsted of any illnesses or injury in connection with medicines and of any serious accident, illness or serious injury to, or death of any child whilst in our care, and of any action taken. Notification will be made as soon as reasonably practicable, but in any event within 14 days of the incident occurring.

Where it is reasonably practicable to do so, notification must be made in advance of the event occurring in all other cases, notification must be made as soon as is reasonably practicable and within 14 days of the incident occurring.

## **Notice that Parents may have access to records**

Dear Nursery and Reception Parents,

Your child has an 'Early Years Profile' and other Records tracking their development, and achievements in the Early Years Department.

We are very happy for Parents to contribute to these Profiles by passing on information, as a note or a photograph, to the teaching staff when landmarks have been achieved in your child's life.

Staff are also happy to share with you your Child's Profiles and records to discuss them with you. In order for us to take into account Data Protection Rules when disclosing records that refer to third parties, we ask that a written request is sent into school so that personal files on your child can be made available for you to view in school. Staff will endeavour to meet your request within five working days.

# Appendix

St Joseph's Preparatory School

A

Stoke-on-Trent

## INSTRUCTIONS IN CASE OF FIRE

### ADULTS

#### **I. IF YOU DISCOVER A FIRE, OPERATE THE FIRE ALARM**

- **YOUR FIRST RESPONSIBILITY IS TO THE CHILDREN.**

ENSURE THAT THEY ARE TAKEN TO THE ASSEMBLY POINT IMMEDIATELY (THE ASSEMBLY POINT IS THE JUNIOR PLAYGROUND)

- **CLOSE ALL THE DOORS BEHIND YOU.**
- **THE SCHOOL SECRETARY WILL RING THE FIRE BRIGADE AND BRING THE SCHOOL REGISTERS TO THE ASSEMBLY POINT.**

**IF A PERSON IS MISSING, INFORM THE HEADTEACHER IMMEDIATELY**

St Joseph's Preparatory School  
STOKE-ON-TRENT

**INSTRUCTIONS IN CASE OF FIRE**

**CHILDREN**

***IF YOU HEAR THE FIRE ALARM STOP WHAT YOU ARE DOING AND LISTEN TO THE TEACHER.***

**BE VERY QUIET AND CALM.**

When you are told, line up and walk **IN SILENCE** in single file, through the fire exit to the Junior Playground.

Line up in **SILENCE** and listen to the class register being called.

***DO NOT*** return to the school building until the teacher tells you.

St Joseph's Preparatory School  
**STOKE-ON-TRENT**

**INSTRUCTIONS IN CASE OF FIRE**

**ALL VISITORS TO OUR SCHOOL**

*IF YOU HEAR THE FIRE ALARM PLEASE VACATE THE PREMISES IMMEDIATELY, CLOSING ALL DOORS BEHIND YOU.*

*THE MUSTER POINT IS ON THE JUNIOR PLAYGROUND.*

*PLEASE REPORT TO THE SCHOOL SECRETARY WHO WILL BE ABLE TO ACCOUNT FOR YOU VIA THE VISITORS BOOK.*

**DO NOT RETURN TO THE BUILDING UNDER ANY CIRCUMSTANCES UNLESS INSTRUCTED TO DO SO BY A MEMBER OF STAFF.**

OUT OF HOURS / HOLIDAY TIME

*If you are working in the School during holiday time or out of School hours and there is no member of staff available, please dial 9 999 (if using the School Telephone) and report the Fire. Our School Address is: St Joseph's Preparatory School, off Rookery Lane, Trent Vale, Stoke on Trent ST4 5RF Tel: 01782 417533. PLEASE VACATE THE BUILDING IMMEDIATELY AFTERWARDS.*

MANY THANKS FOR YOUR CO-OPERATION.

