

Health and Safety Officer: The Bursar

GENERAL

Detailed guidance on the requirements of the school to comply with the appropriate Health & Safety Legislation is contained in manuals in the School Office. The information contained below is merely a guide to the school's responsibilities on a day-to-day basis, and must be read in conjunction with the manuals referred to above and/or in consultation with the School Health & Safety Officer (SHSO), who is **Mr Ben Cottell**. **The School has regard to DCSF guidance "Health and safety: "Responsibilities and Powers" and Health and Safety of Pupils on Educational Visits"**

It is the Policy of St. Christopher's School:

- To create a safe environment, and
- To encourage ways of working which will ensure the safety of children, staff and all other persons who come onto its premises and grounds.

The **Headmistress and Bursar** are responsible for the general implementation of this policy. Matters concerning Health & Safety should be brought to their attention in the first instance.

Staff are responsible for the children under their care. They also have a responsibility to work in a way which will ensure the health and safety of themselves and all other persons with whom they come into contact.

FIRE (further details in Fire Risk Policy and Fire Risk Assessment)

- The safe evacuation of the building is of primary importance.
- Exits must be kept clear.
- Fire doors must be kept closed.
- Fire appliances: Staff are to familiarise themselves with location of these and the instructions for their use.
- Fire Drill: Staff are to familiarise themselves with this; such drills will be held at least once a term.

ELECTRICAL APPLIANCES

- Any faults must be reported to the Bursar. If any doubt exists about the use of any electrical appliance, it must not be used until tested and declared safe. PAT testing is carried out annually.
- A full electrical check of the school is carried out every 5 years.
- Electrical appliances such as whiteboards, PCs, Ipads and audio equipment etc. are to be unplugged when they are not in use.
- Electrical leads must not be allowed to trail in such a way as to be dangerous.
- Nothing containing water may be placed on top of electrical equipment.

DEFECTS TO BUILDING, EQUIPMENT, ETC.

These are to be reported to the Bursar who will keep a log of repairs that need to be made. The Bursar will carry out regular inspections of play equipment and resources to ensure they are always safe to use.

GENERAL TIDINESS

- The premises must be kept as tidy as possible so as to reduce the risk of accidents.
- Hot drinks: these must be kept out of the reach of children.

CAR PARKING

Staff cars should be parked in the designated area. It is essential that great care is exercised when cars are moved.

GATES

All gates must be kept closed, especially when children are playing outside. No children may venture outside the school gates without a teacher's explicit permission.

HYGIENE

This is extremely important throughout the school, including in the kitchen and staffroom. Standards must be kept high. It is the responsibility of all staff to maintain standards; the policy is "clean as you go".

STORAGE OF CLEANING MATERIALS, ETC. (See below for COSHH - Control of Substances Hazardous to Health)

- Any potentially dangerous substances must be kept out of reach of children.
- The tops of containers must be screwed tightly down.
- The door to the cleaning cupboard must be kept locked.

SMOKING

- This is not allowed in any part of the school.

SUPERVISION OF CHILDREN

- In or out of the building, children must be supervised at all times.
- Special care should be taken when children are using apparatus, especially such objects as climbing frames.
- When using the stairs children must walk in single file keeping to the left.
- Registers must be kept accurately. The presence of a child should be recorded as soon as he/she arrives.
- Records should be kept in ink. Alterations must not be made by erasing the original entry.

ACCIDENTS

Any accident to a child should be recorded in the accident book (on a separate sheet), and signed and dated by the member of staff who witnessed the accident. Upon collection of child, the parent should read and sign the accident book, or be given a copy of it to be signed by them and returned to school.

The accident book will be checked regularly by the Headmistress.

WATER SUPPLY

Water is supplied to the school by means of a Bore hole. The water supply equipment is checked and serviced on an annual basis. Water Samples are taken on an annual basis for Chemical and Bacteriological examination to ensure the quality of water.

To control the risks of Legionella's a sample of both hot and cold water is taken on a monthly basis to ensure that the temperature of the water is within the recognised limits to limit the risk of Legionella.

