

 **Health and Safety Policy**

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| **1****1.1****1.2****1.3****1.4****2****2.1****2.2****2.3****2.4****3****3.1****3.2****4****4.1****4.2****4.3****5****5.1****6****6.1****6.2****6.3****7****7.1****7.2****7.3****7.4****7.5****8****8.1****8.2****8.3****8.4****8.5****8.6****9****9.1****9.2****9.3****10****10.1****10.2****10.3****10.4****11****11.1****11.2****12****12.1****13****13.1****13.2****13.3****14****14.1****14.2****14.3****15****15.1****16****16.1****17****17.1****17.2****17.3****17.4****17.5****18****18.1****18.2****18.3****18.4****19****19.1****19.2****19.3****19.4****20****21****22****23** | **General Statement of Policy**The health and safety of everyone engaged in legitimate school activities, either on or off the school premises, is of paramount importance. Our policy follows the LEA guidelines to provide and maintain safe and healthy working conditions, equipment and systems of work for all employees. We will provide such information, training and supervision as is necessary for them to undertake their work safely. We also accept our responsibility for the health and safety of other people who may be affected by our activities.Primary responsibility for complying with the Health and Safety at Work Act 1974 rests with Newport City Council as employer of all education staff within the school. They developed policies and procedures on Health and Safety issues which are relevant to the operation of the school. The Council has delegated responsibility for implementing their policies to the Director of Education, who has further delegated responsibility for day to day management of Health and Safety on school site to the Head Teacher. The Governing Body will fully support the Head Teacher in implementing these policies.The Governing Body accepts its responsibilities under the arrangements for the Local Management of Schools and will ensure, so far as is reasonably practicable, that the premises they control are safe and offer no risk to the health of users or others affected by their activities.The allocation of duties and the arrangements we have made to implement this policy are set out on the following pages. The Head Teacher will adjust the allocation of duties to reflect changes in personnel, circumstances or the needs of the day to day operation of the school, but major changes will be reported to the Governing Body in an annual review of this policy.**COVID 19 – Health and Safety implications**Newport LA Basic Requirements: * Social distancing between adults should remain and be encouraged. There will be no bubbles and pupils can mix.
* Ventilation should be maximised.
* Handwashing should remain in place.
* Catch it, bin it, kill it approach.
* Enhanced cleaning regimes to remain i.e. touch points, welfare facilities, and classrooms.
* Symptomatic individuals do not attend school/immediately go home if develop symptoms. Must continue to isolate if instructed to do so.

**NOTE:** Importance is still focused on regular handwashing and use of hand sanitiser, well-ventilated rooms, adults maintaining social distancing from other adults, use of Co2 monitors in classrooms.**Removed old information regarding class bubbles and used the new information from SAPS document January 23****Jenkins Street Building Closure – Implications**The current closure of the Jenkins Street building has meant that the school has to operate safely on two sites.During the academic year 2022 / 2023 sites will continue to be:Foundation Phase and LRB’s – Milner BuildingKS2 – Connect CentreThe Connect Centre – Site Management is provided by The Operations Team of Newport Live. Fire and emergency procedures are managed and reviewed by St. Andrew’s.**Health and Safety Action Plan**The Head Teacher and the Governors with responsibility for Health and Safety will develop and maintain a Health and Safety Action Plan for the school. The Plan will include:* Prioritised targets to be achieved:
* Resource requirements,
* Training requirements,
* People responsible for taking action,
* Timescales for completion of targets,
* A prioritised Risk Assessment Programme,
* A review of progress since approval of the last plan.

The Plan will be based on:* Risk assessments for all school activities and premises:
* Accident reports
* An annual inspection by the Governing Body/Premises Committee,
* The School Improvement Plan,
* Feedback from staff and parents.

The Plan will be submitted to the Governing Body for approval annually. It will be reported to the next appropriate staff meeting and a summary will be included in the annual report to parents. Comments on the plan will be reported in the termly Headteacher’s report to the Governing Body.**Responsibilities**The responsibilities of the LEA are set out in the LEAs Statement on Health and Safety which is included in the Manual of Health and Safety Procedures issued by the LEA. The school receives guidance and support from the NCC Health and Safety team to support the successful implementation of the relevant procedures. Within the school, the holders of the following posts are responsible for Health and Safety in the areas/ subjects: -

