St John's
School Billericay

Health & Safety Policy

Date:	July 2019
Those Responsible:	Mr A Angeli - Headteacher
	Mrs A Fleming - Deputy Headteacher
	Mr J Summers - Health & Safety Officer
To be reviewed:	Regularly

St John's School

Health & Safety Policy

Date of Policy: July 2019

Members of Staff Responsible:

Mrs J Osen (Principal)
Mrs F Armour (Headteacher)
Mr J Summers (Officer in Charge of Health & Safety)

Review Dates:

July 2020
July 2021

1. Policy Statement
2. Aim of Health & Safety Policy
3. List of Health and Safety Policies & Risk Assessments
4. Policy Outline
5. Monitoring and Review
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St John's School Health & Safety Policy

1. Policy Statement

The principal notes the provisions of the Health and Safety at Work Act 1974 and along with the Head teacher and health and safety committee recognise policies, procedures and safety rules are aimed at ensuring a high standard of health and safety at all times; risk assessments are regularly undertaken in order to achieve this. All are committed to provide a health working environment, safe systems of work and a high standard of safety and welfare for all employees.

Whilst the principle, Head teacher and health and safety committee are responsible for the implementation of health and safety policy, no safety policy can be effective without the full co-operation of staff. Every member of staff and visitor to the site, has a personal responsibility to ensure that their own health and safety, and that of others is not affected by anything they do or fail to do whilst at work in line with these procedures.

This policy will be updated on a regular basis in line with changing legislation and relevant staff will be informed of any adaptations.

2. Aim

To provide and maintain a healthy and safe working and learning environment for staff, pupils and visitors and to ensure that all that is reasonable and practicable is done to prevent personal injury

- The School Principal is conscious of their responsibilities under both common law and statute to provide a clean, healthy and safe working environment.
- To promote a healthy lifestyle for pupils within the School.
- To ensure the co-operation of management, staff and pupils in carrying out this policy.

3. LIST OF HEALTH & SAFETY POLICIES

Where applicable staff are expected to make themselves familiar with the individual health and safety policies - which can be accessed on the staff server of the intranet.

HEALTH & SAFETY (GENERAL POLICY STATEMENT)

ADMINISTRATION OF MEDICINE IN SCHOOL
CONTROL OF COMMUNICABLE DISEASE
CONTROL OF SUBSTANCES HAZARDOUS TO CHILDREN
EPIPEN
FIRST AID
INJURY RECORDING

FIRE DRILL
FIRE RISK

OUT OF SCHOOL TRIPS
SAFETY ON SCHOOL TRIPS
CRISIS MANAGEMENT
SNOW AND ADVERSE WEATHER POLICY
MISSING CHILD
NEW & EXPECTANT MOTHERS - HARD COPY - NOT ON SERVER

RISK ASSESSMENTS

MANAGEMENT OF HEALTH & SAFETY PRIMARY - HARD COPY
MANAGEMENT OF HEALTH & SAFETY SENIORS
RISK ASSESSMENT FOR EARLY YEARS– CLASSROOM
RISK ASSESSMENT FOR EARLY YEARS – PLAYGROUND
RISK ASSESSMENT JUNIOR /SENIOR - HARD COPY
FIRE RISK ASSESSMENT – HARD COPY

4. Policy Outlines

Emergency Numbers

Contact numbers for Gas, electric, water suppliers will be available in the admin office or via the facilities department.

First Aid – Please refer to relevant policies for more detail

ADMINISTRATION OF MEDICINE IN SCHOOL
CONTROL OF COMMUNICABLE DISEASE
EPIPEN
FIRST AID

First Aid boxes are situated throughout the school and staff will receive training in workplace first aid and early years first aid as necessary.

A First Aid box is available for any trip or sports event that is undertaken away from school.

The staff who are currently first aid qualified will be named and a list held in the school office and with the health and safety officers.

Any serious accidents to staff must be reported to the named H&S contacts and recorded in the staff Accident book kept with Jeff Summers.

First Aid Procedures

Nominated Appointed Person:	Mr J Summers*
Other Trained Staff:	Ms E Grayson, Mr A Murray, Ms J O'Flaherty, Ms H Moreira

First Aid Boxes are available throughout the school site.

Action: In the event of a minor accident, e.g. graze or slight cut:

1) Treat the injury
2) Record all details of how the injury happened and the treatment given in The First Aid Book (held in First Aid Room -A1 juniors, Kindergarten, School office & Sports Hall)

In the event of a serious accident, or if in any doubt:

- Call appointed person *
- Notify the School Office
- Office to call ambulance (A member of staff will accompany child)
- Office to call parent
- Complete accident form
- Follow up risk assessment where necessary

Do not move anyone who may have a serious neck, spine or leg injury

School Trips: The trip leader on all school trips should carry a First Aid Kit (including short trips in the minibus). The First Aid Box and Kit for school trips is kept in the School Office. If more than one is required there are spares in the lab.

