



Sacred Heart School

Service Before Self

Mission Statement:

The Sacred Heart is a Community committed to the education of its pupils in a Catholic Christian ethos, where each person is invited to serve God and others in faith, hope and love.

Aims:

- To foster spiritual growth in Christian faith and values
- To value, appreciate and enjoy learning
- To work for excellence
- To further curiosity and creativity
- To aspire to high ideals

Health and Safety

HEALTH & SAFETY POLICY

Statement of Intent

The Managers of the Convent of the Sacred Heart, Swaffham are committed to compliance with the safety arrangements of the Health & Safety at Work Act 1974 regulations, as far as Schools are concerned, and as far as is reasonably practicable. The aim in respect of all staff, pupils, contractors and visitors to our school will be:

- To provide and maintain:
- A safe work place
 - A safe work system
 - Safe equipment
 - A safe and healthy working environment
- To reduce / prevent:
- Dangerous occurrences
 - Accidents and injuries

To this end, full information and instructions on Health & Safety at Work will be available to all staff, pupils, contractors and visitors as necessary.

Organisation structure and responsibility for health and safety

The Trustees –have the overall strategic and financial responsibility across the school for setting the framework and monitoring implementation as well as supporting the Headteacher and her team in achieving realistic health and safety solutions.

The Administrator and Headteacher as Trustees of the school have specific responsibility for fire and health and safety. They are assisted by the Governors with responsibility for health and safety and the Bursar. They endeavour to ensure that sufficient resources are made available to enable health and safety to be properly addressed throughout the school.

OFFICERS

Health & Safety Officer

- Sr Thomas More, Sr Francis Ridler
- Mr R Payne (Governor)
- Mr E Howard, Mrs I Ranner – Mini bus advisor
- Sr Kasjana (Fire)

Fire Representatives

- Mr L. Murphy (Upper School) Oversees evacuation drill
- Mrs. C Carter (Middle School)
- Mrs. C Riedlinger (Lower School)
- Mrs M Heale, Mrs S Pickard (Barn Theatre)
- Miss R Wilson (Sports Hall)
- Sr Kasjana (Boarding House and overall responsibility)

ORGANISATION

Headteacher (school) Administrator (premises) will:

1. Implement health and safety regulations.
2. Co-ordinate health and safety within school / premises.
3. Ensure safety rules are complied with.
4. Appoint safety representatives.
5. Perform regular health and safety inspections of school.
6. Operate accident reporting system within school.
7. Make visitors aware of any hazards.
8. Brief any employees on their responsibilities under Health & Safety at Work Act
9. If necessary report problems or hazards which cannot be resolved within school.

Responsibilities:

- (a) To ensure that staff have read and signed to confirm they have understood the H&S Policy either in

its entirety or the sections relevant to them. H&S Induction process prior to commencement or at least within 4 weeks of employment.

- (b) To ensure staff compliance
- (c) To encourage risk identification and awareness.
- (d) To monitor training. An annual H & S INSET to be recorded for all members of staff under CPD on the Central Register.
- (e) (f) To ensure that pupils are given H & S instructions when appropriate; these are duly recorded in the Assembly Diary.
- (f) To ensure Safety Policy and all locally related issues are made known to staff, contractors and visitors. Signature required
- (g) To provide all Contractors with 'A guide for Contractors at SHS' (Appendix 3)

HEADS OF DEPARTMENT and Teaching Staff

Each Head of Department is required to implement the arrangements outlined in this Policy for fire and health and safety as they affect their area of operation and to advise the Headteacher of any health and safety issues or concerns. In particular, each Head of Department with the assistance of their staff are required to:

- Fully familiarise themselves with the H & S Policy and the Statutory Regulations as issued
- Identify and report any hazards associated with their work, buildings & activities
- Try to remove these hazards where possible and ensure that classrooms and equipment are safe before use
- Implement safety precautions to reduce the potential harm of any hazards that cannot be removed
- Inform, instruct and train relevant staff, and pupils with regard to the required safety precautions
- Keep records
- Ensure that remedial action is taken
- Ensure that any hazardous or dangerous conditions or situations are reported to the Head, Administrator or Bursar without delay. (minor repairs are noted in the duplicate book in the office and collected by maintenance daily)
- Review risk assessments periodically (at least annually), or in response to an accident or incident

