



Saint Peter's Catholic Primary School

'Christ in the centre, excellence at the heart'

Mission Statement

To provide a	Catholic Education, embracing world faiths,
Nurturing	Happy and motivated children
Who want to	Reach to achieve high expectations
	In partnership with parents
	Supported by a committed staff and Governing Body
Who help children	To feel self-worth and know success

HEALTH & SAFETY POLICY

Approving Committee: Health & Safety

Approved / Adopted Date: 17/11/15

Meeting Minutes of: 17/11/15

Signed: (Chair of approving/adopting committee)

Name:

Next Review Date: Autumn 2018

This document relates to St. Peters Catholic Primary School only and is published in addition to the County's Statement of Safety and in conjunction with the Education Department's own Policy Statement

Definition of Site:

St Peter's Catholic Primary School
London Road
Hinckley

St Peter's R C Church
Leicester Road
Hinckley

Priory Field
Leicester Road
Hinckley

GENERAL

The school recognises the need to pay the highest regard to Health and Safety objectives in order to achieve improved standards and safe methods of work.

The Health and Safety at Work Act 1974 imposes a duty of care on employers and employees in workplaces. The school will ensure compliance with all current and future Health and Safety legislation appertaining to educational establishments. This policy is designed to ensure that the Governing Body, through it's delegated powers, promotes, establishes and consolidates such measures as are reasonably practicable to foster the safety, health and wellbeing at work of all employees and all other users of these premises. It is based on the Health and Safety at Work Act and EEC Directives.

It is the school's policy to take all steps within it's powers to prevent personal injury, health hazards and damage to property and, as far as is reasonably predictable, to extend this protection from foreseeable risks to pupils, students and members of the general public.

In conjunction with the Education Department's Policy Statement and in liaison with the appropriate Safety Representative, it is recognised that all problems and hazards associated with the following must be brought to the attention of the Headteacher and Governors of the school.

1. Plant, equipment and systems of work.
2. The handling, storage and transportation of articles and substances.
3. The supply of adequate information, instruction, training or supervision to either staff or pupils.
4. The place of work or access to it.
5. The provision of protective clothing and equipment for the safe use and handling machinery and substances.
6. The working environment.
7. Welfare facilities.

Without detracting from the principle responsibility of persons in charge of particular work activities, the school recognises that the Director of Education will provide competent technical advice on health and safety matters, where necessary, to assist line management in its task. Under LMS schools may well seek this advice from outside specialists or consultants.

TRAINING

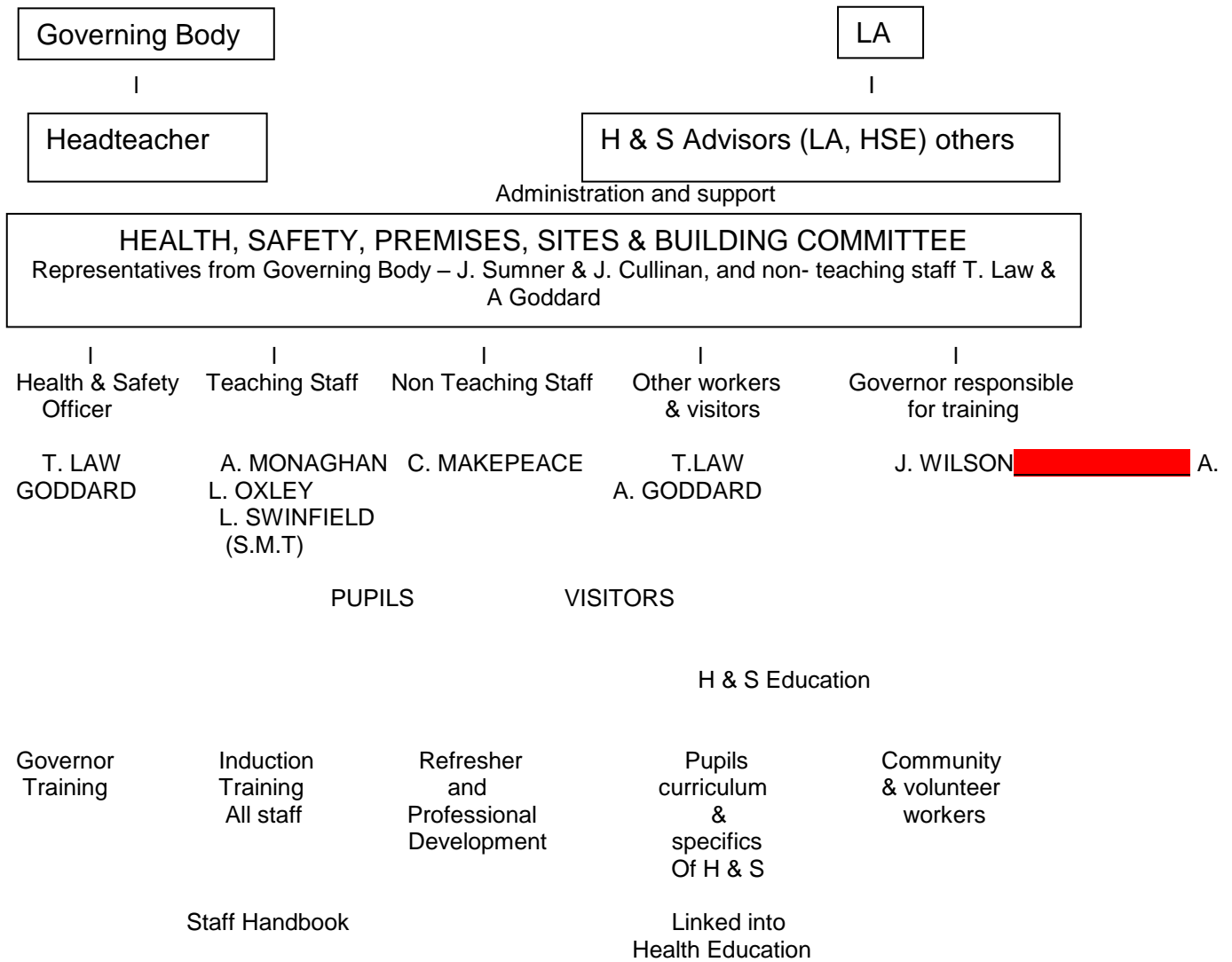
To ensure that resources for dealing with major and costly remedial works are not overburdened minor hazards or problems will be dealt with within the school whenever practicable.

