



POLICY FOR HEALTH AND SAFETY

At St John's School we use the teachings of the Church of England to embed the following core Christian values.

These are:

Friendship

Forgiveness

Trust

and Compassion

These values will underpin the following Policy.

This Policy is reviewed annually by the Headteacher and the Business Manager and the Chair of Governors

Date Written	24 September 2021
Date Agreed:	9 December 2021
Review Date:	September 2022
Signed by: Headteacher	<i>AJ Smith</i>
Signed by: Chair of Governors	<i>A Parker-Brace.</i>

PART 1 HEALTH AND SAFETY POLICY STATEMENT

1. It is the policy of St John's CE Primary School to do all that it reasonably can to provide a secure, healthy and safe working and learning environment.
2. The School will comply with the provisions of the Health and Safety at Work etc. Act 1974 and the Regulations that apply to the School's activities.
3. To achieve this, the School will, so far as is reasonably practicable, provide and maintain:
 - (a) plant and systems of work that are safe and without risks to health;
 - (b) arrangements for the safe use, handling, storage and transport of articles and substances;
 - (c) a workplace that is safe and poses no threat to health;
 - (d) any information, instruction, training and supervision that is necessary;
 - (e) a working environment that provides adequate facilities for the employees' welfare while at work.
4. The School also recognises its duty of care towards those who are not employees but who may be affected by its activities (pupils, parents, visitors, and contractors) and will ensure that arrangements are kept in place to ensure their health and safety.
5. The School will review this Policy annually and make whatever changes are required to keep it up to date with current School and legislative requirements.
6. The Policy and all future updates are given to all staff.

Signed:

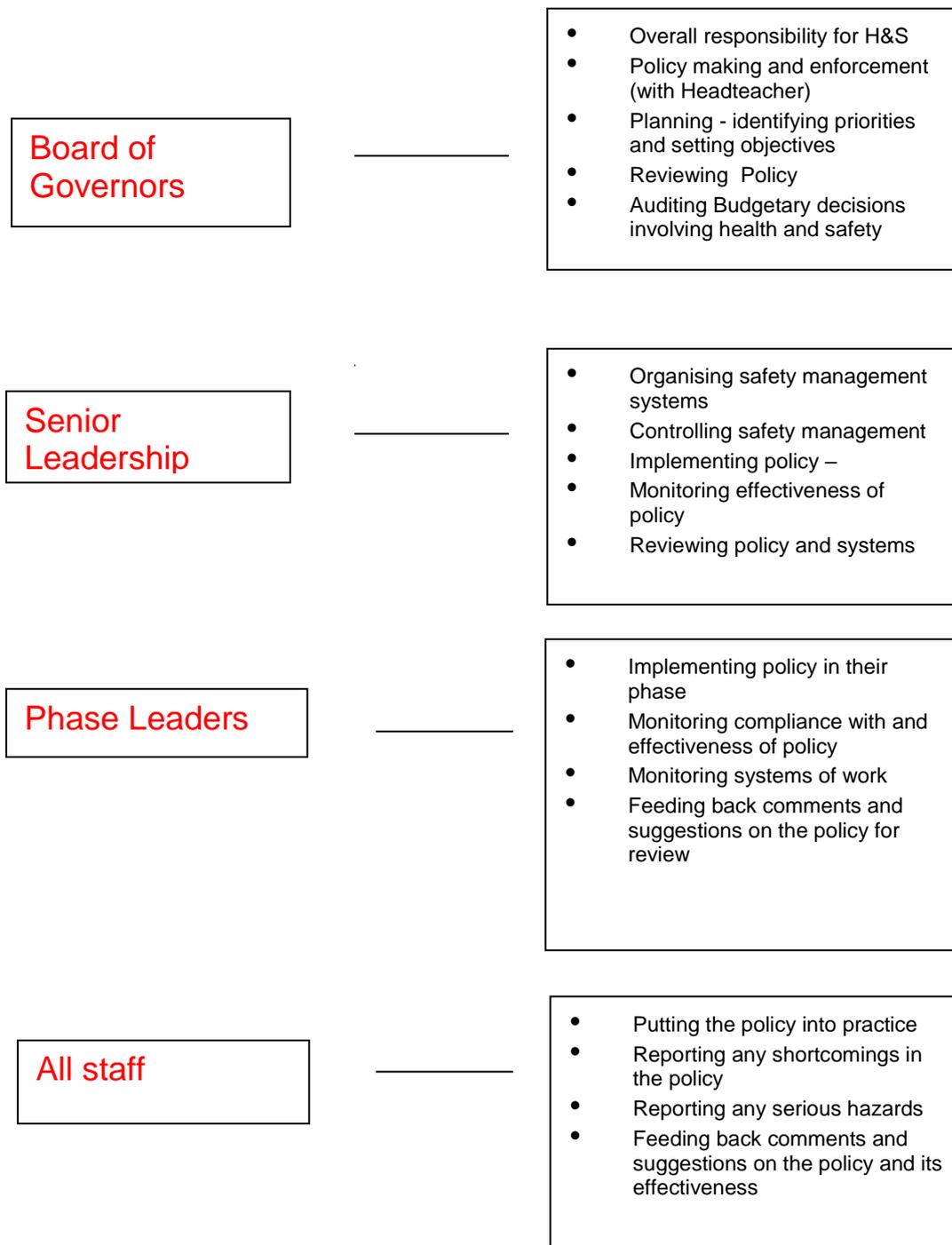
A Parker-Brune.

