

*St Mark's Catholic Primary School*



*HEALTH AND  
SAFETY  
POLICY*

*Proudly and Joyfully  
We love, Live and Learn as God's Children*

# St Marks Catholic Primary School

## Health and Safety Policy

### INTRODUCTION

The Governing Body of the School recognise and accept their corporate responsibility as an employer for providing a safe and healthy environment for the teaching and non-teaching staff in their employment, for the children attending the school and for other people who visit or are users of the school. This policy should be read in light of our School Mission Statement which states

*"Proudly and Joyfully We Love, Live and Learn as God's Children"*

The Governing Body;

- Will take all reasonable steps within their power to fulfil this responsibility and ensure that all reasonably practical steps are taken to ensure the health, safety and welfare of all staff, pupils, persons using the premises and other supervising adults participating in off-site visits.
- Establish and maintain safe working procedures amongst staff and pupils.
- They will pay particular to the provision and maintenance of facilities and equipment that are safe and to the safe handling, storage and transport of articles and substances.
- Develop safety awareness amongst staff, pupils and other supervising adults.
- Formulate and implement effective procedures for use in the event of fire and other emergencies.

It is the intention of the Governing Body to work within the Local Authority's framework and structure for meeting the requirements of the Act.

Every employer is required to produce and to keep under review a written statement of general policy with respect to the health and safety at work of employees and the organisation and arrangements of all employees. The Governing Body, as the employer, have produced the following policy statement for the school. ***All members of staff should be made aware of this statement and the procedures and arrangements for health and safety.***

The Governing Body undertake to review the policy annually and in response to any major incident.

## St Marks Catholic Primary School

### Health and Safety Policy

#### RESPONSIBILITIES

The Governing Body will:

- Decide policy
- Give strategic guidance
- Monitor and review health and safety issues through the sub committee (Finance & Buildings) and report back to the full Governing Body
- Ensure that adequate resources for health and safety are available and ensure that sufficient funds are available to provide as necessary protective clothing/equipment to all staff employed in the school
- Recognise their responsibility under health and safety at work Act 1974 so far as is reasonably practical to:
- Provide plant, equipment and systems of work which are safe and without risk to health
- Make arrangements for handling, storage and transportation of articles and substances
- Provide adequate training, information, instruction and supervision to enable all staff employed in the school and pupils to perform their work safely and efficiently.
- Promote the development and maintenance of sound safety, health and welfare practises.
- Maintain the premises in a condition that is safe and without risk to health and the maintenance of access to and from the building
- In accordance with the management of Health and Safety Regulations 1992, the Governing Body will arrange for suitable risk assessments to be made in relation to all work activities which could involve hazards to any persons health and safety and will record the result of such assessments and measures being taken to eliminate or reduce those risks

The Head Teacher will:

- Be responsible for the day to day implementation of school safety organisation
- Develop a culture of safety throughout the school
- Report to the Governors on pertinent issues through the sub committee
- Report accidents and incidents of violence to the sub committee
- Liaise with outside agencies able to offer expert advice
- Ensure that all staff fulfil their duties to co-operate with the policy
- Review first aid, fire/evacuation and risk assessment procedures with relevant staff as when necessary and report back to sub committee.
- Ensure that relevant staff have access to appropriate training

## St Marks Catholic Primary School

### Health and Safety Policy

- Meet with caretaker to manage site issues and to report any defects or hazards
- To be readily available to accredited Safety Representatives, to co-operate with Safety Representatives in carrying out inspections in school and following inspection to reply to points made

#### All staff will

- Ensure that they have read the Health & Safety Policy
- Fully support all health and safety arrangements
- Take reasonable care of their own health and safety and that of others who maybe affected by their actions
- Ensure they are dressed professionally at all times and wear clothing/footwear that does not endanger their own or others safety.
- The dress code for all staff is expected to be formal and professional rather than casual.