COSHH

(Control of Substances Hazardous to Health)

Procedures

H & S Commission does not consider education to be a high risk activity in terms of exposure to hazardous substances and, in general, the requirements of COSHH regulations 1990 are in line with what is already good working practice in schools as laid down by current LEA guidance documents.

DEHSO 2004

The School follows COSHH regulations that require us to:-

1. Assess the risks of hazardous substances in school.
2. Record assessments.
3. Decide what precautions are needed.
4. Remove or adequately control risks.
5. Ensure that control measures are used & maintained.
6. Inform, instruct and train staff.
7. Monitor exposure

The existing COSHH risk assessment is reviewed annually. The school undertake risk assessments.

Staff are reminded of potential hazards to health when undertaking various curriculum activities.

Curriculum Risk Assessments

- We need to be mindful of H & S hazards associated with certain teaching activities
- Hazardous substances are classified as toxic, corrosive, irritant or harmful.
- In school this could be: -
- Substances and equipment used in design and technology*
- Substances used in art work*
- Wood dust.
- Office substances – e.g. Tippex.
- Cleaning fluid – sanitizer, anti-bacterial sprays & disinfectant.
- Aerosol fixatives.
- Farm visits
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*There is individual guidance for substances in Art and DT which is provided by the supplier and read and considered by Art and DT teachers, details of which are kept in the Art/DT block

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Hazard – substance / source	Possible risk What form of harmful contact might occur e.g. with skin /eyes, by swallowing, by inhalation	Is the risk adequately controlled? List existing controls or note where the information may be found(e.g. Information, instruction, training, systems or procedures)	What further action is needed to control the risk? Time scale <i>List the risks which are not adequately controlled and proposed action where it is reasonably practicable to do more</i>
Cleaning substances (Caretaking & kitchen)	Skin / eye irritations. Swallowing.	Stored in a secure cupboard	NA
1 st Aid cleaning substances - anti – bacterial sprays, sanitizer & disinfectant stored in a locked cupboard.	Skin / eye irritations. Swallowing.	Substances kept out of reach of children. Gloves worn by adults	NA
Wood dust	Inhalation.	Children instructed to cut wood in good, ventilated room wearing goggles.	NA
Art activities	Dependant on substances	Hands washed after art activities.	NA
Office Tippex.	Inhalation.	Children instructed not to use Tippex type substances.	NA
Art aerosol fixatives / spray paints.	Inhalation.	Adults only to use in a good ventilated room.	NA

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Emulsion paint.	Skin / eye irritations.	Stored away from easy access by children. Gloves worn when using paint.	NA
Farm animals	Infection	Hand washing facilities are made available and children instructed to use them.	NA
Swimming	Chlorine	Children with respiratory problems carefully monitored	Ensure children seek medical advice and have appropriate medication with them.

Transportation of Children on Journeys within School Time (Including EYFS)

Mindful of the Government legislation effective from 18th September 2006, the following guidance must be followed:

The School Minibuses with 17 seats has fitted child restraints which must be adjusted for each child and are legal and acceptable.

The 9-seater minibus does not have adjustable seatbelts and therefore booster seats must be used where necessary (see guidelines below)

Staff who agree to transport children in their cars are covered under the school insurance policy must be aware of the following:

1. Any child over 1.35m may use an adult seat belt.
2. Children over 22 kgs (Prep 2 and above) and under 1.35m must use booster cushions (seat only version is legal).
3. Children between 15-22 kgs (mainly Nursery and Prep Reception) must use a booster seat with back support.

The School will supply the appropriate seats which must be fitted if you are transporting children. However, in an emergency, on a short journey, an adult belt may be used.

A minimum of two members of staff or suitable adults should accompany the children on all School visits.

SCHOOL JOURNEYS AND EDUCATIONAL VISITS POLICY

References:

- A. Health and Safety of Pupils on Educational Visits – a Good Practice Guide produced by DfES.
- B. Standards for LEAs on Overseeing Educational Visits – Part 1 of a 3-Part Supplement to Reference A.

INTRODUCTION

The St. Christopher's School policy on all school journeys and educational visits is based on the DFES Good Practice Guide and the Supplements at References A – D. Copies are held in the Headmistress's Office. All members of staff involved in organising any off-site activity **must** familiarise themselves with the DfES Guidance, adapting it to the needs of the School as necessary.