RESPONSIBILITIES

ALL OTHER STAFF (Administration, Catering, Maintenance, Peripatetic)

- To make themselves familiar with the Health and Safety Policy, especially the sections relevant to themselves.
- To observe Health and Safety Rules at all times.
- To conform to all advice given by the Health and Safety Adviser and instructions of others with a responsibility for Health and Safety.
- To report all accident damage hazardous or dangerous conditions or situations to the Administrator, or Bursar without delay.
- To wear appropriate Personal Protective Clothing Safety Equipment and use appropriate Safety Devices as appropriate.
- To ensure that working areas are kept clean and safe.
- To inspect all equipment and plant before use to establish that it is safe to use.
- To familiarise themselves with First Aid and Fire Procedures.
- To look after all Health and Safety equipment properly and report any defects immediately.
- To ensure all staff and pupils follow health and safety guidance at all times when on the premises

RESPONSIBILITIES

ALL OTHER PERSONS ON THE SCHOOL PROPERTY

- To observe the Health and Safety Rules and the Instruction given by persons enforcing the Health and Safety Policy.
- Not work on the premises until the relevant rules are read understood and accepted.
- Not work on the premises until covered by insurance against risk.

Everyone working within the School environment has a health and safety responsibility and is required to:

- Co-operate on fire and health and safety matters
- Undertake their duties with due regard for the health and safety of the other people in their working environment

In addition, staff are reminded that they must not misuse equipment provided nor interfere with arrangements made in the interests of fire and health and safety.

Issues of Health and Safety are regularly referred to in SMT Meetings and SMT are responsible for approving **Educational Visits**. In keeping with current advice from the Government and HSE, we have a formal approval process for educational visits and trips

This senior person's role is to oversee the quality and risk management aspects of visits, and is required to:

- Ensure educational visits meet the school's requirements – staff ratio and minibus drivers

- Assess competence of prospective leaders and staff
- Ensure risk assessments meet requirements
- Organise training and induction
- Ensure parents are informed by calendar and newsletter
- Organise emergency arrangements
- Keep records of visits, accident or incident reports in the office
- Review systems and monitor practice

Health and safety rules

Introduction

We require all staff to work safely. Failure to comply with these rules may jeopardize the safety of staff, pupils and visitors to the School, and may lead to disciplinary action. Please speak to the SMT or the Bursar if you do not understand what is expected of you, or if you are unsure about any aspect of these rules.

General rules

- Staff have a positive duty to follow the School's fire and health and safety arrangements
- Staff must not misuse equipment provided, nor interfere with arrangements made in the interests of fire and health and safety
- It is the duty of all staff to report any visible or foreseeable dangerous situation and, where possible, take immediate action to prevent injury

Accidents and work related illness

- All injuries, accidents and cases of work related illness, must be reported and investigated at the time
- Inform a member of the leadership team of any medical condition, medication or other factors, such as fatigue, which could affect your ability to undertake your work safely
- You must not take any substance that could compromise your ability to work safely
- Any work related staff absences over 7 days must be reported under the RIDDOR Regulations – and filed in the office.

Electrical safety

- Visually check electrical equipment for any defects or signs of damage prior to use
- Do not use electrical equipment in wet, damp or potentially explosive atmospheres, unless the equipment is specifically designed for use in these areas
- Do not overload electrical sockets – 13amp on a double socket
- Switch off electrical appliances when not in use
- Do not carry out repairs on electrical equipment unless you are competent to do so

Fire safety

- Always follow the evacuation procedure when the fire alarm is raised
- Make sure you understand the evacuation procedure for your area – See Fire Policy
- Do not prop open fire doors or leave doors open at night
- Do not damage or misuse fire-fighting equipment
- Do not obstruct walkways and exit routes
- Ensure that fire exit doors can be opened
- Visitors given generic PEEP for visits to the Barn Theatre.