The Senior Management Team, Office personnel, and Premises Officer will receive suitable training in the use of portable fire fighting equipment. This training shall cover such items as:-

- Causes of fires.
- Fire procedures.
- Fire spread characteristics.
- Hands on use of fire extinguishers
- Evacuation procedures.

This training will be updated every 3 years.

ORGANISATIONAL STRUCTURE IN ST. PETER'S CATHOLIC PRIMARY SCHOOL



1. ORGANISATION

It is important that all staff within the school, and other persons who may visit or use any area of the school, adopt the following standards of working in accordance with the Act:

- (a) to work safely and efficiently;
- (b) not to misuse any machine or substance;
- (c) to use the approved protective clothing and equipment;
- (d) to report any defect in any machine, accessory or electric cabling;
- (e) to comply with all instructions issued for their safety and to adhere to correct procedures including the use of safety equipment and protective clothing;
- (f) to take reasonable care for the health and safety of other persons who may be affected by their acts or omissions at work.

The school recognises the need to identify organisational methods for implementing and controlling the health and safety of all persons who work within the school.

A summary of the individual's responsibility and accountability is as follows:

GOVERNING BODY

The Governing Body (as in appendix 2) has the responsibility to ensure that all reasonable steps have been taken to reduce the possibility of accident or injury to the staff, pupils and visitors. Although it should be emphasised that responsibility cannot fall on individual members nor can the Headteacher or employees avoid responsibility by referring urgent matters to that body for information and for decision. The governors will be kept informed of all developments relating to Health and Safety matters and the Clerk to Governors will include such matters on the Agenda for termly meetings.

HEADTEACHER

The Headteacher must ensure that the school's policy for Health, Safety and Wellbeing is effectively implemented and understood at all levels. The policy must be regularly monitored and revised as necessary. There is a legal obligation to ensure that the school's safety policy is implemented at all levels.

The Headteacher is required to maintain an up-to-date record of training on Health and Safety issues for current staff. Temporary, part-time and supply staff must be informed of their responsibilities and the schools agreed policy PRIOR to the commencement of their duties. Health and Safety information from the LEA, HSE etc will be circulated to all staff by the Headteacher.

The Headteacher must ensure that staff and pupils are not endangered by the acts of the contractors. It is necessary therefore to provide a copy of the school's policy for all known contracts in order to alleviate this risk and plan necessary safety measures for the duration of the works.

The Site and Safety Committee will discuss termly Health and Safety issues or when issues arise.

The Health and Safety policy is available on the school website.

SCHOOL STAFF

All employees have responsibilities under the Health and Safety at Work Act and are asked to report any possible hazards/defects to the Headteacher and School Administrative Officer who will record the defect and arrange for it to be dealt with as soon as possible.

All employees will be given access to the school's Health and Safety document and are asked to make themselves familiar with all documents relating to Health and Safety within the school.

All employees have, as outlined in Section 5 of the LA policy (kept in the school office), a responsibility to :

- check that areas are safe before commencing activity
- check equipment is safe to use
- ensure safe procedures are followed
- use protective equipment as required
- report defects to supervisors or line managers as defined in school structure

- encourage pupils and visitors to understand and comply with Health and Safety requirements as appropriate.

Copies of the Health, Safety & Wellbeing Policy will be available at all times in the staff room, Administrative Officer's office and Headteacher's office.

All staff (as in 3) must conform to responsibilities as specified. They must ensure that where conditions apply all pupils or persons under their control receive instruction and are provided with on-the-job training to enable them to operate in a safe and efficient manner.

All staff and visitors must be aware of

- (a) the evacuation procedure
- (b) the location of all exits
- (c) the location of and use of all fire break points
- (d) the location and use of portable fire fighting equipment

The School Administrative Officer is responsible for informing all visitors of their responsibilities and school procedures.

The Premises Officer should also carry out his/her duties in accordance with the specific safety policy relating to Building Cleaning. He/she must also inform and instruct staff under his/her control in safe and efficient methods of work.