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| Headteacher  | Overall responsibility for day to day management of Health and Safety on the school sites and for off-site activities; |
|  | Safety on the school sites and for off-site activities; |
| Deputy Headteacher | Responsibility for the Head’s functions in her absence; |
| Operations Manager | Arranging and monitoring the testing of electrical equipment; |
| Visitor Attendance (Evacuation Procedures, Asbestos Management and General H&S Policy and Procedures) |
| Office equipment; |
| Administrative Systems; |
| Monitor and audit maintenance of First Aid supplies; |
| Health and Safety briefing for new and temporary staff;  |
| Identification of training needs and organisation of training;  |
| Educational Visits Coordinator | Field trips and off-site activities, equipment, systems of work and related risk assessments; |
| Competent PersonHealth and Safety Representative  | Support and advice for managers on health and safety issues*(Information on the role of a competent person is included in the LEA Manual of Health and Safety Procedure)*  |
|  |
| Site Manager | School site and security; |
| Testing and recording of fire alarms and break glass alarms; |
|  | Compliance with COSHH (Control of Substances Hazardous to Health) Regulations; |
|  | Monitoring maintenance of plant and boiler rooms; |
|  | Checking fire exits, signage and escape routes; |
|  | All external features and external areas including entrance routes, car parks, fencing, gates; |
|  | Common internal areas such as hall, canteen, entrance foyer, corridors, and related risk assessments; |
|  | Outdoor play areas, equipment and playgrounds, and related risk assessments; |
| PAT testing of electrical equipment; |
|  |
| Teaching Staff | Own teaching areas, equipment, activities and related risk assessments; |
|  | Field trips and off-site activities, |
|  |
| Health and Well Being AOLE lead/ Senior Leader  | P.E. teaching areas, equipment, related risk assessments; |
| STEM (Digital) AOLE lead / SRS technicians  | Computer teaching areas, equipment, systems of work and related risk assessments as applicable; |
|  |
| Cleaners | Cleaning equipment; |
|  |
| Midday Supervisors/ TAs | Safe supervision and organisation of children’s play; |
| Trained first aider to ensure that at the end of lunch break of all accidents have been recorded;  |
|  |
| TAs | To escort KS2 children safely on to the buses at the beginning and end of the day; |
|  | To supervise the safety of pupils in the cloakrooms in the morning and afternoons;  |
|  | As first aiders record all accidents that occur in school accident book and report major accidents / hazards to head teacher; |
|  | Regularly check that first aid boxes have the correct contents – (see Detailed Procedure for Provision of First Aid in Schools in appendix of policy)  |
| Inform Senior SSO of any first aid stock that needs replenishing |
|  |
| All employees | Responsibility to co-operate with supervisors and managers to achieve a safe and healthy workplace; |
|  | Responsibility to take reasonable care of themselves and others; |
|  | Reporting all accidents, dangerous incidents and near misses; |
|  | Reporting all health or safety problems which they are not able to put right, to the appropriate person named above; |
|  | Check all working areas and equipment on a daily basis. |

 The staff safety representatives are: - Mrs. J. Giles – HeadteacherMrs. K. Small – Operations ManagerMr. P Burgoyne - Site ManagerThe Governor with responsibility for Health and Safety is: - * Cllr Roger Jeavons

**General Arrangements**Risk AssessmentWe recognise the fundamental importance of risk assessment in identifying hazards, developing a planned approach to providing a safe and healthy environment, and maintaining a culture of continuous improvement. All school activities, premises and work processes will be subject to risk assessment in accordance with the procedure issued by the LEA. This procedure is included in the LEAs Manual of Health and Safety Procedures and is fully supported by the Governing Body. It includes an annual review of all risk assessments, or more frequently if circumstances require.The information generated by the risk assessment process will be used to inform decision on matters to be included in the school’s Health and Safety Action Plan, which will also include a prioritised programme of risk assessments still to be carried out.Risk Assessments are kept in the School Office (Milner Building), digital copies of Risk Assessments are saved in the school One Drive - Admin\Premises Management\Risk Assessments.**Communication**We recognise the importance of effective communication arrangements on Health and Safety issues within the school, within the education service and with the wider community.Accordingly, the following measures will be implemented: - * Safety Representatives – the school will co-operate fully in the appointment of Safety Representatives by recognised trade unions in accordance with the Safety Representative and Safety Committee Regulations 1977 and will provide them, where necessary, with sufficient facilities and training to carry out their task effectively.
* Health and Safety Action Plan – the Action Plan will be submitted annually to the Governing Body for approval, and when approved, will be reported to the first appropriate staff meeting and summarised in the Annual Report to Parents. A copy will be seen by the LEA H&S officer. Feedback on the Plan from all sources will be reported to the Governing Body by the Head and the Governor with responsibility for Health and Safety, if appropriate.
* Staff Meetings – Health and Safety will be included on the agenda for at least one staff meeting annually to give the Head and staff opportunities to raise and discuss Health and Safety issues. Action points will be taken and will be forwarded to the Governor with responsibility for Health and Safety.
* Information to the LEA – the LEA will be made aware of Health and Safety issues within the school, including good practice that will be of interest to other schools, via regular submission of accident reports, submission of the Health and Safety Action Plan and bids for improvement works under the Minor Works Programme. The Head or Governing Body will also inform the LEA as soon as practical, either verbally or in writing, of any Health and Safety issue which is the LEAs responsibility, and will inform the LEA as soon as practical of any issue or immediate action that they are unable to deal with.
* Hazard Book­ – staff will inform the appropriate member of staff of hazards if they cannot deal with them themselves, and will record details of hazards in the Hazard Book in the School Offices.
* Induction Training – all staff including temporary and part time staff, will have induction training when they start work at the school, which will include relevant information on Health and Safety such as their own responsibilities, accident reporting arrangements, access to first aid and hazard reporting arrangements.
* Health and Safety Questionnaire – the school will co-operate with the LEA on completion of a questionnaire on Health and Safety which they circulate to all schools from time to time. The questionnaire is used to give feedback to the LEA on Health and Safety issues for which they are responsible.
* Inspection/Audit – the Governing Body/Premises Committee will undertake an annual Health and Safety inspection of the school premises and an audit of its safety procedures. Details of their findings will be used to inform decisions on the Health and Safety Action Plan.
* Policy Document – All staff will be given shown copy of this policy document and will sign to say that they have seen it. All staff will be informed of alterations to the policy document either in writing or via staff meeting agendas. The updated policy will be included in the Staff handbook / Policies folders on the staff shared area (One Drive).