The aim of this policy is to provide a summary of the way all School journeys and visits are to be organised, approved and documented, and to add some detail to the DfES Guidance, specific to St. Christopher's.

RESPONSIBILITIES

At St. Christopher's the Headmistress has ultimate responsibility for the health and safety of pupils and staff involved in journeys and educational visits, in effect they take the role of the LEAs described in References A – B. Within the School there is a three-tier system of responsibility – Headmistress and Organiser/Group Leader. Before a member of staff is permitted to organise a visit or trip he/she must have experience as an adult supervisor on similar trips or visits.

INITIAL APPROVAL FOR VISITS

Any visit off-site presents a risk to the children and staff involved and the Organiser must obtain authority from the Headmistress before making any arrangements. The aim must be to include all trips and visits in the School calendar. Where it is necessary to place a deposit or make a booking for transport or accommodation, the Organiser must brief the Headmistress

and obtain specific authority to proceed.

PLANNING

Well in advance of a visit or trip, the Organiser must first seek agreement in principle from the Head of Upper School or Head of Lower School. This is to ensure that the proposed dates do not clash with other planned activities, that the aims of the visit are appropriate, and to agree how the visit or trip is to be financed, wholly by the parents or on a shared basis. If the cost to the parents is likely to be more than £10.00, the Headmistress must be informed and the parents' consent must be obtained at an early stage.

Having obtained agreement in principle the Organiser must:

- Identify the numbers of children likely to be in the party.
- Identify and forewarn the adults who will supervise the trip.
- Consider if an exploratory visit is necessary.
- Carry out a Risk Assessment.
- Risk Assessment to the Headmistress for authority to proceed.
- In the case of Early Years trips, ensure that at least one member of staff going on the trip holds a valid paediatric first aid certificate.

After receiving authority to proceed, the Organiser must:

- Ensure that parental authority is obtained where appropriate (always in the case of EYFS trips) and that parents are advised if any deposits are non-refundable.
- Make any bookings necessary e.g. Accommodation, Entry Fees, Transport etc.
- Make arrangements for catering.
- Prepare briefings for children and supervising staff/volunteers.
- Review the Risk Assessment.
- Agree and document the Emergency Procedures in conjunction with the Headmistress

On the day prior to the trip the Organiser is to provide the Head of Upper School or Head of Lower School with a list of the children and staff going on the trip, and a copy of the completed risk assessment.

Immediately prior to leaving School the organiser is to leave details of the trip, a list of all staff and children going on the trip, and their mobile phone number, in the office.

RISK ASSESSMENTS

The School's own risk assessment form is detailed and gives clear guidance as to what to consider when planning an off-site and on-site activity. However further detailed advice on how to conduct a risk assessment, **and what to consider**, is contained in the "Health and Safety Guide of pupils on Educational Visits", which is held in the school office. This is recommended reading.

INSURANCE

The school insurance policy covers school off-site visits. The Policy number is: 02/CSS/9052302.

MEDICAL CONSENT

Under Clause 2a of the School's Standard Terms and Conditions document, parents authorise the Headmistress to "consent, on behalf of the parents, to the pupil receiving emergency medical treatment, including blood transfusions within the United Kingdom, general anaesthetic and operations under NHS or at a private hospital, but only where certified as necessary for the pupil's welfare by a person who is appropriately qualified **and** if parents cannot be contacted." The Headmistress delegates this authority to the Organiser/Leader of any trip or visit within the United Kingdom.

EMERGENCY PROCEDURES

As a minimum, the Organiser must ensure:

- There is a nominated replacement should they fall ill before the trip.
- There is a nominated deputy on the trip.
- That all adults on the trip have a list of everyone in the group, a copy of Appendix 2, and phone numbers to contact the school and the Emergency Services.
- That secretary at the School is appointed as their contact. This person will have access to the folder, which contains the list of all those on the trip and a list of next of kin telephone numbers in the event of late return or an emergency.
- They have a mobile phone with them on the trip and that the number of that phone is known to their contact at the School.
- That they inform their contact at the School if they are to be late arriving at their destination or on their return, or if there is any other emergency.
- They inform their contact at the School when they return.