Harmful substances

- Make sure that you know how to handle safely any substance marked as hazardous or harmful
- Never keep or transfer a harmful substance into a container if it is not correctly labelled
- Always return harmful substances to their designated storage area
- Wear protective clothing (overalls, goggles, gloves) where required when handling harmful substances

Information, instruction and training

- Always follow the safety instructions you have been given, either verbally or in writing
- Follow the safety requirements given in handbooks, risk assessments, policies, procedures and information provided with equipment and chemical substances
- Observe the safety signs and notices that are displayed
- Speak to your manager if you do not understand any safety information, instruction or training given
- Do not deface or remove any safety sign or information displayed

Lone working

- Never work alone on tasks identified by risk assessment as requiring more than one person to be present
- Ensure that someone knows where you are when you are working alone
- Concerns about lone working situations must be raised with the Administrator / Headteacher
- When working at school at weekends or late must inform Sr Francis and sign in on register kept in the

office

Machinery and equipment safety

- Specific operating guidelines/instructions for the use of machinery and equipment must be followed
- Do not undertake repairs and maintenance on machinery and equipment unless you are competent and authorised to do so
- Do not use machinery or equipment that is damaged, nor allow others to do so
- Keep written records of Inspection by Contractors of machinery (eg lift, kitchen equipment, etc) to be kept in H & S file held in the Administrators Office.

Moving and handling

- Do not underestimate the risk of injury from moving and handling tasks
- Never lift, move or carry anything or anyone unless you are confident you can do so safely
- Make sure you know how to lift, move and carry correctly and that you are physically able to take the weight
- Always seek assistance when you can
- Use lifting aids provided
- Reduce the weight of the load to be carried whenever possible and use the trolleys
- EY's staff to be STEP trained in order to support children in need of manual handling.
- Follow moving and handling guidance at all times- never lift above your head

Occupational health

- Immediately inform a member of the leadership team if you suffering from any aches or pains as result of any repetitive tasks that you are required to carry out
- Report any medical condition that you may have that is not work related to the Bursar if it is likely to be made worse by the repetitive nature of the tasks that you carry out
- Co-operate with the leadership team on any occupational health surveillance programme put in place for your own health and safety
- If you have any concerns about your work station to ask the ICT Manager for DSE assessment

Protective clothing and equipment

- Protective clothing and equipment provided for your safety must be used
- Keep your protective clothing and equipment in good condition
- Report immediately any unsuitable, defective or lost items

Slips, trips and falls

- Keep your work area clear from obstructions and "slipping and tripping" hazards
- Never allow cables trailing across floors to be a tripping hazard
- Do not take short cuts across unmade or slippery surfaces and keep to the paths, corridors and walkways provided
- Do not run, unless it is a requirement of the activity
- Use handrails on flights of steps and staircases
- Clean up any spillage immediately or, if you are unable to do so, place a warning sign in the area and report the hazard
- Wear suitable footwear
- Do not stand on chairs, desks or tables; use a steps, a stepladder or ladder (ladders need a restraining device or another person)
- Only undertake work at height if it has been risk assessed and it is safe to do so
- Ensure all pupils use the play equipment with sensible footwear and in the correct manner

Transport and work related road safety

- Never drive or operate a vehicle if you are not authorised to do so or do not hold the appropriate licence
- Inform the Headteacher / Bursar of any changes to your health, medication or driving licence that affect your ability to drive whilst on school business
- Always check the vehicle for safety prior to use
- Give yourself sufficient time for the journey to include rest breaks
- Observe the Highway Code and drive defensively
- Never carry any unauthorised passengers
- Never use a mobile phone whilst driving unless it is safe and legal to do so
- Report any vehicle defects as soon as you become aware

Management arrangements for implementing health and safety

Introduction

The following sections outline in brief our fire and health and safety management arrangements for meeting the specific legal requirements of the School.

We will work on those that are not yet fully implemented and will amend those where changes are needed to reflect changes in the law and best practice.

We require our managers to implement the fire and health and safety arrangements that are relevant to their areas of responsibility. (Records retained in 'Fire Box').

