



# St John's Primary Health and Safety Policy

**Review Date:** - *May 2025* -

**Next Review due:** - *May 2026*

**Persons responsible for review:** SBM in consultation with Head Teacher.  
**Policy signed off by full governing body.**

## General Statement

The Health & Safety at Work Etc Act 1974 places a duty on employers to safeguard, so far as is reasonably practicable, the health, safety and welfare at work of all employees, pupils and other persons including visitors, contractors and the general public who may be affected by the school's activities.

All staff have a duty of care to carry out their work with due regard for the health and safety of themselves, other staff, pupils, contractors and visitors to the school and to observe the health and safety requirements relevant to their activities.

Suitable risk assessments of all foreseeable hazards with risk to staff, pupils and visitors will be carried out and communicated to all staff. Where significant risk is identified, appropriate control measures to reduce or eliminate the risk will be taken.

Consultation will take place with any union appointed safety representative and members of staff on matters that affect their health and safety and individuals will be consulted before allocating particular health and safety functions to them.

All staff are requested to support the school in achieving a safe environment for everyone. The necessary information, instruction and supervision in health and safety matters will be made available to achieve this, particularly to newly appointed staff or following a change of responsibility.

The policy will be regularly reviewed and updated as necessary, or at least annually.

Chair of Board (Print name)	John Anderson
Signed	
Date	

Head Teacher (Print name)	T Caffrey
Signed	
Date	

### **Organisation**

#### **The responsibilities of the Board of Governors**

Governors recognise the need to identify organisational arrangements in the school for implementing, monitoring, and controlling Health and Safety matters. It is the Governing Body's responsibility to ensure that they:

- implement the schools H&S Policy and ensure it is reviewed at least annually
- take all reasonable steps are taken to reduce accidents and injuries to staff, pupils, visitors, members of the public and contractors
- provide sufficient funding in the schools finance budget necessary to implement Health and Safety matters
- regularly inspect the premises and ensure any recommendations are fed back to the Headteacher and acted upon
- receive an annual Health & Safety Management report for the Board of School Governors from the Head Teacher.

#### **The responsibilities of the Head Teacher**

The Head Teacher is responsible and accountable to the Governors for implementing The School's safety policy and for all matters relating to Health and Safety within the establishment.

The Governors require the Head Teacher to ensure that The School's safety policy is implemented effectively and understood at all levels. The policy must be monitored regularly, controlled effectively, and revised as necessary.

The Headteacher is a member of the school's committee with responsibility for Health and Safety -

- ensuring that appropriate training has been or will be given to staff (including new staff, transferred & agency staff, students and helpers) to enable them to fulfil their responsibilities.
- ensuring all foreseeable hazards are identified, and suitable and sufficient risk assessments are carried out.
- seeking advice, where necessary, from outside agencies that are able to offer expert opinions.

- undertaking inspections of the school premises.
- preparing the annual H&S Management report for the Board of Governors.
- Making recommendations to the Governors about any funding required to improve health and safety within the school
- making arrangements for improvement to premises
- ensuring adequate Information, Instruction, Training and supervision are in place for both staff and pupils
- Ensure that any new projects, procurement, selection of contractors take health and safety matters into account during the early stages of the project e.g. design and planning stage
- consulting with approved Trades Union representatives on all Health and Safety matters and co-operate with them in the execution of the Safety Representative's functions.
- reviewing policies or procedures annually, or following any significant changes, and sharing these changes with staff.
- stopping what they consider unsafe practices, or the use of any unsafe plant, tools equipment, machinery etc.
- ensuring adequate first aid provision and accident reporting procedures are followed in accordance with Newcastle City Councils accident reporting procedure.
- providing all staff with the schools health and safety policy, and allowing staff with the time to familiarise themselves with the schools health and safety procedures.
- The Head Teacher shall also consult regularly with the Safety Representative on Health and Safety matters;