EMERGENCY PROCEDURES IN CASE OF A MAJOR INCIDENT

AT THE INCIDENT

- Establish the nature and extent of the emergency as quickly as possible.
- Ensure that all of the group are safe and looked after.
- Establish the names of any casualties and get immediate medical attention for them.
- Ensure that all group members who need to know are aware of the incident and that all group members are following the emergency procedures.
- Ensure that a teacher accompanies casualties to hospital and that the rest of the group are adequately supervised at all times and kept together.
- Notify the police if necessary.
- Inform the school contact. The school contact number should be accessible at all times during the visit.
- Details of the incident to pass on to the School should include nature, date and time of incident; location of the incident; names of casualties and details of their injuries; names of others involved so that parents can be reassured; action taken so far: action yet to be taken (and by whom).
- Retain control of your emergency phone and do not give out the number to parents. You must be free to deal with the situation; the School will be your point of contact and will

deal with parents.

- If children have access to mobile phones they will naturally be in touch with their parents. You should try to ensure that they have the facts as you know them and as you have advised the School.
- Notify insurers, especially if medical assistance is required. This will be done by the school contact, through the Bursar.
- Notify the transport provider/tour operator/activity provider. This will be done by the school contact.
- Ascertain phone numbers for future calls. Mobile phones, though useful, are subject to technical difficulties, and should not replace usual communication procedures.
- Write down accurately and as soon as possible all relevant facts and witness details, and preserve any vital evidence.
- Keep a written account of all events, times and contacts after the incident.
- Complete an accident report form as soon as possible.
- No-one in the group should speak to the media. Names of those involved in the incident should not be given to the media as this could cause distress to their families. Media enquiries should be referred to the Headmistress.
- No-one in the group should discuss legal liability with other parties.

AT SCHOOL

- Immediately on being notified of a serious incident or an accident involving injury to staff or children, the school contact is to collect the Visits folder from the office and set up an incident control room in the office, start a log of events and inform the Headmistress and the Bursar. The Headmistress and/or the Bursar will call for secretarial and other support as necessary and start informing next of kin.
- Consider:
 - Contacting insurers.
 - What support might be given to staff involved in the incident.
 - Contacting transport provider/tour operator/activity organiser.
 - Reception and provision of facilities for parents who wish to come in to School.
 - Preparing a statement for the media.

'OFF-SITE' ACTIVITY CHECKLIST & RISK ASSESSMENT

This form is to be completed by the Group Leader as soon as possible after approval in principal has been given by the Headmistress. It is vital that time, thought and care is taken in completing this checklist and assessment before embarking on the proposed activity. Parental consent must be given.

Places to be visited	Objectives/Purpose	Date	Depart School	Return to School

Visit Organiser/Group Leader	Other staffing (including any specific responsibilities/ experience/qualifications)	Forms attending/ Number of children (specify any child with Special Educational or medical needs)	Transport arrangements (including drivers)
	<i>(Legal Ratios: Age 3-7 = 1:8)</i>		

HEALTH AND SAFETY POLICY



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Details of Destination, Full Address(es) and telephone numbers at location (Including organising company/ agency and Licensing Authority, if any.)	Activities to be undertaken (including any hazardous activity and associated planning, organisation and staffing – see Safety Checks below.)	Has any other member of staff going with you visited this location before?

Safety Aspects:

Does the activity involve water, e.g. sea, lake, river, beach, boating, swimming, sailing, canoeing, or fun park rides, or animals?	Is there any equipment being hired/used to carry out this activity? Have you checked it and satisfied yourself that it is in good order?	Are all staff qualified and experienced to carry out proposed activities?	Are any of the adults first aid trained?

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Accommodation, if staying overnight; state name and type of accommodation	Address and telephone number	Name of head of centre (if available)	Is it secure at night?