Midday Supervisors role is to ensure the safety of all children inside and outside the building.

The Governing Body, Headteacher and staff will cooperate fully with LA and HSE safety advisors.

P.E. Co-ordinator's role is to ensure that all P.E. equipment is checked regularly and checked annually by a licensed contractor.

USE OF STAFF CARS FOR TRANSPORTING PUPILS

Staff should not use their own cars unless their insurance policy specifically permits. Children should wear a seat belt and if possible sit in the back of the car. If less than 3 children are being transported, it is advisable that two adults are in the car.

PUPILS AND VISITORS

Pupils and visitors should be made aware of their responsibilities. It is expected that each person will behave at all times in a manner which shows regard for the health, safety and wellbeing of themselves and others.

It is the duty of all people within this institution to raise pupils' awareness of Health and Safety matters as they affect themselves and others.

CONTRACTORS ON SITE

Contractors on site must be shown relevant literature related to their safety on site e.g. asbestos reports etc. held in the school office.

KITCHEN STAFF

Catering provision is provided by the LA and monitored by School Food Support. In the event of an accident/injury, Initial Catering's Accident report forms are completed by the kitchen staff. Any first aid required to be administered by the School.

The Kitchen Manager must inform the Head of the school of any potential hazard or defects.

He/she must familiarise him/herself with the school's Safety Policy and what it means to the working activities.

He/she must also make reference to the safety document issued by the Catering Officer.

He/she will ensure that all kitchen staff are instructed and informed to work in accordance with this document.

He/she should also be familiar with the Food Safety Act 1990 and the implications as far as the school is concerned.

All users of the site have the responsibility to raise any issues related to health and safety and to report it/them to the school Administrative Officer or the Health and Safety Officer.

Health and Safety matters are regularly reviewed.

HEALTH AND SAFETY EXECUTIVE

Health and Safety Executive Officers have the right to visit the school and have sight of all relevant regulations, documents etc.

On completion of the inspection they will inform the Head of their findings and subsequently forward a written copy of their findings to the Health and Safety Representative. Any such report received should be discussed at Governors' meetings.

RISK ASSESSMENT

Risk assessments will be carried out for all school and off-site activities. Also for Special Education Needs when required. See Appendix 4.

2. ARRANGEMENTS

The School recognises its obligation to identify arrangements designed to make its Safety Policy effective.

All staff should be aware of the following requirements:

SUPERVISION OF PUPILS

Children are supervised (between 8.45 a.m. and 3.20 p.m.) throughout the school day. However some pupils arrive early or are left at the end of the day. There is no supervision before 8.45 a.m. or after 3.20 p.m.

a. Beginning of School Day 8.45 – 9.00 a.m.

A member of the Senior Management team is on duty in the playground and all teachers are on school premises. On wet days children go into the hall. At 8.55 a.m. two junior classes go to their classrooms. This is done to ease the congestion on the stairs and in the foyer.

b. End of School Day

A named person will be on the premises until 3.30 p.m. One member of staff does bus duty/taxi duty and waits with the children until the transport arrives. If buses or taxis are later than 3.35 p.m. the office staff needs to be informed so that County Hall can monitor the contracts.

c. Breaks

One teacher and one LSA/TA as per rota. Key Stage 1 morning breaks are supervised by 2 LSA's/TA's.

On wet days when children are indoors at playtime one teacher and 1 LSA/TA to supervise downstairs and 2 LSA's/TA's upstairs arranged as necessary.

d. Lunchtime

Six Midday Supervisors

During all school hours the Head, Deputy or named person must be on site in case of emergency. All teachers are however in loco parentis and do their best to ensure the safety and well being of all pupils.

3. FIRE AND EMERGENCY

a. IMPLEMENTING THE H & S POLICY

At a fixed time each week the alarm will be tested to ensure that it is effective. Points from different zones should be used to trigger the alarm to ensure that all break-glass or other points are in working order. The Premises Officer will complete the Fire Log Book.

Fire Drills must be carried out at least once per term to enable everyone to become familiar with the evacuation procedure.

At all times fire exit doors must be unobstructed. All exit doors must be unlocked whilst the rooms are occupied.

Care must be taken to ensure the easy passage of all pupils to fire exits.
The use of display material must be controlled in fire exit routes in accordance with the County Policy.

Decorations must not be placed near temporary gas heaters or suspended from light fittings.
Numbers of people in the hall for plays etc. will be restricted in line with fire guidance.

(i) LETTINGS

Details of fire procedures will be given to hirers.

Precautions must be taken for large gatherings e.g. plays.

All emergency exits must be unlocked

Telephone must be available for emergency calls.

The Hirer 'Responsible person' must inspect the premises after their evening use and check for possible fires.

If the Premises Officer discovers a fire when the school is unoccupied, he/she must sound the alarm and call the fire brigade.

The Headteacher must be informed immediately.

(ii) RUBBISH AND COMBUSTIBLE WASTE

This should not be left in the boiler room, in the area beneath the stage, in escape routes or in the passageways.

Such materials should be put in the metal or non-combustible containers and properly disposed of as soon as possible. The skip must be padlocked away from the building.
All waste should be disposed of through a licensed contractor only.