**Accidents**All accidents, dangerous occurrences and near misses will be recorded on the appropriate form and reported to the Head, the Governing Body and the Education Department in accordance with the procedures issued by the LEA. These procedures are included in the Manual of Health and Safety Procedures issued by the LEA, and are fully supported by the Governing Body. This will ensure that the school meets its legal responsibilities and that its insurance cover is not comprised, and will provide valuable monitoring information during the formulation of the Health and Safety Action Plan.The Headteacher will report serious accidents to the Governing Body as soon as practical and will prepare a summary of accidents occurring in the school and submit it to the Governing Body each term. The information will be used to inform decisions on matters to be included in the school’s Health and Safety Action Plan.Accident books and report forms are kept in the Milner and The Connect office, / Nursery / Reception area and Milner medical room. These are collated weekly by the admin team.**Violent Incidents**The Governing Body and the Borough Council will fully support any employee who is the subject of a violent incident in the course of their duties, giving due regard to all the circumstances of the case. This support involves assistance in obtaining legal advice and paid time off for interviews and court appearances.A violent incident is any incident in which an employee is abused, threatened or assaulted, and includes:-* Physical attack – whether visible injury occurs or not
* Animal attack – whether an animal is used as a threat, whether visible injury occurs or not
* Serious verbal abuse – when an employee feels threatened. This includes sexual or racial abuse
* Attack against property.

All violent incidents and near misses will be recorded on the appropriate form and reported to school management, Governors and the Education Department in accordance with the procedures issued by the LA. These procedures are included in the Manual of Health and Safety Procedures and are fully supported by the Governing Body.The Head Teacher will report all serious incidents to the Governing Body as soon as practical, and will prepare a summary of such incidents occurring in the school and submit it to the Governing Body each term. The information will be used to inform decisions on matters to be included in the school’s Health and Safety Action Plan.Forms for reporting violent incidents are available on One Drive and the member of the Senior Management Team dealing with any incident will support in this matter. **First Aid**First Aid on the school site and for off-site activities will be provided in accordance with the procedure issued by the LEA. This procedure is included in the Manual of Health and Safety Procedures issued by the LEA a copy can be found in the appendix of the policy) and is fully supported by the Governing Body.While First Aid may be administered by any person in an emergency, First Aid will normally only be administered by one of the nominated First Aiders with a current First Aid at Work / Emergency First Aid Certificate.To comply with the Council’s procedure, the school needs qualified First Aiders. Nominated First Aiders for the school, who are all holders of current First Aid at Work Certificates / Emergency First Aid Certificate: - First aid boxes are located in:-* Milner Medical Room
* Milner Nursery
* Milner Office – Emergency grab bag
* Connect Office – Emergency grab bag

Travelling First Aid boxes must be taken on all off-site visits and are stored in:-* Milner Medical room
* Office in The Connect

The person responsible for ensuring First Aid boxes are kept properly stocked is:-* Eileen Lonergan – Milner Site
* Linda Doherty – Connect Centre

**FIRST AIDERS – Schedule of Certification Expiry**First Aid at Work

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| **Name** | **Course Completed** | **Course Expiry** |
| Linda Doherty | Requalification First Aid | June 2024 |
| Jayne Richards | Requalification First Aid | June 2024 |
| Eileen Lonergan | First Aid at Work | Jan 2025 |
| Krystle Small | First Aid at Work | Jan 2025 |