### **The responsibilities of the School Business Manager/Facilities Manager**

The School Business Manager / Facilities Manager are responsible for –

- assisting in the development, implementation and monitoring of the Health and Safety policy
- co-ordinating all contractual work and maintenance carried out on the school premises
- liaising with the Head Teacher and others to ensure safety procedures and policy agreements are adhered to
- that relevant information is passed to contractors e.g. asbestos management plan
- attending appropriate training courses, such as asbestos awareness and legionella awareness
- promoting a positive and effective safety culture
- procedures are laid down for building work such as roofing, excavation and drainage, alterations to building structures, refurbishment and renovations or remodelling schemes.
- that effective communication exists within the school.
- Monitoring Health and Safety matters regarding 'Grounds Maintenance Service Contracts'.
- compiling a 'Buildings Register' identifying known hazardous substances and materials (e.g. asbestos, lead, flammable substances etc.).

- emergency procedures, bomb warnings and evacuation of the school premises.
- ensuring that competent person(s) or specialists are consulted as necessary to advise on Health and Safety matters. Areas of concern are likely to be technical issues, sampling, monitoring and auditing requirements.
- ensuring that a property survey of The School buildings or premises is carried out and that regular termly inspections are completed with defects reported accordingly.
- Keeping health and safety training records up to date
- Ensuring statutory inspections are completed and records kept
- Providing health and safety induction training for staff

The Head Teacher will delegate the operational responsibility to the Premises and Facilities Manager for:

- all contractors or other third parties entering the school or otherwise on site.
- ensuring that competent contractors are employed and to oversee the safe execution of the work.
- ensuring that the agreed procedure for reporting all defects, hazards and problems regarding Health and Safety matters functions efficiently and effectively.

### **The responsibilities of all staff**

All employees have responsibilities under the Health and Safety at Work etc. Act, 1974 including working in a safe manner and not putting others at risk.

All staff, including teaching staff are responsible for -

- making themselves familiar with the 'Health and Safety Manual' and any local or relevant job specific procedures or risk assessments operating within the school.
- Providing appropriate and effective supervision of pupils
- providing instruction to all students under their control and provide suitable training to enable them to operate in a safe and efficient manner.
- report any possible hazards or defects to the Premises and Facilities Manager.
- Familiarising themselves with the school's Health and Safety policy and all documents relating to Health and Safety in The School. They must pay particular attention to sections of the school 'Health and Safety Manual' as it relates to their particular work activities.
- Be aware of any known whereabouts of asbestos containing materials (ACMs) or presumed ACMs.
- Setting an example by following safe working practices
- Seeking any specific safety measures to be implemented in their teaching area and ensure they are followed

The 'Health and Safety Manual' is available in the school office from the Facilities Manager or SBM.

## **Trade union representatives**

Safety Representatives at The School are responsible for:

- representing staff on safety matters. The Head Teacher shall encourage the appointment of Safety Representatives from both teaching staff and support staff;
- fulfilling their functions as well as being released for any appropriate training.
- inspecting the school as agreed. (The time scales for such inspection, monitoring and auditing procedures shall be defined and arranged through the school's Health and Safety Committee);
- have the right to receive any reports regarding accidents, injuries and any inspections carried out by the HSE or other authoritative bodies.

## **Arrangements**

All staff should be aware of the following arrangements: -

### **1. Managing asbestos**

All schools with asbestos containing materials (ACMs) will have an Asbestos Management Plan that detail the location of the asbestos containing materials.

Location of Asbestos Management Plan	<i>School office</i>
Person responsible for ensuring Contractors have seen and understood the contents of the Asbestos Management Plan and the location of ACMs.	<i>SBM / Facilities Manager</i>
Person responsible for ensuring log is updated annually and where appropriate following any work on the building -	<i>SBM / Facilities Manager</i>
Persons responsible for completing Asbestos Awareness Training and having a basic understanding -	<i>Head Teacher, SBM and Facilities Manager</i>

### **2. Electricity – using electricity & Portable appliances**

Person(s) responsible for ensuring fixed electrical installations are tested and inspected by a qualified competent contractor -	<i>SBM/ Facilities Manager</i>
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Arrangements will be made to ensure that portable appliances are tested and maintained in accordance with guidance issued by the HSE (INDG236).