Contractors

Any contractors used are assessed as competent, and all contractors are DBS checked, and written records held in the Administration office

No work is commenced until agreement is reached on safety, taking into account the magnitude of the risks of the job and use of the area(s) where the work will be done

- Contract terms and insurances adequately protect the interests of the organisation
- Any work authorisation procedures, such as a hot work permit, are implemented where necessary for the safety of people and premises

A copy of the leaflet issued to contractors is at Appendix 3

Contingency planning

- We identify potential critical incidents as part of our risk assessment process by considering what might happen on-site and off-site, who might be harmed and how, and checking our plans for managing these incidents
- Effective plans are established to mitigate the effects of an unforeseen crisis
- These plans are rehearsed periodically and refined as necessary
- Key staff are trained in their duties

See Disaster & Critical Incidents Policy

COSHH

- Risks to health from exposure to hazardous substances are risk assessed
- Those responsible for managing work, including lessons likely to result in exposure to hazardous substances, are trained and competent
- Equipment provided to control exposure to hazardous substances are maintained in effective working order, correct PPE provided and inspected in accordance with statutory requirements

Computer users – display screen

- We identify 'Users' as defined under current legislation. In general we interpret 'users' as staff who use this equipment for at least an hour or more at a time on a daily basis
- A specific risk assessment is done of each area, taking into account the computer equipment, the furniture, the working environment and the user
- Staff are informed of the assessment on their own workstation
- We advise "Users" of the opportunity for free eyesight tests and the purchase of any corrective lenses, at our expense, when they are required specifically for using our display screen equipment
- The software we use is suitable for the task

Drug and medicines

- Medication will only take place with the written consent of parents/guardians. The school 'Medical Details Form' including signed authority to administer paracetamol is held in the 'Pupil Health Forms' folder in the school office. This folder also contains individual medical care plans for individuals with parental agreement to administer specific medicines. These forms are reviewed annually.
- Any 'over-the-counter' medication is strictly monitored by staff
- Records are kept over the use of medication and we inform parents/guardians of the medication administered
- All staff responsible for the administration of medication are trained First Aiders

See First Aid/Unwell Children/Administration of Medicines Policy

Educational visits and activities

- All trips and activities are authorised by SMT, planned and risk assessed by member of staff and filed in the 'Trip' folder held in the school office. Details of overnight stays, along with relevant correspondence sent to parents, are filed in the 'Extended Trip' folder held in the school office.
- Arrangements exist for obtaining informed parental consent in advance of any visit or activity
- Supervisory ratios and the competence of supervision are determined by risk assessment
- Visits and activities support the ethos and the educational identity of the School

Electrics

- The electrical installation and portable electrical appliances are inspected and maintained for safety
- Any unsafe electrical equipment is removed from use as soon as it is discovered

- No unauthorised electrical equipment is used within the school
- Visitors who bring mains operated electrical equipment supply their own residual current device circuit breaker or other similar electrical safety device

Events

- Events are planned, managed and risk assessed by competent staff
- Each event has a nominated person (normally the person arranging the event with assistance from the Headteacher if required) to act as the event safety officer who establishes the necessary fire safety and general health and safety controls
- A post event evaluation is carried out to learn any lessons and to inform risk assessment

Expectant and new mothers

- A detailed risk assessment is carried out with the member of staff who informs us that they are an expectant mother
- The precautions put into place for the expectant or new mother are suitable in the context of any medical conditions of which they have made us aware
- The risk assessment is reviewed periodically with the expectant or new mother to ensure that it takes account of any changing needs

External areas

- The outdoor space is safely accessible for staff, pupils and visitors
- All paths, steps and any ramps are maintained in good condition and free from moss, fallen leaves and similar slip hazards and gritted according to weather
- Adequate separation is maintained between pedestrians and vehicles where this is assessed as a significant risk
- External areas are well lit during the hours of darkness where people walk
- External features such as trees, monuments, walls and external buildings/storage areas are checked for safety

Fire safety

- A fire risk assessment is carried out and any remedial measures identified are implemented
- The assessment is reviewed annually or when there are significant changes and is kept in the (red folder by Sr Kasjana) in the school office/ Boarding House cupboard
- A fire emergency action plan is established
- Fire evacuation drills are carried out at least once a term
- Staff are trained in the emergency action plan
- Fire doors, fire alarms, emergency lighting, smoke detectors and fire extinguishers are checked and maintained
- Regular checks of fire escape routes are undertaken in order to ensure that they remain free of obstruction