Risk Assessment: (for Pupils, Staff, Helpers and Members of the Public)

Significant Hazards	Existing Controls
<ul style="list-style-type: none"> ▪ Injury en-route or during the activity ▪ Illness/Medical needs en-route or during the activity ▪ Behaviour of pupils ▪ Weather ▪ Public highways ▪ Group management, including possible loss of a child ▪ Other (including further action recommended): 	<ul style="list-style-type: none"> ▪ Mobile phone available at all times and Emergency Procedures document carried by all staff. Tel No: ▪ First Aid kit carried by Group Leader. (If possible, nominate a first-aid trained member of staff.) ▪ Group Leader aware of the known health problems and ensures sufficient medication is available. ▪ Briefing to all pupils regarding conduct and expectations prior to setting out. This briefing is to take account of entering and leaving transport and procedures when crossing roads. ▪ Group Leader to check weather forecast and when appropriate ensure warm clothing is carried and/or sunscreen is available in sufficient quantity. ▪ Group Leader to brief all support staff, nominate a deputy and establish meeting/collection points before setting out. ▪ Visit arranged in accordance with the policy set out in the Staff Handbook and DfES Guidelines.

HEALTH AND SAFETY POLICY



<p>RISK: *LOW / MEDIUM / HIGH</p> <p>(*Please delete as applicable)</p>	
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School Insurance Company	Address	Policy No.
(cover for all members of the proposed party, including voluntary helpers)		
Ecclesiastical Insurance Group	Beaufort House Brunswick Road Gloucester GL1 1JZ	02/CSS/9052302

Check List:

- Parental consent letter sent, including meal and uniform requirements and any special consents for hazardous activities (e.g. swimming abilities).
- Parental consents signed and received back at school.
- Cost: Total amount: £ / Cost per child: £ Other: £

Signed:

.....

Date:

Group Leader

Approved by:

.....

Date:

Headmistress

'OFF-SITE' ACTIVITY CHECKLIST & RISK ASSESSMENT

This form is to be completed by the Group Leader as soon as possible after approval in principal has been given by the Headmistress. It is vital that time, thought and care is taken in completing this checklist and assessment before embarking on the proposed activity. Parental consent must be given.

Places to be visited	Objectives/Purpose	Date	Depart School	Return to School

Visit Organiser/Group Leader	Other staffing (including any specific responsibilities/ experience/qualifications)	Forms attending/ Number of children (specify any child with Special Educational or medical needs)	Transport arrangements (including drivers)
	<i>(Legal Ratios: Age 3-7 = 1:8)</i>		

HEALTH AND SAFETY POLICY



Details of Destination, Full Address(es) and telephone numbers at location (Including organising company/ agency and Licensing Authority, if any.)	Activities to be undertaken (including any hazardous activity and associated planning, organisation and staffing – see Safety Checks below.)	Has any other member of staff going with you visited this location before?

Safety Aspects:

Does the activity involve water, e.g. sea, lake, river, beach, boating, swimming, sailing, canoeing, or fun park rides, or animals?	Is there any equipment being hired/used to carry out this activity? Have you checked it and satisfied yourself that it is in good order?	Are all staff qualified and experienced to carry out proposed activities?	Are any of the adults first aid trained?

Accommodation, if staying overnight; state	Address and telephone number	Name of head of centre (if available)	Is it secure at night?

name and type of accommodation			

Risk Assessment: (for Pupils, Staff, Helpers and Members of the Public)

Significant Hazards	Existing Controls
<ul style="list-style-type: none"> ▪ Injury en-route or during the activity ▪ Illness/Medical needs en-route or during the activity ▪ Behaviour of pupils ▪ Weather ▪ Public highways ▪ Group management, including possible loss of a child ▪ Other (including further action recommended): 	<ul style="list-style-type: none"> ▪ Mobile phone available at all times and Emergency Procedures document carried by all staff. Tel No: ▪ First Aid kit carried by Group Leader. (If possible, nominate a first-aid trained member of staff.) ▪ Group Leader aware of the known health problems and ensures sufficient medication is available. ▪ Briefing to all pupils regarding conduct and expectations prior to setting out. This briefing is to take account of entering and leaving transport and procedures when crossing roads. ▪ Group Leader to check weather forecast and when appropriate ensure warm clothing is carried and/or sunscreen is available in sufficient quantity. ▪ Group Leader to brief all support staff, nominate a deputy and establish meeting/collection points before setting out. ▪ Visit arranged in accordance with the policy set out in the Staff Handbook and DfES Guidelines.