Chair of Governors

Date: 9 December 2021

PART 2

ORGANISATION



PART 3

ARRANGEMENTS

1. SAFETY MANAGEMENT

1.1 RISK ASSESSMENT

- 1.1.1 The Senior Leadership Team oversees the School-wide programme of risk assessment to ensure consistency, Appendix 1
- 1.1.2 Each Phase Leader assesses the risks of the work they do and any that may come from the physical layout and use of their work areas, using a team drawn from staff in their Department and one member of staff from outside the Department.
- 1.1.3 If any significant risks are found the Phase Leader/SLT member recommends the control measures that should be put in place, after consulting staff who work in that area. These recommendations are passed to the Headteacher.
- 1.1.4 The Senior Leadership Team ensures that all significant risks are properly controlled either by the measures recommended by the Senior Teachers or by other measures agreed with staff who work in the area concerned.
- 1.1.5 Where risk assessments have identified a risk to a new or expectant mother, this is noted. Once an employee informs the School that she is pregnant and gives the School a certificate from her Doctor, the employee's line manager or member of the SLT discusses with her how the work can be altered to reduce those risks. If there is still a risk that cannot be properly controlled, the Headteacher finds alternative work for her. If this is not feasible, then the employee is suspended from work on full pay.
- 1.1.6 All risk assessments are reviewed either when circumstances change and they may no longer be valid or, if nothing has changed, annually.
- 1.1.7 The results of these reviews are recorded and each Phase Leader ensures that any changes that are shown to be needed are passed on to the Senior Leadership Team who in turn ensure that these changes are made.

1.2 CONTROLLING HEALTH AND SAFETY

- 1.2.1 The Senior Leadership Team ensures that all those who have health and safety responsibilities clearly understand what they have to do to discharge those responsibilities. They also ensure that they have the time and resources to do so.
- 1.2.2 The School seeks expert help and advice on any health and safety matter that is beyond the competence of its own staff.
- 1.2.3 The Governors receive a regular report on health and safety which is discussed at each full meeting of the Governors.

1.3 MONITORING HEALTH AND SAFETY

- 1.3.1 Phase Leaders carry out safety inspections twice per term in their Department to ensure that all health and safety measures are in place and are effective. (For ICT Suite the subject leader is responsible for more regular checks).
- 1.3.2 The results of these inspections are sent to the Headteacher who analyses the information to identify trends and problem areas. These results are then used to review both this Policy and the measures in place.
- 1.3.3 The Headteacher also analyses accident and incident data to establish whether health and safety measures need to be changed to ensure that such accidents and incidents are not repeated. These results are also used in the review process.

1.4 THE REVIEW PROCESS

- 1.4.1 Any remedial actions that the monitoring process shows are needed are prioritised by the Senior Leadership Team, who will also ensure that action is taken in good time.
- 1.4.2 Employees are consulted, through their Phase Leaders, on how well the health and safety management system is working.
- 1.4.3 The results of the monitoring and review processes are given to the Governing Body who will take account of this information in reaching decisions on the allocation of resources.

1.5 INFORMATION AND TRAINING

- 1.5.1 The Headteacher ensures that all employees have comprehensible and relevant information on the risks to their health and safety identified by the risk assessments, the control measures in place, the procedure to be followed in the event of fire, the names of the fire evacuation officers and the names of qualified first aiders appointed by the School.
- 1.5.2 The Headteacher keeps staff informed of any changes to health and safety legislation that could affect them.
- 1.5.3 The Headteacher holds a training matrix showing which employees need health and safety training, first aid training and fire training and ensures that training is given promptly.

2. ACCIDENTS, INCIDENTS AND MEDICAL EMERGENCIES

- 2.1 All accidents, incidents and medical emergencies involving staff, pupils or visitors are recorded using the School's accident/incident form.
- 2.2 Accidents to pupils, contractors or visitors to the School are reported immediately to the Headteacher or to the Business Manager.
- 2.3 All accidents, incidents and cases of ill-health that are reportable under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 are reported by the Health & Safety Co-ordinator. Major accidents are reported as quickly as possible by telephone and are followed by a report on form F2508 within ten days. All others are reported by simply sending in the F2508.
- 2.4 The Headteacher investigates all but the most minor accidents to establish both the immediate and underlying causes to ensure that action is taken to prevent a recurrence.
- 2.5 Any incidents where no-one was injured but it is clear that serious injury could have occurred are also investigated.