First aid and accident reporting

- Nearly all staff hold a current first aid certificate which ensures that sufficient cover is provided during teaching time, out of hours activities, functions and for educational visits (one for each trip/event)
- First aid kits are checked and replenished regularly by lead first aiders or their delegate
- Accident records are kept that comply with the Data Protection Act in the 'Accident Forms' folder in the office
- Accidents are reported, investigated and documented taking into account the severity and loss potential of the incident, as well as the regulatory and insurance requirements (Reports to RIDDOR and to LADO for Early Years)
- Lessons learned are shared with staff and inform risk assessments where appropriate

Food safety

- Adequate food safety procedures are implemented in line with current Food Standards Agency guidelines
- Hygiene audits are carried out at regular intervals
- Food contact surfaces are in sound condition, clean and easy to disinfect
- All kitchen equipment and machinery is robust and in a good state of repair

General building & equipment maintenance

- The buildings, their fittings and decorations are maintained in a safe condition
- Equipment is maintained and serviced to ensure it remains in a safe condition
- Statutory safety inspections on equipment are carried out by competent engineers in line with the required schemes of inspection
- Work at height is only undertaken when no other method is available and it is safe to do so following completion of a risk assessment

General premises safety

- We carry out regular premises fire and health and safety inspections
- A documented procedure is in place for reporting damage or deficiencies to premises and facilities
- Any area found to be unsafe will be taken out of use until safe again
- Boiler houses, plant rooms and store rooms are secure and locked
- Services (gas, water, and electricity) isolation systems are clearly marked, and are kept free of obstruction
- Glazing throughout the premises is of a suitable safety standard or is safe by position or activity in the area
- Low level glass panes are protected from breakage
- All opening windows in pupil access areas above the ground floor have safety restraining catches where risk assessed as necessary

Health and safety in the curriculum

- Pupils are taught about hazards and risk control as part of the School curriculum
- Pupils are included in the risk assessment process
- Lesson plans include health and safety requirements

Legionella

- A combination of temperature control, physical checks and disinfection are in place to manage the risk of legionella from our water systems
- Any infrequently used outlets such as showers or taps are regularly cleaned and flushed through (after holidays)
- Records are maintained of our control systems

Moving and handling of pupils and equipment

- Detailed risk assessments are done on tasks that require the moving and handling of people and equipment where there is a significant risk of injury (PEEP for disabled person in the Barn)
- Moving and handling of pupils or of heavy or awkward loads is never done by lone workers unless aided by the use of lifting and handling equipment
- All staff are shown the correct methods of the moving and handling aspects of their work (e.g. STEP training)

Occupational health

- Staff in certain jobs are required to pass a fitness to work medical prior to starting employment
- areas The results of health surveillance are suitably recorded and the records are kept readily available for inspection by any person who has a right to see them
- We treat an individual's health surveillance records as confidential information
- Staff diagnosed with a medical condition caused by their work, will be referred to a General Practitioner or other specialist clinician as necessary

Personal protective equipment (catering staff / laboratory staff / HE staff)

- Personal protective equipment is provided to each member of staff where risk assessment shows this to be necessary
- Information, instruction and training on the use and care of personal protective equipment are provided
- Sufficient supplies of personal protective equipment are kept available and must be worn in accordance with the training

Physical education equipment

- Equipment is installed and used in accordance with the suppliers' recommendations
- Equipment is checked and maintained regularly
- Recreational surfaces are to the correct safety standard for the equipment and activities for which they are used

Play equipment

- Play equipment is designed, installed and used in accordance with the suppliers requirements
- Equipment is checked and maintained regularly
- Play surfaces are to the correct safety standard for the equipment
- Supervision is provided to all play areas The Jungle climber has its own risk assessment
- Staff will ensure all play equipment is used in accordance with school policies and the correct footwear is worn (see Jungle Climber Risk Assessment)

Risk assessments

- Staff who undertake risk assessments are competent due to their experience and knowledge
- Risk assessments are undertaken to identify significant risks associated with the school buildings, activities and people

- Generic risk assessments are used wherever possible so as to ensure a consistency of approach
- The risk assessment findings are recorded, communicated and acted upon
- Risk assessments are reviewed regularly and following a significant accident, a change in the law or a change in key personnel
- The Headteacher or Health and Safety Officer is IOSH trained every three years