There is a First Aid Box for the minibus which must not be taken out of it.

Records for first aid

Accidents/Injuries
A record will be made on each occasion any member of staff, pupil or other person receives first aid treatment either on the school premises or as part of any school-related activity.

All injuries must be recorded.
The First Aid Book should contain:
The date, time and place the injury occurred
The name of the individual and class
Details of illness/injury
Details of the treatment and any follow up (went home/back to class etc)

Accidents involving death, major injury or dangerous occurrence must be reported immediately to H.S.E. using the Riddor form 2508. Accident records should be kept for three years with adults and indefinitely with children.

Fire - Please refer to relevant policies for more detail

FIRE DRILL & FIRE RISK

A fire emergency exit notice is displayed on all relevant walls.

Regular fire drills are carried out to ensure all staff and pupils are aware of evacuation procedures.

Fire extinguishers are situated on each floor. These will be monitored and inspected on a regular basis by the facilities manager together with all fire safety equipment.

It is the responsibility of all staff to ensure that fire exits are unlocked and free from obstruction.

In the event of a fire the procedure will be as follows: (see fire drill policy for full details)

1. Fire bells to sound in all buildings
2. Buildings to be evacuated and Fire Brigade to be called
3. Staff, pupils and others to assemble at their allocated point.
4. Registers to be taken and Officer in charge of Safety to be informed of any missing persons
5. Return to the building once the “all clear” has been given

If a teacher discovers a fire, it is his or her first responsibility to ensure the safety of the pupils by sounding the fire alarm and evacuating the building.

Teachers should lead their class to a fire exit to ensure that the route is safe. Upon reaching the fire exit, the teacher should count his or her pupils out of the building to check that they have all evacuated safely.

The pupils should line up in their form in silence so that registers can be taken and all pupils accounted for. The Safety Officer will be informed once the registers have been taken.

Teachers, office staff, caretakers, kitchen staff and others should also account for any other members of their department at this time.

Office staff should notify the Headteacher if any sub-contractors or visitors are on the school premises.

When practicing emergency drills it is expected that all buildings are vacated within 3 minutes, and that registers are checked within 1 minute.

Bomb Scares

In the event of a bomb scare, the fire bell will sound and the emergency drill procedure will be followed. The police will be informed immediately.

Hazards
H&S risk assessments will be carried out regularly by named personnel.

Potential hazards highlighted by staff are to be reported by email to the school office and facilities management. fm@stjohnsschool.net

All hazardous substances/materials will be stored in a locked storage space.

Electrical Equipment

All electrical equipment within the school will be tested.

Visitors & Premises Security

Any visitors to the school must be signed in and wear a badge at all times. A visitor's book is situated in the office. Staff will be responsible for outlining fire drills to groups and individuals.

In the case of evacuation staff are responsible for ensuring visitors are aware of how to exit the building.

The premises shall be fenced off from the public, with access gates closed at all times when not in use. These gates will be lockable upon closure. In the case of a coded gate all reasonable precautions should be taken to ensure only staff know the codes. The codes will be changed if those at risk or if the general public know and are able to use these codes.

The front door to the reception, which is accessible to the public through an open gate, shall be kept locked at all times. Access through this door is only granted after a visitor rings the bell and identifies himself or herself to the office staff.

There is an alarm system in place on the school house, and CCTV cameras are positioned around the school, to discourage trespassing outside of school hours.

No young people are to be left unattended in potentially hazardous areas.

The school will ensure the personal safety of its own employees whilst contractors are working on site together with any contractors visiting. All contractors will be made aware of any risks and it is recommended they undertake their own risk assessment and must comply with the employers health and safety procedures.

Hygiene

Any food preparation must be done in compliance with health and hygiene regulations in designated areas- Kitchen, Savoy, Food Tech room and Staff rooms.

The facilities management are responsible for ensuring the workplace, including staircases, floors and bathrooms are kept in a safe and clean condition by cleaning, maintenance and repair.

Communication

All employees will be given information about the general duties under HSW Act and specific legal requirements relating to their work.

Smoking

Students and staff are prohibited from smoking cigarettes at all times. Smoking for these purposes includes the use of cigarettes, cigars, pipes, electronic cigarettes (or e-cigarettes) and any other type of smoking. Smoking off site in uniform is considered an offence. A student caught smoking may be suspending or expelled at the Head Teacher's discretion.

All buildings must have an A5 sized sign at their entrances stating in words and showing in the approved symbol that smoking is not allowed.

Refer to the alcohol, smoking and drugs policy.

Internet Safety

The Internet Safety Policy is written separately to this policy. It is written jointly by the ICT department and the Head of Pastoral Care.

5 Monitoring and Reviewing the Health and Safety Policy

The Principal, Headteacher and Officer in Charge of Health and Safety will review Policy regularly and update, modify or amend it as they consider necessary to ensure the welfare of staff and pupils.