 St John’s Ambulance - Emergency First Aid at Work

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| **Name** | **Completion Date** | **Course Expiry** |
| Stacey Hughes | 08/03/2019 | 08/03/2022 |
|  |  |  |
| Danielle Bolt | 16/10/2020  | 16/10/2023  |
| Julie Crocker | 16/10/2020 | 16/10/2023  |
| Alison Hatherall | 16/10/2020 | 16/10/2023  |
| Amanda Mutono | 16/10/2020 | 16/10/2023  |
| Ceri Rees | 16/10/2020 | 16/10/2023  |
|  |  |  |
| Carrie Burgoyne-Hale | 08/12/2020 | 08/12/2023  |
| Rhiannon Cellupica | 08/12/2020 | 08/12/2023  |
| Jan Collier | 08/12/2020  | 08/12/2023  |
| Bev Davis | 08/12/2020 | 08/12/2023  |
| Emily Flounders | 08/12/2020 | 08/12/2023  |
| Hazel Price | 08/12/2020 | 08/12/2023  |
| Amie Smith | 08/12/2020 | 08/12/2023 |
|  |  |  |
| Jillian Burgoyne | 11/12/2020 | 11/12/2023  |
| Joanne Cooling-Hughes | 11/12/2020 | 11/12/2023 |
| Carly Kalter | 11/12/2020 | 11/12/2023  |
| Kirsty Roach  | 11/12/2020 | 11/12/2023 |
|  |  |  |
| Sophia Williams | 12/01/2022 | 12/01/2025 |
| Daniel Butler | 12/01/2022 | 12/01/2025 |
| India Corner  | 12/01/2022 | 12/01/2025 |
|  |  |  |
| Staff no longer at St. Andrew’s Primary School |
| Michelle Clift | 11/12/2020 | 11/12/2023 |
| Danielle Morgan  | 16/10/2020 | 16/10/2023  |
| Rebecca Oaten | 08/12/2020 | 08/12/2023 |
| Samantha Reeves  | 16/10/2020 | 16/10/2023  |
| Callum Bate  | 12/01/2022 | 12/01/2025 |
| Eleftherios Williams | 12/01/2022 | 12/01/2025 |

Mental Health First Aid

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| --- | --- | --- |
| **Name** | **Course Completed** | **Course Expiry** |
| Rebecca Harrod  | 24/05/2019 | 24/05/2024 |
| Rhiannon Cellupica | 24/05/2019 | 24/05/2024 |

**Off-Site Visits and Activities**All off-site visits and activities will be organised in accordance with the procedure issued by the LEA. This procedure is included in the Manual of Health and Safety Procedures and is fully supported by the Governing Body. Standard information sent to parents prior to any site visit or activity can be found in the Educational Visits and Journeys policy.Group leaders will undertake a risk assessment before undertaking any off-site activity and will discuss their plans with the Head and Educational Visits Co-ordinator (EVC). All off-site visits will be recorded on Evolve. Group leaders will assess the risks associated with off-site activities and ensure that the appropriate level of first aid cover is provided. This should include at least one first aider and the provision of a travelling first aid kit. All visits will be reported to the Governing Body. Where an off-site activity involves P.E. activities, the group leader should ensure in their risk assessment that a first aider with a First Aid at Work certificate is available. This does not need to be a teacher. **Fire and Emergency Evacuation Procedures**The detailed procedure for emergency evacuation of the school (St. Andrew’s site and The Connect Centre) is detailed in the staff shared area and is reviewed after every fire or test evacuation.Each room has its own individual escape route clearly displayed on the room exit door.Evacuation procedures should include:-* Procedures for raising the alarm on finding a fire or similar emergency,
* Roles of all staff, including responsibility for children, visitors and parts of the building, last-person out procedures, communication and control, information to emergency service and parents, access to site,
* Evacuation routes and assembly points
* Roll call arrangements
* Evacuation procedures for out-of-hours activities
* Target times for evacuation
* Practice and training frequency
* Monitoring the effectiveness of the evacuation procedure and feedback into the Action Plan, if necessary

The Fire Risk Assessment should include:* Potential fire sources and smoke routes
* People at risk
* An evaluation of the likelihood of a fire starting and the severity of injuries
* Details of risk control measures, such as evacuation procedures, maintenance procedures for electrical and other equipment, smoke doors, exits and escape routes, firefighting equipment, fire detection equipment.
* Training arrangements
* Recording and review arrangement