Person responsible for ensuring portable appliance testing is completed at appropriate intervals -	<i>SBM/ Facilities Manager</i>
Person(s) responsible for pre-use visual inspections to check for any obvious defects or faults -	<i>all staff</i>
Competent person(s) responsible for carrying out formal visual inspection and testing -	<i>Qualified electricians</i>

### **3. Fire safety and other arrangements**

Emergency evacuation arrangements for a range of situations can be found as follows –

<b>Type of Emergency Procedure</b>	<b>Responsible to review</b>	<b>Location of procedure</b>
Fire Evacuation	<i>Governing body</i>	<i>Health and Safety File Located in School Office Business Continuity File held on S2S</i>
Bomb Alert / terrorism	<i>Governing body</i>	
Gas Leak	<i>Governing body</i>	
Water ingress	<i>Governing body</i>	
Lockdown procedure (for potential violence)	<i>Governing body</i>	

The person who discovers the emergency will raise the alarm immediately by the most appropriate means.

<b>Evacuation procedure -</b>	<b>Responsible person -</b>	<b>Delegated to (in responsible persons absence )-</b>
Controlled evacuation of pupils and staff from the building to a place of safety -	<i>Head Teacher</i>	<i>SBM</i>
Contacting Emergency Services -	<i>SBM</i>	<i>Admin Officer</i>
Headcount / roll call	<i>Head Teacher</i>	<i>Assistant Head Teachers</i>
Building remains empty until permission to enter is given by the emergency services -	<i>SBM</i>	<i>Facilities Manage</i>

The following inspections are undertaken and recorded by a combination of building users (usually Facilities Manager) and competent persons as part of the fire safety inspection (more detailed information can be found in the NCC Guidance to Schools on Building Inspection Maintenance document) -

Arrangements -	Frequency -	Responsible person -
Fire Alarm System		
Arranging, carrying out and recording fire drills -	Every term	<i>SBM</i>
Testing and recording of call points tests -	Weekly	<i>Facilities Manager</i>
System inspected and tested by a suitably qualified and competent person and certificates retained -	Six monthly	<i>SBM via local authority SLA</i>
Fire Detectors		
Visual check of smoke and heat detectors	Monthly	<i>Facilities Manager</i>
Min of 25% check on system by competent person and certificates retained -	Six monthly	<i>SBM via local authority SLA</i>
Emergency Lighting		
Visual check that luminaries are working	Monthly	<i>Facilities Manager</i>
Electrical test by a suitably qualified and competent person and certificates retained -	Annually	<i>SBM via local authority SLA</i>
Full duration discharge test by a suitably qualified and competent person and certificates retained -	Annually	<i>SBM via local authority SLA</i>
Fire Fighting Equipment		
Visual checks for damage	Monthly	<i>Facilities Manager</i>
Service by a suitably qualified and competent person.	Annually	<i>SBM via local authority SLA</i>

Location of main service isolation points are –

Water	Plant room (kitchen yard)
Electricity	Electric cupboard
Gas	Gas cupboard & Kindergarden reception

#### 4. First Aid Provision

A number of qualified first aiders are available and located throughout the building. Training ranges from Paediatric First Aid, First Aid at Work, Emergency First Aid at work.

Persons responsible to ensure first aid qualifications are up to date and notices displayed -	<i>School Business Manager</i>
Person responsible for ensuring adequate cover arrangements (e.g. out of school hours) -	<i>School Business Manager</i>
Persons responsible for refreshing contents of first aid boxes -	<i>Lead first aiders</i>
Location of first aid boxes	<i>Assistant Heads' office, Early Years, Turf, Bungalow.</i>

## **5. Fixtures & Fittings –**

### **a. PE equipment**

All sports and fitness equipment shall be installed in accordance with the current BS/EN standards and shall be maintained in sound condition.