Safety awareness, induction and information

- A copy of the health and safety policy statement is displayed in staff areas
- Induction training is provided for new staff (including any temporary staff), and ongoing safety information, instruction and training is provided for all staff. This training is documented
- Information required by law to be displayed or made available to staff is achieved by a combination of individual issue, being available on the website, being displayed in staff areas and through discussion at team briefings

Security

- Staff appointments are subject to rigorous reference and clearance checks
- Internet use and digital photograph protocols are established and monitored
- Visitors are required to sign in at the school reception and are not permitted to walk around the school unless accompanied
- Building layout, lighting levels and the securing of areas are checked to ensure that personal safety risks are eliminated or reduced
- The personal safety of staff and pupils is taken into account when planning changes to buildings, events and activities

Science and Design and Technology areas

- Risk assessments are carried out to ensure that the appropriate controls are in place for science and art and technology activities
- Emergency isolation valves are provided for gas and electrical supplies
- Equipment and substances used are suitable and are checked for safety
- Premises, equipment and class size are suitable for activities

Sports and after school activities

- Risk assessments are undertaken for sports and activities
- The level of coaching competence is considered as part of the risk assessment process
- Pupil skill and physique are considered as part of the risk assessment process
- Coaches and instructors who are not members of the school teaching staff are subject to competency and child protection checks prior to appointment
- Premises, equipment and class size are suitable for activities

Stress

- Our approach to stress management is guided by the Health and Safety Executive published Stress Management Standards
- Managers are trained to identify causes of stress and their effects upon staff
- All claims of ill health due to workplace stress are documented and investigated
- All members of staff are encouraged to report any stress related concerns to their line manager or to seek advice from a trusted colleague

Supervision

- Staff who supervise pupil activities are competent
- Staff who supervise break time activities are vigilant and can contact another member of staff quickly in an emergency
- Senior management periodically audit the efficacy of supervision arrangements

Teaching and office areas

- Accommodation is provided with suitable lighting, ventilation, heating and space
- Classroom layout provides staff with sufficient line of sight to safely supervise
- Any cables or other trailing leads are managed to prevent tripping hazards
- Shelving is strong and secure and suitable for the materials stored on it.
- Filing cabinets are fitted with anti-tilt mechanisms or are secure to prevent them tipping over
- Steps or step ladders are provided to gain access to high level storage (chairs are not to be used)

Transport and work related road safety

- Transport provided by the school is suitable for the task, driver and passengers
- Contracted transport providers are vetted on a regular basis
- Checks are carried out on the suitability of drivers and vehicles used when driving on behalf of the school

- Minibus drivers are trained, accredited and authorised
- All defects are reported as soon as they become apparent

Violence to staff

- We adopt a 'no tolerance' approach to violence or challenging behaviour towards our staff
- Staff who may be exposed to challenging behaviour situations are trained in how to manage the situation
- Any counselling or post-incident assistance required by the employees will be provided by the school

Work equipment

- Work equipment provided is suitable and safe for the tasks intended
- Work equipment is maintained, inspected and tested as required for safety
- The use of work equipment is restricted to authorised people where specific hazards have been identified

Work at height

- Work at height is only undertaken when no other method is available and it is safe to do so following completion of a risk assessment
- Findings of risk assessments are communicated to those that are affected
- Suitable training and equipment is provided where work at height is unavoidable
- Where possible work at height is carried out using scaffolds or mobile elevated work platform
- All access equipment is installed by trained personnel
- Suitable exclusion zones are erected around the base of any platforms, scaffolds or ladders etc. to prevent persons from walking directly under an area where work is being carried out
- All ladders and stepladders are inspected on a regular basis

Monitoring health and safety

A number of different checks are done on buildings and equipment to ensure the health and safety of our staff, pupils, and visitors. In addition we also:

- Monitor fire and health and safety performance by undertaking spot inspections, audits and benchmarking
- Review risk assessments
- Investigate fire and health and safety issues or hazards brought to our attention
- Keep up to date with information on fire and health and safety
- Investigate accidents and near misses
- Review fire health and safety as part of our formal risk management process
- Training – H & S Officer updates practice every 3 years with a recognised H & S Training (IOSH) Sr F holds a current certificate.

