



**Partners in Building
A Future**

St Saviour's School Health and Safety Policy



Updated April 2023

UNCRC

Article 19: All children have a right to be protected from harm

mental needs.

General Statement of Policy

The school accepts delegated responsibility for arrangements to ensure the health and welfare of people at work from the Department for Children, Young People, Education and Skills (CYPES) and to provide all necessary information, instruction, training and supervision required for this purpose.

We also accept responsibility for the health and safety of other people who may be affected by our activities and aim to ensure that staff and pupils work together to secure an environment which is safe and without risks to health.

In order to ensure that the policy is effective, it will be monitored and reviewed annually by the HT and Health and Safety Committee. This will be done using the following information:-

- feedback from the visiting CYPES advisor for Health and Safety who will review risk management systems with the Health and Safety committee, including the Headteacher,
- feedback from the Health and Safety committee,
- review of classroom checklists,
- review of Accident/near miss log,
- reports from JPH and safety inspections.

Responsibilities

Headteacher:

The Headteacher has a duty to protect people at work, contractors, visitors and members of the public who work in or visit the school area.

The Headteacher is responsible for:-

- ensuring that the policies are understood by all staff and that appropriate training takes place at regular intervals
- ensuring that the policy is monitored and reviewed
- ensuring that all equipment, apparatus and materials are safe for use and that the Health and Safety staff at the Department for Children, Young People, Education and Skills (CYPES) have their attention drawn to any matter that cannot be dealt with locally
- ensuring that any potential hazards are brought to the attention of JPH or the Department for Children, Young People, Education and Skills (CYPES).
- ensuring that only approved contractors are used to carry out repairs to the school premises,

Individual Staff Members

Each person has a duty to take reasonable care of their own health and safety and that of others who may be affected by their acts at work, to use properly any equipment or materials provided for use and to co-operate fully to enable the discharge of employer's duties under the Health and Safety at Work Act.

Individual Teaching Staff

Each teacher is responsible for ensuring that their area of control and responsibility conforms to the necessary health and safety rules, thus ensuring their own safety and that of all who come into contact including pupils, colleagues, visitors and contractors.

School Business Manager, School Secretary and Caretaker

These staff are responsible for:

- maintaining a summary of the maintenance contracts that the school are involved in and monitoring the progress of these. (Red File)
- ensuring that all visitors are identified and sign in/out
- ensuring that workstation assessment is completed for all staff accessing computers

Contract Cleaners

The responsibility of training and maintaining health and safety standards with contract cleaners lies with the company employing them. The caretaker regularly liaises with the company representative.

Rules and Regulations

Each person must ensure:-

- codes of practice or statutory requirements are observed and practised within their area of responsibility and that statutory notices are displayed
- that regular risk assessments are carried out using the checklist available, and any problems brought to the immediate attention of a member of the Health and Safety Committee

Equipment and Materials

Each person must ensure that all equipment and materials used in their areas of responsibility are safe to use and marked when appropriate with warning signs, used in accordance with manufacturers' instructions and any other instructions issued by CYPES.

Any shortcomings in the provisions made for the storage and use of inherently dangerous materials are to be brought to the attention of the Headteacher. All COSHH materials are stored in a labelled COSHH store cupboard.

Refer to CLEAPS for specific Science and DT based Health and Safety advice.

Protective Clothing and Equipment

Each person must ensure that there is an adequate supply of protective clothing and equipment available for themselves, others working with them and pupils. Any shortcomings should be brought to the attention of the Headteacher. Refer to CLEAPS for specific Science and DT based Health and Safety advice.

Risk Assessment

Each person should be constantly aware of hazards. Risk assessment is an ongoing process and everyone identified is responsible for ensuring that new hazards are identified and actions taken to eliminate or control them. **The aim is to ensure that no one is hurt or made ill by coming to our school. There are a number of generic risk assessments for the site which are reviewed regularly and updated annually by the Health and Safety Committee.**

Risk Assessments for school visits are required to be submitted to the Deputy Headteacher or Headteacher at least one week prior to the scheduled trip. Any necessary adjustments can then be made prior to the visit taking place. Additional risk assessments from activities or places visited are to be attached to the school RA. Upon returning from the visit an evaluation is completed and the RA given to the Headteacher for filing.

Training

Opportunities will be provided for specific training for health and safety within the school's overall priorities. New staff, including supply and temporary staff will be given appropriate training and records will be kept to assist with monitoring and identification of staff training needs. The use of online training through Virtual College/Connect and the logging of training on this supports an up-to-date accurate record of staff training. More specialist training is undertaken by members of the Health and Safety Committee.

Support

We will ensure that advice and support is obtained from CYPES as and when required.