Person(s) responsible for selection, inspection, maintenance, Supervision, safe use and risk assessment -	<i>Head Teacher/ SBM/ Facilities Manager</i>
Person(s) responsible for pre use inspection -	<i>Class teacher</i>
Competent person(s) / company responsible to annual play equipment inspection -	<i>Continental</i>

### **b. Outdoor Play Equipment**

Person(s) responsible for selection, inspection, maintenance, Supervision, safe use and risk assessment -	<i>Head Teacher/ SBM/ Facilities Manager</i>
Person(s) responsible for daily pre use inspection -	<i>Facilities Manager</i>
Competent person(s) / company responsible to annual play equipment inspection -	<i>Via Local authority SLA</i>

### **c. Fittings and fixtures / External Features**

***Furniture, storage racks, lockers etc -***



Person(s) responsible to ensure that furniture, storage racks, lockers are suitably secured as per manufacturers guidance -	<i>Facilities Manager</i>
Person(s) responsible to carry out ongoing inspections to ensure remain in safe condition -	<i>Facilities Manager</i>

### **Trees –**

Person(s) responsible to ensure competent persons are appointed to inspect trees for damage and disease on an annual basis -	<i>SBM via local authority SLA/ Premises Manager</i>
Person(s) responsible to ensure that person(s) appointed are competent -	<i>SBM</i>

### **Signposts / manhole covers / flagpoles and gates (including electronic)**

Person(s) responsible to ensure external features remain in a safe condition -	<i>SBM / Facilities Manager</i>
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## **6. Legionella**

Legionella is managed through a combination of in-house checks and that of a suitably qualified and competent person. Further, more detailed arrangements are set out in the Newcastle City Council Guidance to Schools on Buildings Inspection Maintenance.

Person(s) responsible for arranging review of the Legionella risk assessment every 2 years by a suitably qualified and competent person and ensuring any recommendations are actioned -	<i>SBM Via SLAs</i>
Person(s) responsible for arranging monitoring by a suitably qualified and competent person.	<i>SBM via SLAs</i>
Responsible for flushing of water systems following periods of inactivity (e.g. school holidays)	<i>Facilities Manager</i>
Those persons responsible for completing Legionella Awareness Training and having a basic understanding -	<i>Head Teacher, SBM and Facilities Manager</i>

## **7. Risk assessments**

A general risk assessment has been developed and covers a general range of premises and activity related issues that has been tailored for the school in conjunction with the Governing Body, Head Teacher and any other relevant staff. These assessments will be reviewed annually or following any significant changes.

Where further significant risks are identified (for example' a pupil returning to school with limited mobility due to a plaster cast on their leg) the risk assessment template

will be personalised to capture the specific hazards identified, and what control measures need to be implemented to reduce the risk to that pupil.

Person responsible to identify foreseeable hazards that require risk assessments -	<i>Head Teacher/ SBM</i>
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## **8. Accident reporting and investigation**

All accidents, incidents and near misses involving pupils, employees, and visitors are reported to the Head Teacher.

All accidents are recorded either locally in an accident book (e.g. bumped heads) or on the Corporate Accident, Incident, Near Miss Report form should a failure in the following be identified through investigation –

- Failure in the way a work activity was organised e.g. inadequate supervision
- The way equipment or substances were used e.g. machinery, lifts, experiment and / or
- The condition of the premises e.g. poorly maintained or slippery floors.

Where the above failures are identified, action is taken immediately to remove or isolate the hazard.

Electronic copies of the report template can be found on Newcastle City Council's Service to Schools website. Reports are held by the school for future reference and a copy sent to the Corporate Health and Safety Team to establish if further accident investigation or RIDDOR notification is required.

Person responsible to record accidents -	<i>The main member of staff witnessing the accident</i>
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Person responsible to carry out a basic investigation into the accident -	<i>SBM signed off by Head Teacher</i>
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Person responsible to monitor accidents / incidents / near misses to identify trends -	<i>SBM</i>
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## **9. Working at height**

Arrangements are in place to manage low level working at height. This may include putting up / taking down displays, opening higher level windows, or accessing supplies at height. Staff are provided with the appropriate equipment to gain height and are given instructions in their use.