The first priority will be the safety of pupils, staff and visitors. All buildings will be evacuated quickly and safely, and no attempts will be made to return to the buildings until the Head teacher (the most senior SLT member in absence) is told it is safe to do so by the Fire Service. Under no circumstances should staff or volunteers attempt to fight a fire: their paramount responsibility is the safety of their pupils, their colleagues and themselves.**Stress Management**We recognise the importance of managing stress in the workplace. We will identify hazards and assess work related risks to mental health with the aim of reducing them so far as is reasonably practicable in accordance with the LEAs procedure on Tackling Stress in the Workplace. This procedure is included in the Manual of Health and Safety Procedures issued by the LEA and is fully supported by the Governing Body.The information provided by the risk assessments will be used to inform decisions on matters to be included in the school’s Health and Safety Action Plan.**Contractors**Current good practice on the use of contractors on school sites includes the following provisions which will be compiled with:-* + 1. All contractors must report to school reception prior to commencing work on the school sites (or must have made specific alternative arrangements with the Head Teacher) and must be shown the Asbestos Register and sign the asbestos form. They must not start work until the staff are satisfied their visit has been approved by school management. Special arrangements may be necessary for contractors who start work before the school day begins, but these arrangements must be agreed by school management in advance and must be monitored to ensure they are complied with.
		2. Contractors’ names must be entered into the visitor’s book (Halo iPad) when they come to school. They must be given some identification to show they are authorised visitors, and they will be given appropriate information about asbestos in school, emergency and evacuation procedures. In the event of an emergency or evacuation, the visitors’ book (Halo iPad) must be taken to the assembly point by the SSO and any contractors or other visitors must be accounted for.
		3. Contractors must demonstrate to school management that they are aware of good practice in Health and Safety issues pertaining to themselves and their work, and that they can carry out their work without presenting any danger to others on the school site, before they are allowed to start work.
		4. Electrical equipment used by contractors must be appropriate to the work to be undertaken and of a low voltage. It must hold a current Certificate of Inspection as specified under the Electricity at Work Regulations.
		5. Work carried out during the school day must be agreed to beforehand. Potential risks must be identified and eliminated or otherwise controlled to the satisfaction of the Head Teacher. Access, storage, working and break areas must be clearly identified and arrangements agreed to ensure that pupils and staff are kept at a safe distance.
		6. Consideration will be given to the following points in agreeing a safe operating procedure with Contractors –

 * + - * Provision and maintenance of secure barriers,
			* Safety signage,
			* Treatment and removal of waste,
			* Sitting and removal of skips,
			* Safe and secure storage of tools and materials,
			* Use of electrical equipment, including minimising voltage whenever practical,
			* Use of other equipment – ladders etc.
			* Conduct and behaviour of contractor’s staff whilst on site,
			* Use of vehicles on site – access, parking, loading and unloading,
			* Use of site utilities and amenities,
			* NO SMOKING OR ALCOHOL on the premises