HEALTH AND SAFETY POLICY



RISK: *LOW / MEDIUM / HIGH (*Please delete as applicable)	
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School Insurance Company (cover for all members of the proposed party, including voluntary helpers)	Address	Policy No.
Ecclesiastical Insurance Group	Beaufort House Brunswick Road Gloucester GL1 1JZ	02/CSS/9052302

Check List:

- Parental consent letter sent, including meal and uniform requirements and any special consents for hazardous activities (e.g. swimming abilities).
- Parental consents signed and received back at school.
- Cost: Total amount: £ / Cost per child: £ Other: £

Signed:

Date:

Group Leader

Approved by:

Date:

Headmistress

'ON-SITE' ACTIVITY CHECKLIST & RISK ASSESSMENT

This form is to be completed by the Group Leader as soon as possible after approval in principle has been given by the Headmistress. It is vital that time, thought and care is taken in completing this checklist and assessment before embarking on the proposed activity. Parental consent must be given.

Event	Objectives/Purpose	Date	Start Time	Finish Time

Event Organiser/Group Leader	Staffing (including any specific responsibilities/ experience/qualifications)	(Approx.) number of people involved; (specify any child with Special Educational or medical needs)	Parking arrangements
	<i>(Legal Ratios: Age 3-7 = 1:8)</i>		

HEALTH AND SAFETY POLICY



Details of Visitors, Full Address(es) and telephone numbers (Including organising company/ agency and Licensing Authority, if any.)	Activities to be undertaken (including any hazardous activity and associated planning, organisation and staffing – see Safety Checks below.)	Have these visitors been before? Has this activity been held before?

Safety Aspects:

Does the activity involve any potential hazard?	Is there any equipment being hired/used to carry out this activity? Have you checked it and satisfied yourself that it is in good order?	Are all staff qualified and experienced to carry out proposed activities?	Are any of the adults first aid trained?

HEALTH AND SAFETY POLICY



Risk Assessment: (for Pupils, Staff, Helpers and Members of the Public)

Significant Hazards	Existing Controls
<ul style="list-style-type: none"> ▪ Injury during the activity ▪ Illness/Medical needs during the activity ▪ Behaviour of pupils ▪ Weather ▪ Public highways/Parking ▪ Group management, including possible loss of a child ▪ Other (including further action recommended): <p>RISK: *LOW / MEDIUM / HIGH</p> <p>(*Please delete as applicable)</p>	<ul style="list-style-type: none"> ▪ Emergency Procedures document to be available to all staff. ▪ First Aid kit to be available. (If possible, nominate a first-aid trained member of staff.) ▪ Group Leader aware of the known health problems and ensures sufficient medication is available. ▪ Briefing to all pupils regarding conduct and expectations prior to event. ▪ Group Leader to check weather forecast and when appropriate ensure warm clothing is carried and/or sunscreen is available in sufficient quantity. ▪ Group Leader to brief all support staff and nominate a deputy prior to the event. ▪ Visit/event arranged in accordance with the policy set out in the Staff Handbook and DfES Guidelines.

School Insurance Company (cover for all members of the proposed party, including voluntary helpers)	Address	Policy No.
	Beaufort House	

HEALTH AND SAFETY POLICY



Ecclesiastical Insurance Group	Brunswick Road Gloucester GL1 1JZ	02/CSS/9052302
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Check List:

Cost: Total amount: £ / Cost per child: £ Other: £

Signed:
.....

Date:

Group Leader

Approved by:
.....

Date:

Headmistress



General Risk Assessments

Risk assessments have been carried out for Prep classrooms and these are displayed around the school - they are reviewed and checked when appropriate.

Risk Assessments for regular activities such as swimming and Games are carried out and reviewed appropriately. Copies of these are kept in the school office and with the Bursar, the Health and Safety Officer.

A Risk Assessment is carried out on the Playground and updated when appropriate.

Toilets

Toilets, Urinals and wash basins to be kept clean to minimise the risk of infection

Floor area to be kept tidy

All spillages to be mopped immediately

All high and low level cupboards containing harmful substances to be locked.