For higher risk working at height activities, these should be risk assessed using the risk assessment template.

Person responsible for risk assessing work at height activities -	<i>SBM/ Facilities Manager</i>
Person responsible to monitor work at height training requirements -	<i>SBM</i>
Person responsible to inspect ladders and stepladders -	<i>Facilities Manager</i>

### **10. General building checks including housekeeping**

Arrangements exist to ensure that the school is kept clean and tidy through good housekeeping. In particular, rubbish and other combustible waste shall not be allowed to accumulate. The boiler room, server rooms and all designated escape routes shall be kept clear at all times. Rubbish bins, skips etc. shall be located away from the school buildings and secured to suitable fixed points. Housekeeping will be monitored by the Senior Leadership Team.

Person responsible to monitor housekeeping and any defects -	<i>Facilities Manager</i>
Where significant housekeeping issues are identified, or defects are found, this will be reported to -	<i>SBM</i>

### **11. Educational visits**

Roles and responsible persons -

Visit/party leader -	<i>Any experienced staff member</i>
EVC -	<i>SBM / HT</i>
Head of Establishment	<i>HT</i>
Approval for Residential / adventurous visits	<i>NCC H&amp;S Team</i>

Person(s) responsible to ensure all educational visits training is up to date -	<i>EVC</i>
Person(s) responsible to ensure visit leaders are competent to suitably qualified to lead a visit	<i>EVC</i>
Person(s) responsible to ensure appropriate risk assessment approval process is followed -	<i>EVC</i>

### **12. Managing chemicals**

Inventories for hazardous substances are maintained by the following person(s) / departments -

Caretaking & Cleaning	<i>Caretakers / cleaner's cupboard</i>
Grounds maintenance	<i>Facilities Manager</i>
Catering	<i>Kitchen storage cupboard</i>
Art & Design	<i>Subject lead (Art Supply cupboard (locked away from pupils))</i>
D&T	<i>Subject lead (D&amp;T cupboard (locked away from pupils))</i>
Science	<i>Subject lead (Science cupboard (locked away from pupils))</i>

Person(s) responsible to undertake and update COSHH risk assessments relevant to their area of work -	<i>Facilities Manager/ SBM</i>
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Person(s) responsible to ensure the LEV (e.g. fume cupboards, dust extraction) is examined and tested annually by a suitably qualified person -	<i>N/A</i>
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Annual reports and relevant records stored centrally and available for inspection -	<i>SBM</i>
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### **13. Selecting and managing contractors**

Building projects that fall within Construction (Design and Management) Regulations 2015 will have the appropriate arrangements in place.

Smaller scale projects are managed internally, however specialist assistance will be arranged for larger more complex projects.

Person(s) responsible to ensure appropriate planning prior to works commencing (e.g. relevant information passed on regarding asbestos, checklist completed, etc) -	<i>Delegated Project Manager/ SBM</i>
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Person(s) responsible to monitor project -	<i>SBM / facilities manager or delegated Project Manager</i>
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Person(s) responsible to ensure contractors have appropriate skills and qualifications to carry out works -	<i>delegated Project Manager</i>
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### **14. Manual handling**

Lifting and handling of pupils -

Person(s) responsible to ensure appropriate moving and handling assessment is carried out for each child that requires one -	<i>Moving and Handling Co-Ordinator</i>
Person(s) responsible to ensure regular monitoring and reviews of risk assessment -	<i>Moving and Handling Co-Ordinator</i>
Person(s) responsible to ensure annual refresher moving and handling training is up to date -	<i>Moving and Handling Co-Ordinator/ SBM</i>

Nominated Moving & Handling Co-Ordinator -	<i>SENCOs</i>
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Manual handling of objects –

Person(s) responsible for risk assessing manual handling activities -	<i>SBM</i>
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## **Appendix One**

### **First Aid procedures**

As stated in the main part of this Policy, there are a number of trained first aiders in school.

Serious accidents are always dealt with at once. Parents are informed of accidents immediately if they are serious, less serious accidents are reported to parents at home time.