Information

The Health and Safety Committee maintains and keeps updated files which are available to all staff consisting of all policy documents and forms (including Government policies). These files are accessible digitally and in the main school office. Government policies are also available online on gov.je for reference. Any member of staff has the right to take up an issue on health and safety with his/her immediate line manager or with the Headteacher / Deputy Headteacher.

Arrangements/Procedures

First Aid

The nominated members of staff are responsible for first aid to ensure that:-

- first aid boxes are equipped with the approved contents, checked and replenished as often as required, but not less than once a term (Class teachers are responsible for class boxes, playground and visits medical kits will be checked by the Lead First Aider)
- revalidation of qualifications, ie. certificates of resuscitation or first aid certificates takes place as required

There are several staff who are trained First Aiders for serious incidents:

A list of up-to-date qualified staff are held and updated by the Lead First Aider and stored in the First aid Room.

Class Room First Aid

There is a basic first aid box in each class. Minor first aid is to be given by the class teacher/TA/support staff, small grazes, paper cuts, minor bumps to the head, minor falls.

Grazes and cuts – to be washed with water and gauze and covered with a plaster or dressing. All grazes or cuts that bleed must be covered.

Bumped heads – Ice packs can be applied. The teacher/supervisor is to keep a close eye on the pupil and look for any signs of headache, feeling sick or becoming drowsy. If the pupil develops any of the above signs they are to be accompanied to a First Aider.

All accidents/first aid administration must be put on an 'Accident Information for Parent' form and given to the pupil to take home. A copy will be scanned in at the office and saved to SIMs. Visible signs of a bump must be reported to parents by telephone.

Playground/Lunchtime

The First Aid classroom box must be taken out each playtime and lunchtime - along with the folder containing forms.

Minor grazes, cuts and bumps to the head are to be dealt with by the members of staff on duty. If only 1 member of staff is on duty, then they are to be sent to a First Aider. All grazes and cuts that bleed must be covered by a plaster or dressing. If a pupil bumps their head (minor), they can be asked to sit outside on the bench and monitored once in class, where the class teacher is to keep an eye on them and look for any signs as above.

All accidents must be recorded on the accident form. It is the responsibility of the duty teacher/member of staff to complete the 'Accident Information for Parent' form and give to the pupil to take home, once a copy has been left at the office.

PE Sessions – Each Outdoor Session

It is the responsibility of the class teacher, if with any support, to deal with any minor accidents as the same level as playtime/lunchtime. All minor accidents must be put on an '**Accident Information For Parent**' form and given to the pupil to take home. If a class teacher is on their own, then they can send the pupil to a First Aider. Any major accidents should be dealt with by a First Aider.

Major Accidents

In the event of a major accident, a first aider must be called, major bumps to the head, major cuts,

attention.

First Aider Duty Rota - Please see notice boards

All accidents that are dealt with in the medical room, the 'Accident Information For Parent' form must be completed, given to the pupil to take home, a copy of this form must be put in the accident file, located in the medical room.

With more serious injuries, where a pupil is sent to hospital, the GoJ electronic form must be completed – this can be done in conjunction with the secretary, HT or DHT.

First Aid Kits

It is the responsibility of the teacher/member of staff to inform the office of any supplies required.

Vomiting

Granules are kept in Nursery, Reception, KS1 and the medical room. It is the responsibility of the closest teacher/member of staff to collect the granules and put them down over the vomit. You must then inform the caretaker, who will then clean up the granules and disinfect the area. **Granules are not to be used outside. In the event of vomiting outside please inform the caretaker who will wash with disinfectant. Please take care not to let granules go down a sink or enter the drainage system. They cause serious blockages.**

Off-site Visits

There are several first aid kits available for off site visits and one for residential trips. These are kept in the medical room and must be signed out and back in again using the signing out book. The secretary should be informed of any items that are used so that they can be replaced. All accidents must be recorded on return to school on the appropriate forms. Contact lists are stored at the school office for off site visits, these are arranged in classes.

Illness

Pupils are expected to stay at home if they are genuinely ill. Any pupil who suffers diarrhoea or vomiting at school should be sent home and must be kept off school for 48 hours after the last bout has occurred. If a pupil is unwell there is a medical room by the secretary's office where they can lie down. Please refer to the school secretary if you believe a pupil needs to go home.

Infection Control

In school, we follow the Prevention and Control of Infection Guidelines for Early Years and School Settings (August 2022) and adhere to the Appendix 2 Exclusion Guidelines.

Medicines

A list of all medical conditions is given to each class teacher and should be kept in a secure location. Teachers are not expected to administer medicines to pupils, except in exceptional circumstances. Such examples include diabetic 'pens', asthma inhalers, epileptic or other on-going drugs prescribed by a doctor. Unless antibiotics have to be administered 4 times a day, they should not be administered at school.