The boilers must be inspected annually or Property Services informed.

(iii) VISITORS

All visitors spending any length of time in the school should be made aware of arrangements in the case of fire.

IF YOU DISCOVER A FIRE:

OPERATE NEAREST ALARM

GO TO THE NEAREST TELEPHONE AND DIAL 999

CARRY OUT ANY PREVIOUSLY ARRANGED DUTIES TO BE DONE IN THE EVENT OF FIRE OR
GO TO NEAREST LINE UP POINT.

b. RAISING THE ALARM

Break the glass at the nearest fire point and ring the fire bell (continuous ringing)

On sounding the alarm the fire brigade must be summoned and all staff, pupils and visitors must leave the building immediately, closing doors behind them if possible.

c. ACTION OF HEARING THE FIRE ALARM

Teacher or responsible adult will supervise children leaving the building by appropriate exit and closing the door when the last person is out. Diagrams are displayed in each room.

Proceed to line up point in the playground or St. Peter’s Church via Priory Walk or London Road, Spa Lane.

Everyone should walk quickly but do not run.

Keep silent.

Do not return for any clothing, belongings or books.

Registers, Staff Board, Visitors Book and Children Off-Site Book will be taken out by the Administrative Officer and distributed to teachers for roll call.

If necessary, the Head or designated person will be responsible for calling the fire brigade. If the authorised person is not available, and then you must proceed – Dial 999.

Access must be clear for the fire brigade.

If there is no risk to personal injury, attempt may be made to tackle the fire using a suitable extinguisher after switching off any power supplies from the mains.

For further information on evacuation and other procedures, see the Emergency Procedure file.

4. FIRST AID (also refer to C O P First Aid at Work)

a. APPOINTED PERSONS

The appointed persons with first aid responsibilities are:

Helen Booker	Ros Green	Beki McNulty	Anong Fletcher	
Tracy Heywood	Marie Hobbs	Tony Law	Clair Hill	
Christine Makepeace	Ann Milne	Ellinor Taylor	Ann Smith	
Esther Crozier	Deborah Smith	Jeanette Doggett	Jenny Sumner	Janet Evans
	Carol Lynch	Lesley Barber	Susan Sinnott	

Training will be updated periodically as necessary.

The responsibilities are:

- i. to take charge of the situation where personal injury or illness has occurred.
- ii. summon medical help if necessary.
- iii. to ensure that the first aid boxes kept in the office, First Aid room and Premises Officer’s room toilet are stocked with designated items.
- iv. complete necessary paperwork and liaise with colleagues.

B. FIRST AID BOXES

Notices giving details of whereabouts of First Aid facilities will be displayed at appropriate sites.

According to the Revised Code of Practice, Regulation 3, First Aid Boxes will contain for employees’ use, when required:

- 1 Guidance card
- 20 individual wrapped sterile adhesive dressings (assorted sizes) appropriate to work with the environment
- 2 sterile eye pads, with attachments
- 4 individually wrapped triangular bandages

- 6 safety pins
- 6 medium sized individually wrapped unmedicated wound dressing
- 2 large sized individually wrapped unmedicated wound dressing
- 3 extra large individually wrapped unmedicated wound dressing

Disposable plastic gloves and plastic bags are available for the disposal of soiled dressings. First Aid boxes are to be checked termly by a member of staff.

5. ACCIDENTS (see appendix 1)

All accidents and near misses must be reported to the Headteacher and entered in the Accident Book(s) in the Office so that preventative action may be taken. Staff are required to fill accident forms if they are injured whilst in school.

The Headteacher will then make enquiries as to appropriate supervision and organisation or use of materials.

FATAL or MAJOR INJURIES must be reported immediately to 999, the Headteacher, Leicestershire County Council and the Health and Safety Executive.

Any child, student or visitor who is injured whilst on the premises and is taken to hospital must also be notified to LCC and the HSE.

If a member of staff is injured at work and is off for more than 3 days the accident must be reported to LCC and the HSE.

In the event of a fatal or serious injury nothing at the site of the accident must be moved, except for helping the injured, until an examination has been carried out.

The Health & Safety Committee must also be informed of injuries and dangerous occurrences.

a. IMMEDIATE ACTION

Necessary medical attention must be given as first priority and the safety of all ensured.

NO attempt to move an injured person should be made until appropriate examination and assessment have been completed. Injuries have been worsened by premature handling.

An ambulance should be called for anyone requiring hospital treatment as the patient's conditions could worsen.

Parents/guardians or next of kin must be contacted as soon as possible. If parents cannot be contacted or are unable to cope the school will provide an escort to hospital wherever possible.

In cases of serious injury the responsibility of the Appointed Person ends when the patient is handed over to medical care or parent/guardian.

b. ACCIDENTS INVOLVING EXTERNAL BLEEDING

Normal first aid procedures should be followed with First Aiders wearing disposable gloves whenever possible.

When bleeding has stopped, blood should be washed off surrounding skin with plenty of soapy water without disturbing the wound.

Splashes of blood into eyes or mouth of another person should be washed out immediately with plenty of water.