**Visitors**All visitors must report to school reception on entering the school sites. They will not be allowed into the school until staff are satisfied their visit presents no risks to staff, pupils or others on the site, or has been otherwise approved by the school management.Visitors’ names will be entered into the visitor’s log using the Halo iPad when they come to the school. They will be given some identification to show they are authorised visitors, and they will be given appropriate information about emergency and evacuation procedures. In the event of an emergency or evacuation, the visitor’s log - Halo iPad will be taken to the assembly point by a member of the admin team and any visitors accounted for.Special arrangements will need to be made to accommodate large numbers of visitors attending events such as school concerts or parents’ evenings as it will not be practical to sign them all in and issue identification badges. Schools should ensure that such visitors are restricted to specified areas, are well supervised and are given appropriate information about emergency and evacuation procedures. Consideration should be given to the provision of emergency lighting in areas used for such events, particularly if they are likely to take place outside normal school hours.**Hazards**Hazard Book will be kept in the School Offices (Milner and Connect Buildings) for staff to report details of hazards. If staff become aware of any hazard, they should inform the Head teacher / Senior Leader / Site Manager and a member of staff identified in the Responsibilities section of this document as soon as possible, and record their concerns in the Hazard Book with the date and time of reporting. The Site Manager, will check this book at least weekly and report to Headteacher on actions taken. The Headteacher and Governor with responsibility for Health and Safety will examine the Hazard Book at least once each term and will report to the Governing Body on issues arising and action taken.The Hazard Book will include information on the nature of the hazard and the action taken by the school management to control any risks.Hazard sheets relating to chemicals and materials will be kept in appropriate locked areas – Science, Technology, Site Manager, and Cleaners work areas. Staff using these chemicals or materials must be advised on their safe use by the appropriate member of staff.**Personal Protective Equipment (PPE)**If PPE is identified in a risk assessment as necessary for any employee engaged in legitimate school activity, it will be provided, stored, maintained and used in accordance with the procedure issued by the Borough Council. The procedure is included in the Manual of Health and Safety Procedures issued by the LEA and is fully supported by the Governing Body.**Housekeeping**All work areas will be kept reasonably clean and free from clutter to allow safe use of the area and movement within the school. All emergency exits and escape routes will be kept clean and clear at all times. Staff should report inadequately cleaned areas and blocked exits or escape routes to the Head Teacher or Operations Manager.**Electrical Equipment**All portable electrical appliances will be tested for safety every year and records to show the date of the test will be kept. All semi portable equipment, such as computers and printers with non-conductive outer casings that are rarely moved, will be tested for safety every three years. All fixed wiring and fixed electrical equipment (which is the responsibility of the LEA) should be tested every five years. Registers of electrical equipment and testing regimes will be kept on the One Drive.Previously stated in the School Offices (Milner and Connect Buildings).Staff should visually inspect all electrical equipment every time it is used for obvious signs of wear and tear, and take damaged equipment out of use until a competent electrician can check it. Staff should report any concerns they have to the Headteacher / Senior Leader, and record details in the hazard book. If there is any doubt about the safety of any electrical equipment IT SHOULD NOT BE USED.Great care will be taken if pupils use electrical equipment. The equipment will be of use low voltage whenever possible and pupils will be made aware of safety procedures, the need to carry out appropriately safety checks and how to deal with hazards.Personal items of electrical equipment should not be brought into school for use on site, unless it has been officially PAT tested within the year, as this equipment may not comply with the Electricity at Work Regulations. Staff disregarding this instruction may be personally liable for accidents or damage caused by the use of their equipment.**Machinery and Equipment**Machinery may be only used by qualified and trained personnel. Guards and appropriate safety signage should be in place, appropriate Personal Protective Equipment should be used by operators instructions should be followed at all times.Staff should visually inspect all machinery and equipment every time it is used for obvious signs of wear and tear, and must take damaged equipment out of use until a competent person can check it. Staff should report any concerns that have to the Head Teacher / Senior Leader, and record details in the Hazard Book. If there is any doubt about the safety of any machinery or equipment IT SHOULD NOT BE USED.Great care will be taken if pupils use machinery. Pupils will be made aware of safety procedures, the need to carry out appropriately safety checks and how to deal with hazards.Personal items of machinery or equipment should not be brought into school for use on site, as this equipment may not comply with the Provision and Use of Work Equipment Regulations. Staff disregarding this instruction may be personally liable for accidents or damage caused by the use of their equipment.**Using Transport** Pupils must only be transported by staff who hold the correct insurance to allow their vehicle to be used for business purposes - ‘Business Usage’. Many insurance companies will add to a policy at no cost. The school will maintain a list of staff that have provided details of the required insurance.Pupils must only be transported by parents who hold the correct insurance to allow their vehicle to be used i.e.’ Fully Comprehensive ‘insurance policy. Children must always wear seatbelts and sit on booster seats if under 135cm when being carried in cars and coaches, when these are fitted.All Staff should hold the correct insurance to allow their vehicle to be used for business purposes - ‘Business Usage’ i.e. attending courses. |

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| **This Policy was updated / adopted by the Governing Body of****St. Andrew’s Primary School** Chair of Governors: Cllr R Jeavons Headteacher: Mrs. J. GilesDate: DOCUMENT HISTORY

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| ISSUE | AUTHOR | DATE |
| 1  | Craig Allen | Oct 2014 |
|  2 | Gemma Hammacott | May 2017 |
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| 4 | Stacey Jones  | May 2019 |
|  | No Update – COVID Lockdown | May 2020 |
| 5 | Jack Newton | June 2021 |
| 6 | Sarah Murray | April 2022 |
| 7 | Krystle Small | January 2023 |

 Appendices* Useful Contacts
* First aid in Schools

Appendix 1Useful ContactsThe following is a list of useful contact points which are correct at the time of publication. Health and Safety Executive Government Buildings, Ty Glas, Llanishen, Cardiff CF14 5STelephone: 02920 263000

|  |  |  |  |
| --- | --- | --- | --- |
| General H&S Advice | Caroline Green | Central Health & Safety Partner | (01633) 210287Caroline.Green@newport.gov.ukHealth\_and.Safety@newport.gov.uk |
| Specialist Advice | Newport Norse | Main Number | (01633) 240456property.services@newportnorse.co.uk |
| Nick PorrettaJoe O’Connell | Newport Norse Senior Works Project Manager – Mechanical and ElectricalSenior Contracts Manager | (01633) 240443 / 07710 064382Nick.Porretta@newportnorse.co.uk01633 240460 / 07710 064381Joseph.O'Connell@newportnorse.co.uk |
| Ian BlackburnUnsure who he is? | Newport NorseCommercial Operations Manager | (01633)240247 |

Appendix 2 |
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**FIRST AID IN SCHOOLS**

**INTRODUCTION**

1 It is a legal requirement for schools to provide appropriate levels of First Aid cover for employees, pupils and visitors while they are on their premises, and when staff and pupils are off-site on school business.