3. FIRE

- 3.1 The Health & Safety Co-ordinator assesses the risk of fire in every area of the School.
- 3.2 Using the results of those assessments the Senior Leadership Team issues a fire emergency plan that includes a system for calling the Fire Brigade, designates those responsible for liaising with fire service personnel on their arrival, a clear evacuation plan, a plan for putting the School back into operation following an emergency and a process for reviewing the plan after an emergency or after fire drills. A copy of the plan is available from the Health and Safety Co-ordinator and is also posted on the School's computer network (Appendix 2).
- 3.3 Staff across the school are trained as Fire Wardens but all staff have a part to play in evacuating their area of the school and are aware of their duties in the

- event of a fire. The class duties are clearly displayed in each classroom with specific reference to children who need assistance.
- 3.4 The fire evacuation procedures to be followed are displayed in every room in the School and, where appropriate, in corridors and other common areas. These procedures are pointed out to visitors, contractors and new staff as soon as they come onto School premises.
 - 3.5 Fire drills take place at least once a term. The Health and Safety Co-ordinator records the time taken for evacuation and any comments from staff on how the drill was conducted.
 - 3.6 In order to include everyone in the roll call in the event of a fire, all pupils are recorded in class registers and all contractors and visitors to the School are booked in at Reception on arrival.
 - 3.7 The fire alarm system is tested weekly and the results recorded in a log. Any defects that become apparent are rectified immediately.
 - 3.8 Fire extinguishers and fire blankets are checked by premises staff fortnightly to ensure they are in the right place and have not been tampered with. The annual thorough inspection and maintenance of this equipment is done by a competent contractor.
 - 3.9 Fire exits and fire evacuation routes are checked at least weekly by premises staff to ensure they are not blocked and are useable.
 - 3.10 The Health and Safety Co-ordinator checks regularly to ensure that the School's fire precautions meet current legislative requirements.

4. CONTRACTORS

- 4.1 Where a contractor is to be used, they are asked to provide some evidence of their employees' competence (City & Guilds certificates, CITB certificates, etc.), a copy of their policy on health and safety and to disclose any enforcement action that has been taken against them by the HSE in the last five years. References are taken up to ensure that the contractor has sufficient experience to be able to carry out the work safely.
- 4.2 If the Business Manager and the Headteacher are satisfied with the information provided the contractor is admitted to the School's authorised contractor list.
- 4.3 Only authorised contractors are allowed to undertake building, maintenance or other work. Staff using contractors for any work activity contact the Health and Safety Co-ordinator to check that their choice of contractor is authorised.
- 4.4 The Health and Safety Co-ordinator ensures that all contractors provide an assessment of the risks of their work and a method statement, detailing how the work will be done, by whom and what equipment will be used, before work starts. Teachers are given information on how such work may affect their areas to ensure that any extra risks the work may pose are properly controlled. Their input is sought on the most effective way to control the risk.
- 4.5 The Health and Safety Co-ordinator ensures that all contractors are provided with information on any risks to their employees' health and safety that they may encounter in the course of their work in the School and the control measures in place, for example by ensuring that all maintenance contractors know the exact location of any asbestos in the School buildings.
- 4.6 All contractors are monitored by the caretaker or the Health and Safety Co-ordinator to ensure that they are working to the agreed procedures and are not using unsafe practices.

- 4.7 The Health and Safety Co-ordinator issues a plan as necessary, showing which contractors are working in the School, what work they will be doing and where they will be working. All staff concerned check it to ensure that there is no possibility of the work causing unnecessary risks in their areas and that any increased risks that are inevitable are properly controlled.
- 4.8 The catering contractor provides evidence that an Assured Safe catering system, or its equivalent, is in operation.

5. FIRST AID

The school has a comprehensive first aid risk assessment, Appendix 3, where all aspects of first aid provisions are risk assessed annually.

- 5.1 The School currently has 3 Paediatric First Aiders, 3 members of staff fully trained in First Aid at Work and 20 members of staff trained in Emergency First Aid at Work. The names of the most qualified members of staff are posted up in all areas of the School, along with a note of how to contact them.
- 5.2 First aid kits are provided in each classroom, in the corridor from the main Foyer, next to the photocopier in Phase 2. These kits are checked regularly by an appointed member of staff but if any staff become aware that a kit needs replenishing, they should contact the appointed member of staff or the school office immediately.
- 5.3 First aid given to staff, pupils or visitors is recorded on the accident form.
- 5.4 A defibrillator is kept in the entrance to the school.

6. MANUAL HANDLING

Manual handling is defined as the lifting, supporting, pushing or pulling of a load by manual force and is governed by the Manual Handling Operations Regulations 1992. Activities that come under this heading include lifting and carrying boxes and books, and moving furniture and equipment.