Accidents

Staff should report all accidents and near misses. The detailed procedure to be followed is available in the Health and Safety policies file in the school office. In addition, details are to be recorded in the accident/near miss log in order to assist with risk assessment and accident prevention. The accident/near miss log is stored digitally on the Teacher's Sensitive Shared drive. Accident forms for pupils and staff are kept on their SIMS individual file. Reports can be run from SIMS to monitor accidents by pupil or type. Serious accidents are reported to CYPES via an online reporting system.

Parents MUST always be informed when a child has received first aid by a first aider.

Administration of medicines

Staff are not obliged to dispense medicines and the full school and Department for Children, Young People, Education and Skills (CYPES) policy on this should be referred to.

Staff administering medicine should be aware of the requirements and use the appropriate forms in the school office – this will normally be covered by the School Secretary or Lead First Aider.

Appropriate storage facilities are to be used and training given regarding children with particular conditions. The school nurse or child's GP can assist in these. Staff responsible are to be given

pupils. Any pupil requiring any additional support for medical needs must have a care plan formulated by the school nurse/GP/Paediatrician, any other involved medical professionals, parents, the Headteacher and class teacher.

Fire and other Emergencies

All staff must ensure that they fully understand the procedures in the emergency evacuation plan and are aware of their own individual roles.

The Caretaker is responsible is to ensure:

- that notices detailing information regarding the fire or other emergency alarms and drills are recorded in the H+S file monthly.
- that all fire-fighting equipment is inspected annually and appropriate entries are made in the log book

Contractors

When contractors are engaged to work in the school the Headteacher/Caretaker will liaise with the contractor or his/her representative to ensure that the contractor is aware of the school rules, of any particular hazards that might be present (for example dangerous chemicals, asbestos, corrosive materials) and of any temporary rules that will apply during the contractor's presence on the premises. The Headteacher must ensure that any temporary rules, such as exclusion from premises, are made known to all staff, pupils and students, parents, and visitors to the premises. This might be achieved by the posting of suitable notices by the Headteacher, or by the contractor in consultation with the Headteacher. The Headteacher will consult the CYPES and Jersey Property Holdings, for any additional guidance on these matters.

All contractors must report to the Headteacher before any work takes place, and the Caretaker prior to each working session.

Smoking

In the interests of the health and safety of all staff and pupils a No Smoking policy is in operation throughout the school and its grounds.

Lone Working

Please ensure that someone knows where you are if you plan on working in school alone and keep your mobile phone with you at all times. Refer to Department for Children, Young People, Education and Skills (CYPES) Lone Worker Policy. **All staff are required to sign in and out when working in the building whether inside or outside of usual working hours, using the Passtab digital system.**

Waste Disposal

At the end of the day, as well as during the day, all waste paper bins are emptied into refuse sacks and placed in the wheelie bin. Broken glass is disposed of in the glass bin.

Road Safety/Traffic problems at arrival and departure times

The parents park in the vicinity surrounding the school at the start and end of the day and are not permitted to access the school carpark or playground with their vehicles. Staff are not permitted to access the staff car park with a vehicle for the period 15 minutes prior and after the school start and finish times.

Parents come to the main gates or playground to collect their children where they are dismissed by the member of staff on duty (except in EYFS where they are collected from the classroom). Staff cars are parked in spaces in the car park or in the surrounding area near to the school.

Staff cars are occasionally used to transport children to a different location, but only staff with full relevant insurance and parental permission use their cars in this way.

A major health and safety concern is that of parents parking their cars on the 'z' lines outside school to drop off and pick up children. This not only causes a hazard to those children walking past but also obstructs the view of both passing vehicles and the crossing patrol person. To alleviate this

concern, regular letters are sent home to parents and a parish parking control officer supports this process.

Emergency Evacuation Procedure

Each person is to ensure that they are aware of their own individual responsibilities in the event of a fire or other emergency that requires evacuation of the school.

A copy of the emergency evacuation procedure is to be displayed prominently in each area of the school and is on the teachers sensitive shared area of the school network.

Manual Handling

All staff should make themselves aware of the Manual Handling Policy stored in the Health and Safety files and should identify any risks and report them promptly to the Headteacher.

PLEASE SEE RISK MANAGEMENT FILES IN THE SCHOOL OFFICE FOR FURTHER

DETAILED POLICIES UNDER THE HEADINGS ABOVE or follow:

<https://www.gov.ie/Government/Departments/Education/Pages/Policies.aspx>

Review: February 2026

Related Policies:

- **Safeguarding and Child Protection**
- **Critical Incident Management Plan**
- **Department for Children, Young People, Education and Skills (CYPES) Health and Safety Policies**

Supporting Documentation:

- **Risk Management System/iAuditor**