See also Minibus, Swimming, Educational Trips Policies and Risk Assessments

(Reviewed by HK - June 1996, reviewed Sr F Feb 2016)

Appendix 1

SACRED HEART SCHOOL, SWAFFHAM. HEALTH & SAFETY GUIDELINES

A. FIRE DRILL

See Fire safety policy

B. DISASTER

See Disaster Policy

C. SECURITY

The school is a secure site once the school is in session. The front gate has a buzzer and key pad which is controlled by the office or Boarding House. The back pupil entrances have numbered padlocks and re controlled by the caretaker. The staff car park has a keypad.

- Staff should challenge any person without a visitors badge and escort them to the School Office
- Badges are given to visitors once the appropriate member of Staff has been contacted

- All pupils must sign in and out when they arrive late or need to leave school in the middle of a session - this includes boarders going to the boarding house.
- Staff leaving the site during a school day, including lunch hour, should sign in and out at the Office.
- All peripatetic staff and helpers in the School should also sign in at the Office at the beginning and end of their daily session.
- No member of Staff must leave the school site alone to deal with a potentially violent situation
- Once school is in session the front gate must be closed and kept so until the end of the day.

D. FIRST AID

- Staff are encouraged to attend First Aid Courses. One designated member of staff attends First Aid at Work training.
- Year 9 pupils annually attend First Aid Courses.

Location of First Aid Boxes

Marked cupboards in: Upper School Staff room; Sports Hall; Swimming Pool

Both Laboratories.
Cookery Room.
Lower School, near Staffroom.
Pre Reception Classroom.
In School Office.
Barn Kitchen
Boarding House

- Items needing replacement should be reported to the office who will obtain these from the Office or purchase when necessary.
- Disposable gloves should be worn when attending any injury where blood is apparent.
- Items from the First Aid boxes must be put away covered so that they remain clean and sterile.

F. MEDICAL INFORMATION ABOUT PUPILS.

A record of all pupils needing inhalers, wearing glasses, having allergies, with hearing defects, needing regular medication or other specific problems is kept up to date annually or amended as advised. Instant check lists are displayed in both staff rooms, sports hall, barn, prep room and office.

- Parents are advised to keep children on antibiotics at home for the first few days.
- Children are encouraged to look after and use their own named inhalers.
- Special medication should be clearly labelled with the child's name and detailed instructions for administration.

Medicines are kept:

- a) In the Lower School, by the Class Teacher only with written permission from the parents.
 - b) In the Upper School Staffroom.
- Pupils in the Upper School are responsible for asking for their dose as necessary. Pupils with life threatening conditions carry their medicines with them (epi-pen, inhalers).
 - Boarders go to the Boarding House for medication.
 - A consent form for the administration of paracetamol is signed by parents but pupils should bring their own.
 - A list of those children not allowed paracetamol is on the Upper School Staff notice board.
 - Any administration of paracetamol must be noted down in the booklet in the Senior

School Staff Room and the child must be given a form stating when the drug was administered.

- Paracetamol may only be administered, after 10.30am by staff holding a current first aid certificate.

REPORTING AND RECORDING ACCIDENTS / INCIDENTS

- Serious accidents must be recorded on the pink accident form, signed by staff and countersigned by first aid staff and a member of Senior Management. (These are located in each staff room.) A copy is made and retained in the accident file in the office.
- Minor accidents are recorded by pupils on a Minor Incident form and retained in the staff room.
- Accidents to staff are recorded in books located in each staff room and in the school office.

GENERAL SAFETY

Appendix 2

Risk assessments have been carried out in all areas of the school and these are reviewed at regular intervals by departments, class teachers and office staff. These are retained in both staff rooms.

CLASSROOMS

- Lower School children may only use scissors with safe ends.
- Sharp knives, scissors, spray glue & similar used in H.E., Art, or Technology must be kept secure and only used under supervision.
- Guillotines should not be kept in classrooms.
- No glues containing dangerous solvents may be used by children.

MOVEMENT OF CHILDREN AROUND SCHOOL

- Children must **walk** around corridors, keeping to the left.