- 6.1 In order to comply with the Manual Handling Operations Regulations any manual handling that could cause a risk to health or safety is avoided wherever this is reasonably practicable.
- 6.2 The School assesses all the remaining manual handling tasks that could pose a risk to health or safety. Where the assessment shows that equipment - for example, sack barrows or trolleys - is needed to reduce the risks, this is provided.
- 6.3 A sample risk assessment form is attached to this Policy, along with instructions on how to do an assessment. Each one will consider the task, the individual doing the task, the load and the environment in which the work will be done.
- 6.4 Completed assessments are passed to the Business Manager with recommendations on what needs to be done to reduce any significant risks found.
- 6.5 All staff whose work includes manual handling are trained in the methods to use and how to operate any equipment that is needed.

7. PREMISES

- 7.1 The Health and Safety Co-ordinator/Business Manager surveys the site once a term with the Caretaker and a School Governor, looking at structural, health and safety and decorative issues. A prioritised action plan is constructed

from the survey, giving priority to any matter that could seriously affect the health and safety of staff, pupils, contractors or visitors.

- 7.2 The Caretaker checks the condition of lights regularly and replaces any that are defective as soon as they are found.
- 7.3 The School's heating system is designed to maintain a reasonable temperature throughout the School. If any part of the system becomes defective or inefficient this is reported to the Business Manager who ensures that the problem is solved as soon as is reasonably practicable.
- 7.4 A competent contractor is employed to maintain the heating system. Boilers are given a thorough examination annually by a competent person and records are kept of these examinations.
- 7.5 If temperatures consistently fail to remain reasonable (either too high or too low) staff will report the problem to Business Manager or the Caretaker who will correct the problem as far as is practicably possible.
- 7.6 Blinds or curtains are provided in the rooms where sun can increase the temperature to an uncomfortable level. Contact the Caretaker if these blinds become defective.
- 7.7 Windows that are accessible (at shoulder height or below, for example) have either been replaced with safety glass or covered with film to ensure the glass breaks safely.
- 7.8 Windows and skylights are included in the termly site survey, which checks that these all open and close safely and easily.
- 7.9 The grounds are maintained by a competent contractor using his own equipment. The work is monitored by the Caretaker to ensure that it is done safely.
- 7.10 The toilets provided for pupils and staff are kept clean, well-ventilated and tidy by cleaning staff. The Caretaker ensures that there is always an adequate supply of soap and paper towels or hand driers in all toilets.
- 7.11 The School employs cleaners directly to ensure that a consistently high standard of cleanliness is achieved.
- 7.12 Standard waste material is cleared from the site at weekly intervals.
- 7.13 Ventilation systems are included in the termly site survey, which checks that all are operational and clean. Phase leaders check that staff are using ventilation properly to ensure a sufficient supply of fresh air in their work area.
- 7.14 Outside vehicle and pedestrian traffic routes are kept separate wherever it is reasonably practicable. Vehicle traffic uses the single-carriageway entrance road.
- 7.15 All delivery companies are requested to ensure that their delivery vehicles are fitted with audible and visible reverse warnings. Wherever possible, deliveries are arranged for times when pupils are not in the playground areas.
- 7.16 Vehicle routes and parking areas are clearly marked and the markings monitored to ensure they remain visible.

8. PLANT AND EQUIPMENT

- 8.1 All portable electrical equipment is tested annually by a competent contractor. Staff are prohibited from bringing electrical equipment into the School to use unless it has a current test certificate.
- 8.2 The School's electrical installation is tested every five years by a qualified electrician to ensure it complies with BS:7671.
- 8.3 All staff ensure that electrical outlets in their teaching rooms are easily accessible by them so that the power supply can be isolated quickly if this becomes necessary.

- 8.4 All staff check the condition of plugs, cables and insulation on electrical equipment before using it and report any damage to the Caretaker immediately before taking the equipment out of use.
- 8.5 The Caretaker keeps a schedule of all equipment in use throughout the School that would cause harm if it failed. The schedule includes the maintenance each piece of equipment needs and a record of repair and maintenance work carried out.
- 8.7 The Health and Safety Co-ordinator ensures that all new work equipment purchased by the School conforms to EU Regulations and Directives, bears the CE mark and is suitable for the purpose for which it is to be used.
- 8.8 Employees only use work equipment that they have been trained to use or that has clear and comprehensible instructions provided with it.

9. SECURITY

- 9.1 The School has notices requesting all visitors to the School to report to Reception. Visitors are signed in and given an identification badge. All staff ensure that anyone on the premises who is not wearing a visitor's lanyard is stopped and taken to Reception to be signed in.
- 9.2 Corridor doors are locked at the end of the School day to restrict access to other areas of the School.
- 9.3 Children are supervised during play times and gates are kept closed.
- 9.4 There is a coloured card system in place so that adults can obtain additional adult support in an emergency.