2 This Guidance Note outlines the factors that must be considered in deciding the numbers of First Aiders and the range of facilities to be provided. It is based on Regulations, an Approved Code of Practice and advice issued by the Health and Safety Executive (HSE), and **it must be followed by all Newport Schools**.

**POLICY**

3 Schools should include their policy on the provision of First Aid in their School Health and Safety Policy. It is acceptable to adopt this Guidance as an appendix, but schools must specify staff with First Aid responsibilities, both on and off site.

4 Head Teachers have overall responsibility for day to day Health and Safety management on school sites. While they may delegate matters to other staff, primary responsibility for ensuring appropriate levels of First Aid provision rests with them.

**NUMBERS OF FIRST AIDERS**

**Employees**

5 The Health and Safety (First-Aid) Regulations 1981 place a general duty on employers to ensure that there is adequate first aid provision for their employees at work. Employers must provide equipment and facilities which are adequate and appropriate in the circumstances for enabling first aid to be rendered to employees if they are injured or become ill at work, or must ensure that such equipment and facilities are provided.

6 The employer should take into account:-

* the number of employees,
* the nature of the undertaking,
* the size of the establishment and the distribution of employees,
* the location of the establishment and the locations to which employees go in the course of their work,
* cover in the event of absence or part-time working.

7 An Approved Code of Practice issued by the HSE indicates that **there should be at least one trained first aider for every 50 employees** in low risk workplaces such as schools, **and a minimum of two for the whole site**. However, as schools must also provide First Aid cover for pupils, it is sensible to combine the provision for employees and pupils in calculating the total number of First Aiders on each site.

**Pupils**

8 The responsibility of LEAs and school managers for taking reasonable care of the pupils in their charge is found in common law under the *loco parentis* doctrine and makes it unwise for schools to ignore the First Aid needs of pupils. A school health and safety management procedure which fails to make appropriate provision for pupils is clearly inadequate and schools could find themselves in legal difficulties in the event of an accident which is not handled properly. Such a situation could lead to criminal charges against individual staff or the LEA, and claims for compensation.

9 HSE advice is that **there** **should be one first aider for every 150 pupils**. However, in establishments where special or unusual hazards exist, such as in Special Schools, more First Aiders may be required, irrespective of the numbers of pupils. Heads should also consider the need to ensure First Aid cover is provided for higher risk activities, such as during pupil break times or PE lessons, and in laboratories and workshops where the number of hazards is greater than in low risk areas such as libraries, offices and general teaching areas.

10 It is important for staff working in high risk areas to be trained in First Aid, but as those dealing with hazardous subjects cannot leave their classes unattended in an emergency, schools must consider arrangements for colleagues to control pupils while First Aiders deal with an emergency.

**Off Site Activities**

11 Schools must assess the risks associated with off-site activities and ensure that the appropriate level of First Aid cover is provided. This could include attendance by one or more First Aiders and the provision of travelling First Aid Kits. Different levels of cover may be appropriate during different elements of a trip. For example, the assembly and travel arrangements may present negligible risks while the activity itself may require a higher level of cover.

12 Where an off-site activity involves PE activities such as “invasion games”, First Aid cover must always be available during high risk elements of the activity from a person with a First Aid at Work Certificate. This person need not be a teacher but must be readily available during high risk elements of the activity.

**Total Numbers of First Aiders**

13 The following are examples of the total number of First Aiders that schools may need to provide:-

**a secondary school with 100 employees and 1200 pupils** would need to make provision for at least 10 First Aiders - 2 for the employees and 8 for the pupils. This works on the lowest possible figures, and hazardous areas and out-of-school activities may require more than this;

**a primary school with 150 pupils and 10 employees** would need two First Aiders for the combined pupils and staff, ensuring cover was available if one was absent;

**a nursery school with 50 pupils and less than 10 employees** would need at least two First Aiders - one for the combined pupils and staff, and a second First Aider to cover the absence of the first.

**FIRST AID TRAINING AND QUALIFICATIONS**

14 All school First Aiders must be designated as such by the Head Teacher and must hold a current certificate which shows they have successfully completed a “First Aid at Work” training course which has been approved by the Health and Safety Executive. Any employee can be designated as a First Aider provided they have the appropriate personal qualities and physical abilities. Training can be organised through St. John Ambulance, the Red Cross or any other suitable training provider. Employers are obliged to provide First Aid training for people they appoint as First Aiders, but they are not obliged to provide training for anyone who requests it.

15 Advice from the HSE makes it clear that Head Teachers can direct staff to undertake training in First Aid if it is a requirement for them to carry out their duties safely. This protects both school management and individual members of staff as it reduces the risk of an injury being mishandled.

16 The initial “First Aid at Work” training course is usually four days long and candidates must pass an examination in the practice and theory of First Aid. The qualification is valid for three years and must be renewed within three years by attending a two-day refresher course and passing a further examination.