Contaminated surfaces should be washed thoroughly – 1 part bleach to 10 parts water using rubber gloves.

In the case of small cuts, whenever feasible, the injured person should wash the affected area him/herself with water and cover the wound with a dressing provided.

c. MEDICAL CONDITIONS

It is at the discretion of the office staff whether they administer prescribed medicine to pupils. A consent form must be completed by the parent/guardian. If medication is needed by the child a parent or carer should administer the appropriate dosage at break/lunchtimes.

Asthma inhalers may be kept by children and spare inhalers kept in the Office. The Class Teacher is responsible for taking inhalers off site for activities.

d. EPILEPSY

If a known epileptic suffers a short seizure and shows rapid signs of recovery then it is appropriate to sit the child quietly and to closely monitor his/her condition.

If the fit is violent and/or prolonged medical help should be sought, or ambulance called as well as contacting parents, or partners in the case of adults.

All staff are to be informed of children who are epileptic and are to be aware of action to be taken.

If a child with no past history of epilepsy has a seizure, parents should be contacted immediately and medical advice sought.

e. ALLERGY REQUIRING EPIPEN USE

If a child suffers a reaction to an allergen, they may be able to receive Piriton depending on the severity of the reaction.

If the reaction is severe, the Epipen will be administered, and a Paramedic Ambulance will need to be called.

f. HIV/AIDS

There are publications available regarding the care of children and adults who suffer with HIV/AIDS.

g. INFECTIOUS DISEASES

A separate handbook deals with this and is available in the Office and more information is available from the relevant Health Authorities.

6. PERSONAL HEALTH AND SAFETY

The Governors are concerned about the possibility that staff may be subject to violence of any kind while working in school.

The main entrance is fitted with a security device and there is no access into the school through other doors. All visitors are required to sign in and wear a Visitor's Badge. Children are encouraged to report anyone they see without a badge.

The Caretaker will always let office staff know when he is going down to the boiler or places in school where he will be alone and give an indication of how long he will be there.

During times when members of staff are working alone on site they will keep their own mobile phone with them in case of emergency so that they can contact anyone for help in case of an emergency.

If any member of staff is subjected to verbal, racial, sexual or physical assault on school premises they must inform the Headteacher immediately and fill in an Assault report form CS41a and F2508. Staff are asked to keep written accounts of such episodes. Appropriate steps will be taken by the Headteacher to deal with such situations which will be reported to the governing Body, LA and HSE.

Assaults to pupils, students or visitors whilst on school premises will be reported on Form E669.

If an employee uses a computer screen for a considerable part of each day they will be entitled to an eye test.

A record of staff sickness/absence will be kept in the office so those trends can be monitored.

7. EQUIPMENT AND MATERIALS

CRAFT/DESIGN/TECHNOLOGY

Members of staff should ensure that:

1. Children are well supervised at all times.
2. Protective clothing is worn when appropriate
3. Sharp edged tools are stored so that cutting edges cannot be accidentally touched.
4. All tools are stored safely and regularly checked.

CORRECTING FLUIDS

1. Only staff may use correcting fluids such as Tippex as fluids are toxic,
2. Children are not allowed to bring their own correcting fluids to school. Staff are asked to watch for children who might do so.

MARKER PENS

Pens which are mainly water based should be used. Children may use spirit pens only when supervised by staff.

GUILLOTINES/ROTARY TRIMMERS

The trimmers are kept in the Art Room. Staff are asked to take care when carrying a trimmer and should return it to the Art Room immediately after use. Children may use the trimmer under supervision

HEADPHONES

Headphones with impedance from 400 to 1000 ohms are recommended as anything lower can damage ears.

KETTLES

Kettles should not routinely be used in classes or activity areas. They may be used with care by staff for practical subjects.

HOT WATER BOILER IN STAFFROOM

The hot water boiler is for staff use only – children should not be allowed to touch this at all. There is a warning sign due to the danger of scalding.

ELECTRICAL SUPPLIES AND FITTINGS

Any faults must be reported immediately.

Electrical equipment will be tested annually by a registered electrician and so labelled. Any defective equipment should be marked 'unsafe – do not use'.

INSTALLATIONS

Only approved contractors will be used after consultation with Property Services.

EXTENSION CABLES

Those with multi-sockets may be used for computers.
Trailing cables are dangerous and should be avoided.
They may only be used elsewhere as a temporary measure.

CHECKLIST FOR ELECTRICAL EQUIPMENT

Use a 3-amp fuse on:
Radio or TV
Tape recorder
Refrigerator

Use a 13-amp fuse on:

Iron
Vacuum cleaner
Kettle
Toaster
Polisher
Portable cooker
Convector heaters
OHP and Projector
Electric ink stencil duplicator
Computer equipment

PRINTING AND REPROGRAPHICS

The relevant machines are:

Photocopier – bottom of stairs

The photocopier will be maintained under leasing contract.

COSHH

This school recognises the COSHH (Control of Substances Hazardous to Health) Regulations. The guidance is contained in a large white and green folder which is kept in the Office.

TEMP GAS HEATERS (refer to Health & Safety Manual)

Temporary gas heaters, supplied from CDS, are occasionally used in severe weather.

Only the Premises Officer will be responsible for ordering and changing cylinders and will receive instruction on this.