10. OFF-SITE ACTIVITIES

- 10.1 Teachers organising off-site activities carry out a risk assessment as part of the planning process.
- 10.2 The arrangements and the risk assessment are then passed to the Headteacher so that the arrangements can be checked for safety and security.
- 10.3 The arrangements for day trips include a check on the first aid and emergency arrangements at the place to be visited, the names and qualifications of staff who will instruct or work with the pupils and ensuring there will be sufficient staff for the trip, taking into account the number involved and whether two drivers are needed for longer trips. Information about the numbers of pupils and their abilities will be supplied to the place to be visited in advance to ensure that they can be properly accommodated.
- 10.4 The Health and Safety Co-ordinator ensures that coach operators engaged by the School to transport pupils and staff are able to comply with all the legal requirements relating to public transport by requesting sight of their operating licence, proof of their drivers' competence and taking up references from other users of the service.

11. HAZARDOUS SUBSTANCES

- 11.1 The School complies with the Control of Substances Hazardous to Health Regulations 2002 with respect to cleaning and other chemicals.
- 11.2 Any activities that involve using hazardous substances are assessed to estimate the level of risk involved. If any significant risk is identified consideration is given to either eliminating the use of the substance or substituting a less hazardous substance. If neither of these courses of action are possible, then all precautions are taken to ensure that the risk is properly

controlled, in accordance with the recommendations in the Approved Code of Practice attached to the Regulations.

11.3 Where information about a substance is not given on the label, or the substance is supplied in large quantities, a safety data sheet is requested from the supplier (all suppliers are legally obliged to supply this) and the following information is kept with the substance:

- chemical composition of the substance
- any ill-health effects, such as irritation of the eyes, narcosis, etc.
- any protective clothing or equipment needed for handling
- how to deal with spillages
- first aid or emergency treatment that may be needed.

11.4 All members of staff who regularly handle hazardous substances are trained in their use and in the requirements of the COSHH Regulations.

12. TRAINING

12.1 Every member of staff is given induction training, which includes health and safety matters, such as the fire and emergency procedures, the results of risk assessments in their area of work and the control measures that are in place. This training is given before the member of staff begins work in the School.

12.2 All members of staff have basic health and safety training within their first year. This is repeated as often as necessary to ensure that they are aware of new health and safety legislation and codes of practice.

12.3 All members of staff who need additional training in order to work safely, such as manual handling training, working at height or using equipment, are given the appropriate training before they take up their duties, where possible, or no later than three months afterward.

12.4 Employment agencies who provide staff for the School are given information on the training and qualifications their staff will need to do their work safely before they begin work in the School.

13. OCCUPATIONAL HEALTH

13.1 The Headteacher and Health and Safety Co-ordinator identify any staff who are shown by the risk assessments (including DSE workstation assessments) to be at risk from occupational health disorders, such as stress, musculo-skeletal injury or eye strain.

13.2 Governors are given this information on a regular basis and decide, in consultation with the Headteacher/Business Manager, what needs to be done to assist staff and to control the risks.

13.3 All employees are given information on any risks to their health arising from their work and the measures that the School needs to take to control those risks are discussed with them. Any new working procedures are agreed on and the Headteacher ensures that they are always used. This may include such matters such as regular rest breaks from VDU work, or using equipment for manual handling.

13.4 Smoking is strictly prohibited on School premises.

13.5 The Headteacher informs the Governors if any member of staff reports that she is pregnant. A risk assessment is then done, with the member of staff, to identify any additional risks her work may pose to herself, the baby or others. Her duties are then revised to reduce the risks, where possible. If this is not possible, then the member of staff will be suspended on full pay.

- 13.6 Rest facilities, including a place to lie down, are provided for both nursing and expectant mothers.

14 Covid 19

At St John's CE Primary School, we take Covid 19 very seriously. Our primary aim is to ensure that all government recommended measures are taken to avoid cases of Covid 19 and should there be an instance of Covid 19 in our school community we will follow advice to mitigate the risk of Covid 19 spreading throughout the school community.

- 14.1 We will ensure that all those classified as clinically extremely vulnerable as outlined in the following document;

<https://www.nhs.uk/conditions/coronavirus-covid-19/people-at-higher-risk/>

will be supported as recommended and risk assessments will be undertaken to ensure that these groups are protected and supported to the best of our ability.

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Appendix 1 Risk Assessment Proforma

Location:		
Activity:		
People affected: Consider all persons affected including those specially at risk		
Date of Assessment	Review date: (or following accident/near miss/ other reason to suspect no longer valid).	
Assessor(s):		

	Rare	Unlikely	Possible	Likely	Certain
Trivial injury	1	2	3	4	5
Minor injury	2	4	6	8	10
Serious injury	3	6	9	12	15
Severe injury	4	8	12	16	20
Major injury/death	5	10	15	20	25

Signed: Manager	Signed: Employee
Date:	Date:

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Appendix 2

Fire Emergency Evacuation plan

For

ST JOHNS CE PRIMARY SCHOOL

10 September 2021



Emergency instructions

1	<p>The action employees should take if they discover a fire</p> <p>Immediately operate the nearest alarm call-point.</p> <p>Attack the fire if possible, with appliances available, without taking personal risks.</p>
2	<p>How will people be warned in there is a fire</p> <p>The electrical fire alarm system will sound on operation of the manually operated alarm call-point.</p>
3.	<p>How the evacuation of the building will be carried out</p> <p>Everyone in the building should leave the building by the nearest exit and report to the assembly point at the back of the building on the lower playground.</p>
4.	<p>Identification of escape routes</p> <p>All exit doors can be used as escape routes.</p>
5.	<p>Firefighting equipment provided</p> <p>Fire extinguishers are located in circulation areas and near fire exit doors.</p>
6.	<p>Duties and identity of employees with specific responsibilities in the event of fire.</p> <p>On hearing the alarm:</p> <p>All staff will ensure the safe evacuation children in their care and any visitors out of the building and assemble at the muster point. All class specific roles are clearly marked in each classroom. Children with 1:1 needs will be accompanied by the adult responsible for them.</p> <p>Fire wardens will ensure:</p> <ul style="list-style-type: none"> • Their areas are cleared of people • Registers are collected on the way out • The Fire Brigade is called. • A roll call is made to ensure everyone is out.
7.	<p>Arrangements for the safe evacuation of people identified as being especially at risk, such as contractors, those with disabilities, members of the public and visitors.</p> <ul style="list-style-type: none"> • Visitors: Staff must take responsibility for any visitor they may have in their classrooms or areas of responsibility and ensure they leave the building by the nearest exit. Visitors should identify themselves to the office staff on the playground.

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	<ul style="list-style-type: none">• Contractors: must be given information about fire procedures and leave the building at the nearest exit. HD will be responsible for ensuring they are all present during a roll call• People with disabilities: Specific arrangements have been made for children with disabilities in the form of a PEEP and those responsible for those children are aware of specific evacuation instructions.
8.	<p>How will the Fire Brigade and any necessary emergency services be called and who will be responsible for doing this.</p> <ul style="list-style-type: none">• On hearing the alarm Heidi Downey will Dial 999 and ask for the Fire Brigade or other emergency service as appropriate.• Hasley Baker will call the Fire Brigade in the absence of Heidi Downey, for example on a Friday (this may be best achieved using a mobile phone)• Tanya Barnaba will open the side gate and in her absence, Gill Shadwell.
9.	<p>Procedures for liaising with the Fire Brigade on arrival and notifying them of any specific risks, e.g. the location of highly flammable materials.</p> <p>Dan Smith, Julia Finch or Heidi Downey will liaise with the Fire Brigade on their arrival.</p>
10.	<p>The following arrangements and training is given to staff at the centre:</p> <ul style="list-style-type: none">• All staff: Fire Drills three times a year• All staff: Fire briefing once a year (may be in conjunction with fire drill).• Record of training to be kept within Fire Manual.• Training to be reviewed on a yearly basis and planned into budget.
11.	<p>Should the fire alarm sound whilst the school is occupied by those letting the building, the person responsible for the letting should follow their own evacuation procedures and once all occupants are accounted for they should contact H Downey, school business manager (07595 594434), Peter Kane (07909 767354) or Pat Kane (07909 787287)</p>



Appendix 3

First aid provision risk assessment

This risk assessment is designed to assist employers determine their first aid needs for the workplace (or part of as appropriate), i.e. both the numbers and type of first aid personnel, equipment and content of first aid kits. Consideration should be given to each section to establish their impact on the current level of first aid facilities.

Organisation name: **St John's CE Primary School**

Address: **Provender Way, Grove Green, Maidstone, Kent, ME14 5TB**

Date: **06/09/2021**



How many of the following type of first aid personnel are currently available in the workplace?			
Appointed persons	Emergency First Aid at Work	Paediatric First Aiders	First Aid at Work
	Rachel Attwood Heidi Downey Zigi Loraine Jackie Wall Claire Smith Claire Spurr Margaret Tsang Gill Shadwell Sam Reid Jenny Russell Gill Taylor Pat Kelman Karen Bown Andrea Drury Oliver Farrow Louise Gee Paul Linton Becky Milsted Ivana O'Hagan Ben Read Jenny Ridgeway Nic Weller Trudy Farley Debbie Holt Peter Kane Sarah Hayler Hayley Thompson Karen Plaw Maria Lane Dulcie Clerk Sam Read Jane Mannering Claudie Grommet	Lisa Barnes Heather Jones Jenny Russell Sarah Coleman	Neena Barnes Debbie Blackwell Louise Ford



What first aid facilities, e.g. emergency showers, eyewash stations, and first aid kits, including travel kits, etc. are currently available, where are they located and who is responsible for checking these?

Sharps box is located in the school's front office

There are 2 Epi pens on the school site, belonging to individual children

There are emergency asthma pumps in the school's front office

The defibrillator is located in the entrance to the school

Emergency shower can be found in the middle of the school next to the staffroom.