17 The training of First Aiders should be staggered to keep knowledge and skills fresh and to avoid gaps appearing in provision, but **schools must make every effort to train enough First Aiders to meet their legal obligations as quickly as possible**. Failure to achieve the required level of provision could place individual staff, Heads and the LEA in a very vulnerable position.

18 Some schools may decide to train additional staff in First Aid skills to a lower standard, such as Emergency First Aid. This can be combined with annual refresher training for designated First Aiders, perhaps as part of an INSET day, and is a very positive measure, but schools must be aware that **it is not a substitute for having the appropriate number of fully qualified First Aiders on site**.

19 While First Aiders may be asked to administer medicines to pupils on a voluntary basis (unless it is specified in their contract of employment), they must not do so without first receiving proper training. **First Aid training is not a substitute for training from a medical practitioner on the administration of medicines**.

**FIRST AID ROOMS**

20 Advice from the HSE is that schools with more than 400 pupils should have a First Aid room for the treatment of minor injuries and for holding casualties until an ambulance arrives. Access should be possible by either ambulance or stretcher and the room should be sited near main concentrations of people. Medical Inspection Rooms would be suitable and should contain a First Aid kit and facilities for hand washing and safe disposal of dressings.

**FIRST AID EQUIPMENT**

21 The cost of first aid kits and materials is part of the budget delegated to schools under the LMS arrangements.

22 First Aid boxes and travelling First Aid kits must be :-

* suitable to protect the contents from damp and dust,
* clearly identified as First Aid containers and marked with a white cross on a green background in accordance with the Safety Signs Regulations 1980,
* kept in easily identifiable and accessible places,
* kept in areas with additional hazards, such as PE areas, laboratories and workshops,
* checked regularly by a designated person to ensure they are properly stocked.

**First Aid Boxes - Contents**

23 First Aiders should not keep anything other than the following types of materials and equipment, which must be provided in every first aid box: -

* + - 1 leaflet giving general advice on First Aid
		- 20 individually wrapped sterile adhesive dressings (assorted sizes) appropriate to the work environment (e.g. visibly detectable plasters should be provided in kitchens and food technology areas)
		- 2 sterile eye pads, with attachment
		- 4 individually wrapped triangular bandages
		- 6 safety pins
		- 6 medium size individually wrapped sterile non-medicated wound dressings (approximately 12 cm by 12 cm)
		- 2 large sterile individually wrapped non-medicated wound dressings (approximately 12 cm by 18 cm)
		- 1 pair of disposable gloves (latex or vinyl)

**Travelling First Aid Kits - Contents**

24 Travelling First Aid kits should be in containers that are appropriate for the circumstances in which they are likely to be used. First Aiders should not keep anything other than the following types of materials and equipment, which must be provided in every travelling First Aid kit:-

* 1 leaflet giving general advice on First Aid
* 6 individually wrapped sterile adhesive dressings
* 1 large sterile non medicated dressing
* 2 triangular bandages
* 2 safety pins
* individually wrapped moist cleansing wipes
* 1 pair of disposable gloves (latex or vinyl)

**Other Equipment**

25 Soap, water and disposable drying materials should be provided for First Aid purposes. Where soap and water are not available, individually wrapped moist cleansing wipes may be used.

26 Where mains tap water is not readily available for eye irrigation, sterile water or sterile normal saline (0.9%) in sealed disposable containers should be provided. Each container should hold at least 300 ml and should not be re-used once the sterile seal is broken. At least 900 ml should be provided. Eye baths, eye cups and refillable containers should not be used for eye irrigation unless they are sterilised between uses.

27 Disposable plastic gloves and aprons and other suitable protective equipment should be provided near the First Aid box and should be properly stored and checked regularly to ensure that they remain in good condition.

28 Blunt-ended stainless-steel scissors (minimum length 12.7 cm) should be kept where there is a possibility that clothing might have to be cut away. These should be kept with items of protective clothing and equipment.

29 Disposable plastic bags for soiled or used First Aid dressings should be provided, and schools should ensure that used dressings are safely disposed of in sealed bags.

**INFORMATION**

30 Schools must make sure that their employees, pupils and visitors are aware of the First Aid provision available to them, including the location of First Aid boxes and First Aid rooms, and the procedures for contacting First Aiders in an emergency.

31 All staff should be made aware of the procedures to be followed to report and record accidents, particularly where First Aid is administered. **First Aiders must always record details of First Aid they have administered, on the Accident Report Forms** that have been provided.

32 Schools can contact any of the following if they need further advice or information: -

**First Aid Courses** Red Cross - 0845 6012163

 St John Ambulance - 02920627627

 NCC – Caroline Green - 01633 210687

**General Health and Safety** Caroline Green – 01633 210687