If temporary gas heaters are supplied, the location and number of heaters are entered in the FIRE LOG BOOK for Fire Brigade's information.

Children will be constantly reminded of the potential hazards of heaters. Staff are expected to report any leakage of gas, smell or flame being extinguished and ACTION IS TO BE TAKEN IMMEDIATELY.

PE EQUIPMENT

The PE curriculum co-ordinator shall be responsible for the regular inspection of PE equipment. Large PE apparatus is inspected annually by outside contractors. Any defects or damage should be reported immediately to the Premises Officer.

PIANO

1. The piano is sited in the Hall
2. Only adults should move it.
3. There should be one person at each end and then the piano should be on a smooth, level surface.
4. Children are not allowed to move pianos.
5. Movers should stand at each end and should take care when moving piano backwards and forwards –, as a falling piano will always fall backwards or forwards. It is therefore important to keep the area clear.
6. Children should keep clear when the piano is being moved.
7. The piano should be kept away from direct sunlight and radiators.

8. SWIMMING SUPERVISION

The school attends swimming activities at Hinckley Leisure Centre, Coventry Road, Hinckley. All staff and parents must be aware of the Health and Safety Policy of the Leisure Centre.

Staff are instructed that they do not allow children into the pool unless the pool lifeguard is in attendance or if the individual teacher(s) possess the relevant qualifications.

As visitors to the swimming pool all establishment requirements regarding necessary qualifications must be followed. All parent helpers must have a current CRB to enter changing rooms.

9. TRIPS AND AFTER SCHOOL ACTIVITIES

School Trips refer to 'Guidance for the Conduct of Educational Visits and Adventurous Activities' Manual (kept in School Office).

PARENTAL CONSENT

The written approval of parents must be obtained before children participate in any activity. This will also be required for any outings, trips or after school activities.

CANCELLATION OF ACTIVITIES

Parents/guardians must be notified in advance if after school activities have to be cancelled. Where this has not been possible, children must be kept in school until the time they would normally leave at the end of the activity.

It is recommended that a person with 'Paediatric First Aid Certificate' accompanies children on visits. The person should be backed up by an Appointed Person.

PE AND SWIMMING AND AFTER SCHOOL ACTIVITIES

Staff are reminded that:

1. If a parent has put a restriction on a child's activity on medical grounds, through a phone call or a letter, it is the parent alone who can remove it.
2. If a child taking part in an unaccustomed physical activity is known to be disabled or have an ongoing medical complaint e.g. asthma, cystic fibrosis, epilepsy, rigorous supervision should be maintained.

Where these two points are not followed, a serious situation could develop.

Only studs may be worn to school but these must be removed for PE, games and swimming.

10. SMOKING

The school is a non-smoking site.

11. ANIMALS IN SCHOOL

It is felt that pupils can benefit from caring for and observing animals.

Teachers should discuss with the Headteacher the possibility of keeping animals in school.

The animals must be among the approved kind mentioned in the Dangerous Wild Animal Act 1976.

Pupils are not allowed to bring scheduled animals into school even for a day. This would be an offence. The animals included are:

All canines, except domestic dogs
All cats, other than the domestic cat
Monkeys, apes, crocodile and alligator family
Poisonous snakes, including adders.

12. STRESS IN THE WORKPLACE

The governing body recognizes the importance of addressing the issue of stress in the workplace and they have agreed, in consultation with staff, the following policy for the management of stress in school.

It is our school policy to create a culture that the stress of individuals is an issue for our organization to address. The governing body recognizes that individual employees have rights and responsibilities to mitigate their levels of stress. It is understood that a reduction in the causes and effects of stress will improve to long-term effectiveness of our school and make a significant contribution to raising standards.

Teaching staff recognise the following aspects of their work as potential stressors:

- External initiatives from government
- Parents' expectations of staff and children
- Workload
- Having to juggle so many jobs
- Children's behaviour and related issues
- Last minute things to do on top of everything else – 'straw that breaks the camel's back'

The following actions have been agreed:-

- Monitoring staff absence as possible indicator of stress
- Arranging regular training for staff and governors on awareness raising and coping strategies linked with the identification of management of stress (Governors well-being questionnaire)
- Maintaining a collegiate ethos
- Doing last minute things accepting that "this is the best I can do under the circumstances, if I had more time....." or "dump them"
- Giving one staff meeting per term to sort through resources and tidy them
- Having fewer staff meetings per year
- Providing an appropriate induction process for new staff
- Ensuring fair workloads for staff - teachers do not see parents alone if suspecting a difficult meeting
- Using the 'long playing record' as a strategy to ask parents to make an appointment at a convenient time
- Maintaining the 'stop at reception' for a member of the office staff to check with teachers about parents seeing them without an appointment
- Using 'induction' to inform parents of our expectations of them
- Reviewing the "Home-School Agreement" to determine stakeholders' roles
- Termly monitoring of building/environment defects
- The governing body producing a Development Plan for improvements to the building and environment
- Using Teaching Assistant time to do the administration role for teachers e.g. photocopying

This policy was reviewed, updated and ratified by the Governing Body

On 17th November 2015 signed by Jim Connolly, Chair of Governors

The next review will be Autumn 2018

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**REPORTING OF ACCIDENTS, INCIDENTS,
DANGEROUS OCCURENCES & ASSUALTS**

**Date of Revision: October 2011
Date of review: October 2014**

HEALTH, SAFETY & WELLBEING GUIDANCE

REPORTING OF ACCIDENTS, INCIDENTS, DANGEROUS OCCURENCES AND ASSULTS

A. Introduction

1. This document has been produced to enable CYPS establishments to comply with their legal obligations under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995.
2. Officers of the LA must ensure that accident and incident reports are monitored and analysed.
3. Heads of establishments must ensure that accident and incident reporting procedures are followed and all accidents and serious incidents are investigated.