Eyewash station is next to the double doors to the foyer in the first aid cabinet and also in the main corridor in the Key Stage 2 playground entrance. All first aid kits contain eyewash.

All classrooms have first aid kits.

The first aid station and the larger first aid boxes are maintained by Neena Barnes on a weekly basis and class TA's are responsible for maintaining the class first aid kits.

Hazards	Yes	No
Does your workplace have higher level hazards, e.g. warehousing, work involving dangerous machinery or work at height?		X
Employees		
How many employees work on site?	60	
How many of these employees work shifts and/or weekends?	None	
How many of these employees work away from the main site, work alone or travel on work related business?	None	
How many of your employees could be at greater risk of harm, e.g. young or disabled workers or those with health problems?	0	
How many of your employees work on sites under the control of other employers?	None	



Non-employees	Yes	No
Do members of the public visit your premises?	X	
Accidents and cases of ill health		
<p><i>Where applicable provide brief details of any work related injuries or cases of ill health during the last 12 months.</i></p> <p>There have been no work related injuries in the last 12 months</p>		

Covid 19

The school is aware of the guidelines as outlined by the Government in the document issued to schools.

<https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/schools-covid-19-operational-guidance>

As with positive cases in any other setting, NHS Test and Trace will work with the positive case and/or their parent to identify close contacts. Contacts from a school setting will only be traced by NHS Test and Trace where the positive case and/or their parent specifically identifies the individual as being a close contact. This is likely to be a small number of individuals who would be most at risk of contracting COVID-19 due to the nature of the close contact. You may be contacted in exceptional cases to help with identifying close contacts, as currently happens in managing other infectious diseases.

Individuals are not required to self-isolate if they live in the same household as someone with COVID-19, or are a close contact of someone with COVID-19, and any of the following apply:

- they are fully vaccinated
- they are below the age of 18 years and 6 months
- they have taken part in or are currently part of an approved COVID-19 vaccine trial
- they are not able to get vaccinated for medical reasons

Instead, they will be contacted by NHS Test and Trace, informed they have been in close contact with a positive case and advised to take a [PCR test](#). We would encourage all individuals to take a PCR test if advised to do so.

Staff who do not need to isolate, and children and young people aged under 18 years 6 months who usually attend school, and have been identified as a close contact, should continue to attend school as normal. They do not need to wear a face covering within the school, but it is expected and recommended that these are worn when travelling on public or dedicated transport.

18-year-olds will be treated in the same way as children until 6 months after their 18th birthday, to allow them the opportunity to get fully vaccinated. At which point, they will be subject to the same rules as adults and so if they choose not to get vaccinated, they will need to self-isolate if identified as a close contact.

Settings will continue to have a role in working with health protection teams in the case of a local outbreak. If there is a substantial increase in the number of positive cases in a setting (see [Stepping measures up and down](#) for more information) or if central government offers the area an enhanced response package, a director of public health might advise a setting to temporarily reintroduce some control measures.

Should there be an increase in cases at St John's CE Primary School we will take the measures as outlined in the following document and contained in the school's Covid Outbreak Management Plan (Appendix 4).

https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/1011704/20210817_Contingency_Framework_FINAL.pdf

Action will be taken in the following circumstance as outlined in the document:

For most education and childcare settings, whichever of these thresholds is reached first:

- 5 children, pupils, students or staff, who are likely to have mixed closely, test positive for COVID-19 within a 10-day period; or

- 10% of children, pupils, students or staff who are likely to have mixed closely test positive for COVID-19 within a 10-day period

When the above thresholds are reached, education and childcare settings should review and reinforce the testing, hygiene and ventilation measures they already have in place.

There is more detail on these in the annex to this document and in the guidance for each sector.

Settings may wish to seek additional public health advice if they are concerned about transmission in the setting, either by phoning the DfE helpline (0800 046 8687, option 1) or in line with other local arrangements.

A director of public health or an HPT may give settings advice reflecting the local situation.

In areas where rates are high, this may include advice that local circumstances mean that the thresholds for extra action can be higher than set out above. If they judge that additional action should be taken, they might advise the setting to take some or all of the other measures described in this document, for example extra testing.

All settings should make sure their contingency plans cover how they would operate if any of the measures described below were recommended for their setting or area.

For all cases relating to staff, please also see the guidance for workplaces: NHS Test and Trace in the workplace

Employers should call the Self-Isolation Service Hub on 020 3743 6715 as soon as they are made aware that any of their workers have tested positive. If cases amongst staff mean a setting meets the threshold, described above, employers will need to provide the 8-digit NHS Test and Trace Account ID (sometimes referred to as a CTAS number) of the person who tested positive, alongside the names of co-workers identified as close contacts.

This will ensure that all workplace contacts are registered with NHS Test and Trace and can receive the necessary public health advice, including the support available to help people to self-isolate.



Work arrangements

What is the approximate size of the workplace?