PLAYGROUND & WET BREAK SUPERVISION

- Lower, Middle & Upper Schools may not mix on hard play areas.
- Sports equipment, such as balls, may not be used near school buildings.
- No piggy back rides, lifting or rough play should occur.
- Supervisors must circulate around their appointed areas.

SUPERVISION ON EDUCATIONAL VISITS (See Visits Policies).

SUPERVISION OF SWIMMING

Pupils must be accompanied at all times by a trained lifeguard (See policy).

MANUAL HANDLING

- Staff and pupils should not be asked to carry heavy loads eg furniture, or dangerous substances such as large bottles of acid about the school.

PROCEDURES WITH EQUIPMENT

ELECTRICAL

- Staff should regularly check switches, plugs, leads and portable electrical equipment in their classrooms
- Faulty equipment must not be used and must be reported to the office

- New equipment should be tested before use.
- Fixed electrical installations are tested regularly, throughout the school.
- Eye tests, these should be provided by the employer, on request, for constant computer users and the employer should pay the cost of a standard pair of prescribed spectacles.

PE

- Setting out and replacing P.E. apparatus must always be supervised.
- The teacher must ensure all bolts & equipment are secure before children use the apparatus.
- No child must go onto apparatus without a member of Staff present
- Mats must always be used under jumping equipment.
- Apparatus should be regularly checked by any staff using the equipment and if faulty must not be used until repaired.
- Faults must be reported to the Main Office
- Gym equipment is checked annually by an outside agency

SAFETY IN LABORATORIES & H.E. ROOMS (See Safety rules attached).

Appendix 3

‘Contractors Working on Site Information & Safety Advice’ is attached below

SACRED HEART SCHOOL

Contractors Working on Site Information & Safety Advice



Welcome to Sacred Heart School

This leaflet has been designed to protect you, our staff and children whilst work is taking place at this school. If anything has not been covered please ask. We thank you for your co-operation while at the school.

CELEBRATING 100 years of EDUCATION

e-mail– info@sacredheartschool.co.uk
www.sacredheartschool.co.uk
01760 721330/724577

First Aid is available at reception and in other areas of the school.

Staff toilets are next to Reception in Middle School. Pupil toilets must not be used. If work entails being in pupil toilets do not enter until a member of staff has cleared them.

Pupils' safety, security and well-being are priorities. Please abide by these rules.

Schools are **non-smoking** areas. You are not permitted to smoke anywhere on the school grounds.

Security doors should be kept properly closed.

No inappropriate language please. Children are very perceptive.

Mobile phones are not allowed to be used on the premises. If you wish to make a call to your company, please do so in the school office.

Headteacher: Sr Francis Ridler
School Secretary: Miss Angela Hastings
Administrative Secretary: Mrs Gloria Boulton
Site Manager: Sr Thomas More Prentice
Telephone: 01760 721330/724577

Please sign-in at reception on arrival and book-out when leaving, ensuring that you return your visitor's badge.

Asbestos Risk Management Plan

Contained within the contractors signing in book is a copy of the school's asbestos register. You are required to check the location before commencing and intrusive work. If, during your work, asbestos is found or suspected, work must stop immediately and the incident reported to the persons named above.

Fire and Emergency Evacuation

If the **Fire Alarm** sounds (a long continuous, wailing siren) please leave the building immediately by the nearest exit. Make your way round to the assembly point on the school playground near the Sports Hall and report to the Emergency Co-ordinator.

Minimise risks and reduce hazards. You must ensure that tools, ladders, electrical equipment etc. are used correctly and must not be left unattended. Take care not to create tripping hazards e.g. trailing cables. Operatives must have received the necessary training.

Please follow the agreed **safe system of work** for the task you are carrying out – should you run into any unexpected difficulties liaise with the school's site contacts: Sr Thomas More or Sr Francis.

School equipment – please check with a member of staff before using any equipment belonging to the school.

Safeguarding - Pupils may chat to you and that's fine, but please don't initiate conversations with pupils. This is to protect you as well as the children.

If your **vehicle** needs to be parked anywhere other than the car park please contact reception. Driving speed must be no higher than 5 mph.

Please report any accidents or incidents that occur whilst working at the school.