B. Reports to Health and Safety Executive

1. Under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 (RIDDOR) Principals, Heads of Centre, Managers or responsible person **MUST REPORT TO THE HEALTH AND SAFETY EXECUTIVE "BY THE QUICKEST MEANS" I.E. IMMEDIATELY BY TELEPHONE** any incident where any person dies, or suffers a major injury and is taken from the site to hospital as a result of an accident arising out of or in connection with work, or any dangerous occurrence.
2. The regulations include visitors, members of the public and other persons on educational premises as well as pupils, students and employees.
3. **The telephone number of the Health and Safety Executive, RIDDOR is:**

0845 300 99 23
4. This is to enable immediate investigation by HM Inspectorate if is felt necessary. It is important that no change is made to the scene of any notifiable accident of dangerous occurrence other than that which is absolutely necessary to prevent further injury or danger.
5. **IN CASES OF ACCIDENTS/INJURIES INVOLVING DEATH OR SERIOUS INJURY, THE HEALTH, SAFETY AND WELLBEING SERVICE MUST BE NOTIFIED IMMEDIATELY BY TELEPHONING 0116 305 8258 OR 0116 305 7552.**
6. Immediately after reporting the incident, HSE Form F2508 must be completed in duplicate.
7. The top copy must be sent within 10 days to the Health and Safety Executive at the following address:

Health and Safety Executive
Incident Contact Centre
Caerphilly Business Park
Caerphilly
CF83 3GG

Email: riddor@connaught.plc.uk
Fax: 0845 300 9924

The F2508 form can also be filled out online on the following website: the CYPS EIS H&S Page see link

<https://portal.leics.embc.uk/eis/laservices/healthandsafety/Pages/hshome.aspx>

8. The remaining copy must be sent to the Health, Safety and Wellbeing Service by using the LA procedure or by fax to 0116 305 7964
9. In addition to the major injuries which are detailed below, form F2508 must also be completed for “over 3 day injuries to persons at work”.
10. Under the regulations, where a person at work (i.e. an employee, a self-employed person or a person receiving training for employment, e.g. trainee under Government schemes, including work experience etc.) is incapacitated for his or her normal work for more than three days as a result of injury (an “over three day” injury) caused by **ANY** accident at work, such accidents must be reported to the HSE. Copies of form F2508 must be completed as per 8 above, but is NOT necessary for a telephone call to be made to the HSE for such an accident unless it is classed as a major injury or results from a dangerous occurrence. For such accidents, the remaining copy of form F2508 should be sent to Health, Safety and Wellbeing Service using the LA link or by fax 0116 305 7964 at the same time as the top copy sent to the HSE.

The regulations require establishments to report to the Health and Safety Executive if “someone who is not at work (e.g. a pupil, student or visitor on the premises) suffers an injury as a result of an accident and is taken from the scene to a hospital for treatment.”

11. the definition of an accident within these regulations has been expanded to include:

- a) **an act of non-consensual physical violence done to a person at work, i.e. an assault to an employee, which results in death, a “major injury” (see below) or absence from work for more than 3 days;**
- b) **An act of suicide which occurs on, or in the course of the operation of a relevant transport system (normally the railway).**

C. Assaults

In addition to completing the F2508 to record an assault to an employee as defined above, the County Council’s own report form must be completed and returned to Health, Safety and Wellbeing Service by using the LA link

<https://portal.leics.embc.uk/eis/laservices/healthandsafety/Pages/hshome.aspx>

This should be used to record ALL verbal, physical, racial or sexual assaults to employees.

Assaults to pupils, students or visitors to educational premises should be reported using the link

<https://portal.leics.embc.uk/eis/laservices/healthandsafety/Pages/hshome.aspx>

D. REPORTABLE MAJOR INJURIES

1. REPORTABLE MAJOR INJURIES which are reportable under the RIDDOR regulations are listed as follows:
 - a) any fracture, other than to the fingers, thumbs or toes;
 - b) any amputation
 - c) dislocation of the shoulder, hip, knee or spine;
 - d) loss of sight (whether temporary or permanent);
 - e) a chemical or hot metal burn to the eye or any penetrating injury to the eye;
 - f) Any injury resulting from electrical shock or electrical burn (including any electrical burn caused by arcing or arcing products) leading to unconsciousness or requiring resuscitation or admittance to hospital for more than 24 hours.
 - g) Any other injury:-
 - i) Leading to hypothermia, heat induced illness or to unconsciousness
 - ii) Requiring resuscitation; or
 - iii) Requiring admittance to hospital for more than 24 hours.
 - h) loss of consciousness caused by asphyxia or by exposure to harmful substance or biological agent;
 - i) either of the following conditions which result from the absorption of any substance by inhalation, ingestion or through the skin:-
 - i) Acute illness requiring medical treatment;
 - ii) Loss of consciousness.
 - j) Acute illness which requires medical treatment where there is a reason to believe that this resulted from exposure to a biological agent or its toxins or infected material.