St Joseph's Preparatory School  
Stoke on Trent

Fire Instructions

*As you will be working unsupervised by staff at St Joseph's Preparatory School, it is necessary for you to have read and understood our fire procedures, please can you sign below to confirm that you have done so.*

## **Health and Safety**

The policy of Joe's Club is to provide and maintain safe and healthy working conditions, equipment and systems of work for all our employees, and to provide such information, training and supervision as they need for this purpose. We also accept our responsibility for the health and safety of other people who may be affected by our activities. The allocation of duties for safety matters and the particular arrangements which we will make to implement the policy are set out in comprehensive school policies on Health and Safety. The policies will be kept up-to-date. To ensure this, the policies and the way in which it has operated will be reviewed annually.



## Emergency Procedure

In the event of an emergency occurring which requires the school to be evacuated and moved from the school site, the Headteacher at St Joseph's College has agreed that St Joseph's Preparatory School would be able to take all its pupils to St Joseph's College.

In the event of this emergency **not** being due to a fire, the school bell will be rang 10 times in succession.

All staff need to know how to use the bell.

Depending on the nature and location of the incident.....

All children to assemble in the hall for further instructions.

In the event of evacuation, depending on the nature and location of the incident, the children will assemble either.....

- On the Brothers' Lawn
- College Playground
- Rookery Lane
- St. Teresa's Roman Catholic Church, Stone Road (as a last resort)

In the event of an emergency occurring which requires the school to be evacuated and moved from the school site.

The following procedure will be followed:

- An Air Horn will be blown 10 times in Succession; this is stored in the Secretary's Office.
- Children will evacuate the school as per the Fire Drill and muster on the Tennis Courts. A register will be taken.
- A member of the Senior Management Team will lead the children away from the school to a place of safety.

An amendment has been issued in the event of an act of terrorism on the school (See Appendix B)

# Appendix

## B

### **Disaster Planning Arrangements**

The School is dedicated in their efforts to avoid any disaster that may affect the School. However, the School recognises that such an event may occur despite their best efforts and have put in place procedures that will deal with any disaster. Being prepared reduces the risk of disasters and if they happen, minimises their effect and enables management to handle them successfully. The main imperative of disaster planning is to safeguard the health, safety, security and welfare of employees and others. Secondly, to handle next of kin with maximum care and consideration.

### **Roles**

The Headteacher is responsible for ensuring reaction to disasters is managed in a controlled manner.

### **Disaster Planning Procedures**

There are four components to disaster management that follow a logical, integrated and progressive sequence of activities. It provides a cycle of preparedness and action. The four stages are:

#### **Mitigation**

This is about reducing risks whatever their source. Such risks include floods, fire, explosions, structural damage, computer problems, aircraft disasters etc. The risks associated with disasters should be identified by the Headteacher so that the individual and collective effects (particularly on people) can be assessed against established criteria. Priority steps can then be taken to eliminate, reduce or control the risks and their severity.

#### **Readiness**

This covers all in-house aspects of preparedness, notably contingency planning and emergency procedures. The Headteacher will draw the elements of readiness from the assessment of risks in stage 1 (mitigation) into the contingency plan. The contingency plan should center on saving lives and relieving suffering, also to include protecting property and resources, prevent collateral damage and safeguarding the environment.

#### **Response**

The core of any response to any disaster is the emergency services. However, there is no blueprint for a disaster because each situation is different and the unexpected can happen at the worst possible time. Consequently, some basic information should be compiled and made available to help the emergency services. This includes site services locations, School layout plans, and storage of dangerous substances etc. which will aid those agencies involved in the response. Statements to the media should be channeled through the Headteacher. The response should follow a logical sequence:

- Identify the source and nature of the disaster
- Raise the alarm
- Notify the emergency services
- Saves lives and treat casualties
- Activate the contingency plan
- Establish control and manage the developing situation

#### **Recovery**

This is the last stage of the disaster management cycle. It embraces a number of activities needed for return to normality and should include dealing with investigations and inquiries, rehabilitation and after care needs, especially relatives and/or next of kin of any persons injured or deceased.