During lesson times and lunchtimes any first aider treats children with accidents or illnesses. More serious accidents or illnesses are brought to the attention of the Head Teacher or Assistant Head Teachers.

The First Aid Box should contain, as a minimum:

- First aid guidance leaflet
- Contents list
- Disposable gloves
- Resuscitation face shield
- Water resistant plasters
- Medium sterile dressing
- Large sterile dressing
- Eye pad sterile dressing
- Finger sterile dressing
- Burns dressing
- Triangular bandage
- Conforming bandage
- Alcohol free moist cleansing wipes
- Safety pins
- Adhesive tape
- Foil blanket
- Sterile eye wash
- Scissors

With the increase in hepatitis and HIV, it is essential that disposable gloves are used by anyone who deals with a bad cut, or a sick child as infection can be caught from body fluids. These gloves should only be used once and then, together with soiled dressings, placed in bags, which can be sealed and disposed of in the correct bins provided.

### **The common playground accidents**

**Bumps:** Bathe with cold water or apply a cold compress-if ice is used, it should not be put directly onto the skin but in a cover and calm the child down. If it is a bad bump on the head or if a child is sick, dizzy or loses consciousness, even for a very short time, a doctor should see the child. Take to Accident and Emergency Department of the local hospital (dial 999 if necessary). Always contact the parent and ask them to meet you at the hospital, as many hospitals will not treat the child without parental consent.

**Cuts and Grazes:** Wash with water. Dry well and cover with a plaster or non-allergic dressing only if necessary.

**Stings:** Many children panic if a wasp or bee comes too close to them. By waving their arms about and screaming they are almost certain to be stung. Wasps: do not leave the sting in the wound. Bee strings can be removed with tweezers. Observe the child for a time to check that they do not have an allergic reaction.

**Splinters:** These can be removed with tweezers. Then wash well and apply a plaster only if necessary.

**Nose Bleed:** Sit child up and let them hold bridge of their nose fairly tightly. Do not let them blow their nose or bleeding will recommence.

If nosebleeds do not stop after treatment or they reoccur almost immediately, then a parent may need to be contacted, as medical treatment is sometimes needed.

**A possible fracture:** Immobilise limb as far as possible with triangular bandage and take to hospital. (Dial 999 for ambulance if necessary). Do not try to move the limb. Get help in moving the child if it is safe to do so.

If there is any doubt about moving the child, leave him/her where they are and summon immediate help. It can be extremely dangerous to move spinal injuries. Reassure child until help arrives (Once again, dial 999 immediately).

**Swallowing something poisonous:** Remember many dangerous substances can do damage coming back up again so beware of using an emetic. Call an ambulance.

**Allergies:** there seems to be many more children now who are allergic to certain foods such as peanuts. No one may be aware of this until the child comes into contact with this food for the first time, which may be in school. The child becomes red and swelling can appear, often followed by breathing difficulties which can be fatal if not dealt with quickly.

The child may have an inhaler or a syringe loaded with adrenaline if he/she has had such an attack before. If not, use the emergency EpiPen held in the Assistant Heads' office, dial 999 or take to A&E department of local hospital quickly. The same allergic reaction may occur with such things as bee stings. Treatment is the same for any serious allergic reaction.

N.B. Children may also be allergic to Elastoplast. Always ask the child before applying a plaster to a wound etc.

**Asthma Attacks:** it will usually be known if a child is asthmatic and the child will have an inhaler in school for his/her use. Calm the child down and don't panic yourself. Use the inhaler as directed. If no inhaler is available and/or it is serious attack, get the child to a doctor or hospital quickly. Children are encouraged to carry their own inhalers or if too big they can be kept in the Assistant Head Teachers' Office.

Do not panic if another child uses someone else's inhaler; they are unlikely to suffer any harm. It is, however, school policy to explain to pupils with inhalers that

they are for personal use only and are not to be shared around with others! Non-prescription inhalers are available from the Assistant Heads' office.

**Medication:** if a child has to have regular medication the parents can be asked to come in to administer it.

Please see the medication policy for more detail.