E. Dangerous Occurrences

1. DANGEROUS OCCURRENCES within the regulations are incidents such as the following:-
 - a) the collapse, overturning or failure of any load bearing part of any lift, hoist, crane derrick, mobile powered access platform, excavator or pile driving, frame or rig;
 - b) A collapse or partial collapse of any scaffolding which is more than 5 metres high, which results in a substantial part of the scaffold falling or overturning.
 - c) Any unintended collapse or partial collapse of any part of any building or structure under construction involving a fall of more than 5 tonnes of material;
 - d) Any case of injury or ill-health where it is suspected that it resulted from occupational exposure to isolated pathogens or infected material, or from inhalation, absorption, etc., of any substance to such an extent as to require medical treatment.
 - e) Explosions, the release of dangerous substances and electrical short-circuits involving fire or explosion.
 - f) Explosion, collapse or bursting of any closed vessel including a boiler taken in which the internal pressure was above or below atmospheric pressure.

F. LA Procedures

1. **In addition to the requirement to notify the HSE and complete their documentation, the following arrangements must be complied with. The LA has a responsibility to monitor Health and Safety issues within its establishments, including the monitoring and investigation of accidents.**

2. **for every accident on educational premises, including major ones, an LA accident report form must be completed using the link below : -**

<https://portal.leics.embc.uk/eis/laservices/healthandsafety/Pages/hshome.aspx>

3. Accident report forms must not be completed by the injured party. It may be necessary for much of the factual information to be provided by the injured party, but this information should be conveyed to the person in the establishment responsible for completion of these records. Once the necessary forms have been completed they should be signed by the Principal, Headteacher, Head of Centre, Manager or responsible person
4. **It must be appreciated that these reports are intended to be complete, factual records of incidents and accidents some of which may be the subject of legal processes giving rise to claims against the County Council's insurers and independent validation of accident details is therefore essential.**
5. The County Council is required to forward details of deaths and certain serious accidents to its insurance company and it is not always clear from the accident report whether the accident is serious and ought to be thus referred. The insurance company is especially concerned to receive early advice on accidents which could lead to a claim being made for either negligence of staff or defects in the buildings or equipment. If, therefore, subsequently the accident is considered to be serious and/or the injured person is experiencing ill-effects which could be attributed to the accident, then a follow-up letter/email should be submitted to Health, Safety & Wellbeing Service supplying the necessary information.
6. Many accidents to children at school or attending crèches etc are trivial and include bruises, scratches, minor sprains and bumps in these cases it is advisable in these cases to keep a local report of the incident at site in a 'site comfort book'. **The LA will not need to be notified** in these cases it may still be necessary to notify parents/guardians of the child are notified of the accident/incident.
7. Serious accidents, however, require immediate medical attention and an ambulance must be called, particularly if the accident includes shock or loss of consciousness, however brief.
8. Parents should always be notified by telephone or in writing if a child has suffered a bump on the head, however minor this may appear initially.
9. If pupils sustain injury where there is any risk of tetanus infection, parents should also be advised in writing so that they may seek the advice of their GP.
10. **Any correspondence from parents, employers or solicitors intimating that a claim against the County Council's insurers is likely should be referred unanswered to Health, Safety and Wellbeing Service for subsequent referral to the insurers.**
11. Further advice and guidance regarding this subject is available from the following officers in the Health, Safety and Wellbeing Service

Health and Safety - Advice on Accidents

Scott Boyles or the Health and Safety Duty Officer on: -
0116 305 8258

NAME
Jo Wilson
John Cullinan
Maureen Boneham
Leo Burton
Kevin Gould
Jim Connolly
Andrew Monaghan
Deborah Smith
Jenny Sumner
Jo Wilson
Andrew Wilkinson-Sharpe
Father Frank

Appendix 2

Governing Body

Staff List

Full Name
Mrs L Barber
Mr A BARNES
Miss R Berrie
Mrs H Booker
Mrs J Conant
Mrs P Crowley
Mrs E Crozier
Mr A Dawkins
Mrs J Doggett
Mrs J Evans
Mr L Evans
Mrs A Fletcher
Miss L Geary
Mr A Goddard
Mrs E Green
Mrs R Green

Mrs T Heywood
Mrs M Hobbs
Mr A Law
Mrs K Law
Mrs C Lynch
Mrs C Makepeace
Miss L McQuillin
Mrs A Milne
Mr A Monaghan
Mrs E Piggott
Mrs C Quinn
Mrs L Rinaldi-Oxley
Mrs S Sinnott
Mrs A Smith
Mrs D Smith
Mrs J Sumner
Miss A Swanwick
Mrs L Swinfield
Mrs E Taylor
Mrs E Walsh
Mrs C Weston