The school is 2303m²

What is the approximate distance and travel time to the nearest first aid facilities, e.g. first aid kits, other equipment, or medical centre with emergency services?

First aid kits are located within easy reach of the whole school and are always taken onto the playground at break.

What is the approximate distance and travel time to the nearest hospital with A & E facilities?

The nearest hospital is Maidstone General Hospital. Distance to travel 6.6 miles, travel time 14 minutes.

Substances used at work

Where applicable, provide details of any special first aid requirements recommended in safety data sheets?

The COSHH folder is located in the caretaker's room. This details any action should an accident occur concerning any products containing chemicals.

The Trauma Box is located in the school office and contains items such as blankets, heavy bandages and other items considered necessary should there be a significant accident on the school site.



Recommendations

Recommended number and type of additional first aid personnel		
The school is satisfied that there are sufficient first aiders		
Recommended number and location of additional first aid kits: sufficient on site; one in every classroom and in main corridors. Trauma box in reception	Person responsible:	Action date:
	Heidi Downey	Ongoing
Recommended additional content for first aid kits: Sufficient content contained – stock levels monitored weekly	Person responsible:	Action date:
	Neena Barnes/school office	Ongoing
Additional recommendations: Ensure that there is another person who can maintain first aid stations in Neena Barne's absence.	Person responsible:	Action date:
	School office	Ongoing
Name of assessor: Heidi Downey Dan Smith	Assessor's signature: <i>H Downey</i> <i>ASmith</i>	
Date of assessment: 06/09/2021	Date to be reviewed: September 2022	

COVID-19: Outbreak Management Plan

St John's CE Primary School



Approved by:	D Smith	Date:
Last reviewed on:		
Next review due by:		

1. Introduction

This plan is based on the [contingency framework for managing local outbreaks](#) of COVID-19 and the [schools operational guidance](#), provided by the Department for Education (DfE).

We will only implement some, or all, of the measures in this plan in response to recommendations provided by our local authority (LA), directors of public health (DsPH), Public Health England (PHE) health protection team or the national government.

It may be necessary to implement these measures in the following circumstances, for example:

To help manage a COVID-19 outbreak within the school. Actions will be considered when either of the following thresholds are met:

There are 5 positive cases amongst pupils or staff who are likely to have mixed closely within a 10-day period

10% of pupils or staff who are likely to have mixed closely test positive within a 10-day period

If COVID-19 infection rates in the community are extremely high, and other measures have failed to reduce transmission

As part of a package of measures responding to a 'variant of concern' (VoC)

To prevent unsustainable pressure on the NHS

2. Seeking public health advice

When one of the thresholds above is met, we will review the testing, hygiene and ventilation measures already in place.

We will also seek public health advice from a director of public health or health protection team. D Smith will be responsible for seeking this advice, and will do so by telephoning the DfE helpline (0800 046 8687) Nicolas Abrahams, Area Education Officer 03000 41 00 58, Nicholas.Abrahams@kent.gov.uk

3. Shielding

We will adhere to national guidance on the reintroduction of shielding, which would apply to those on the [shielded patient list \(SPL\)](#).

We will speak to individuals required to shield about additional protective measures in school or arrangements for home working or learning.

4. Other measures

Parents, carers, pupils and staff will be informed promptly about the introduction of control measures. This will be done via email once a decision has been made.

If recommended, we will limit:

Residential educational visits

Open days

Transition or taster days

Parents coming into school

Live performances

If recommended, we will (re)introduce:

Testing, including the use of an asymptomatic test site (ATS)

Bubbles, to reduce mixing between groups

Face coverings in communal areas and classrooms for staff and visitors (unless exempt)

5. Attendance restrictions

Attendance restrictions will only be recommended as a last resort. If recommended, we will implement the measures in this section.

5.1 Eligibility to remain in school

If restrictions are recommended, we will stay open for:

- Vulnerable pupils
- Children of critical workers

5.2 Education and support for pupils at home

All other pupils will be required to stay at home and will receive remote education.

We will aim to deliver remote education that meets the same quality and quantity of education that pupils would receive in school, as outlined in our remote learning policy.

The school will continue to provide meals or lunch parcels for pupils eligible for benefits-related free school meals while they are not attending school because of COVID-19 isolation guidelines. We will do this in the form of vouchers.

5.3 Wraparound care

We will limit access to before and after-school activities and wraparound care during term time and the summer holidays to those that need it most.

We will communicate who will be eligible to attend once the restrictions are confirmed.

5.4 Safeguarding

We will review our child protection policy to make sure it reflects the local restrictions and remains effective.

We will aim to have a trained DSL or deputy DSL on site wherever possible. St John's trained additional DSL's to ensure cover during Covid.

When vulnerable pupils are absent, we will:

- Speak to parents/carers and, where applicable, social workers and the local authority, to work out the reason for absence
- Encourage attendance
- Make sure vulnerable pupils can access appropriate education and support while at home
- Maintain contact, and check regularly that the pupil is able to access remote education provision