#### To clarify: -

- Men are expected to wear an ironed shirt, dress trousers (not jeans or denim) and smart shoes (not 'casual' looking shoes, trainers or flip flops).
- Women are expected to wear shirts, smart tops or knitwear (not short, 'casual' or strappy tops) and skirts, trousers or a smart dress (not leggings, jeans or denim).
- As a guide, skirts or dresses should be no shorter than just above the knee.
- Shoes or boots should be smart and not excessively high-heeled (not 'casual' looking shoes, trainers or flip flops).
- All clothing should be clean and maintained appropriately with no rips, tears or excess wear.
- Any jewellery worn should not present a risk to the wearer or to the children (e.g. drop earrings that may be grabbed or pulled, or rings/brooches that may present a risk to children).
- Use equipment safely and ensure that pupils use equipment safely and ensure that their classroom or office is safe
- Report any situations that may pose immediate danger to the Headteacher
- Report hazards/defects to the caretaker
- Report any concerns of abuse to the Headteacher/child protection officer
- Complete an 'Accident/Incident form available from the office, in the event of a significant accident or incident.

## St Marks Catholic Primary School

### Health and Safety Policy

#### The Caretaker will

- Ensure that he is familiar with the school's health & Safety Policy
- Conduct a termly health and safety check with the Headteacher
- Meet with Headteacher weekly to manage site issues
- Ensure that hazards and defects reported are addressed
- Test and record the fire bells and fire doors weekly
- Inform the Headteacher whenever contractors are due to enter school to undertake maintenance, service or works contracts
- Maintain a record of hazardous substances used for cleaning and similar purposes

#### Lunch-time Supervision

- The Senior Supervisory Assistant is responsible for the organisation and management of lunch times, and works with a team of Supervisory Assistants.
  
- The Headteacher and Deputy Headteacher also provide support at lunchtime.
- All staff have a collective responsibility at all times and should speak to children and support the supervisory staff whenever the need arises.
- Any children working in classrooms or activity areas must be supervised by a class teacher.

#### ***Pupils are expected to:***

Follow the safety rules of the school and in particular the instructions of staff given in an emergency

## St Marks Catholic Primary School

### Health and Safety Policy

#### *Parents are expected to:*

Support the school in any health and safety matters reported to them on newsletters

### PROCEDURES

#### Accidents and Incident Reporting

##### Pupils/Staff

- Any pupil complaining of illness/ injury is assessed by a Qualified First Aider and where appropriate treated. In the event of a more serious injury then the child should not be moved.
- All incidents, ailments and treatment are reported in the accident book
- The accident book is kept in the School Office and Lunchtime Supervisors Cupboard
- Parents are contacted if there are any doubts over the health or welfare of a pupil.
- Parents are informed of a head injury by letter. The letter outlines the injury and the symptoms to look out for.
- In the event of a serious incident an ambulance is called and a member of staff accompanies the pupil to hospital. Parents are asked to go immediately to the hospital.
- Staff should complete the accident book for employees if they sustain an injury at work. If required medical advice should be sought with out delay and the injured member of staff should not continue to work if there is any possibility that further medical treatment is needed.
- More serious accidents or incidents of violence are recorded on Accident/Incident/Violence Investigation forms obtainable from the School Office
- When a serious accident or incident occurs, it is important that the site is left untouched until advice is obtained.

## **St Marks Catholic Primary School**

### **Health and Safety Policy**

- The Headteacher/Designated Teacher will ring the Local Authority. Union Safety Representatives also have the right to inspect the site of an accident or serious incident
- Parents are informed of a head injury by letter. This letter outlines the injury and symptoms to look out for
- Head lice- a letter sent home giving information and advice...also a website address detailing current procedures

### **MEDICINES IN SCHOOL**

#### **Occasional Requests:**

Parents/Guardians requesting the completion of a course of medication in school should come into school to administer the medication. Staff do not administer medication.

Children should not carry medicines or tablets school.

#### **REGULAR/EMERGENCY MEDICATION**

Parents/Guardians must complete a consent form. Parents/Guardian are requested to keep a supply of the medication at home and in school to avoid children carrying medication.

Foundation / KS1 inhalers are kept at a high level in the classroom.  
KS2 children are responsible for their own inhalers.

#### **CHILD PROTECTION PROCEDURES**

The Governors have an agreed Policy and Guidelines for Child Protection. A copy of the policy is available in the Policy Folder. The designated person for Child Protection is the Headteacher

#### **First Aid**

The Head Teacher is responsible for ensuring that there is an adequate number of qualified First Aiders. Their names are displayed in the School Office.

## **St Marks Catholic Primary School**

### **Health and Safety Policy**

First Aid Boxes are located in:

- School Office
- Cloakrooms
- Every Classroom

Portable First Aid kits are taken on educational visits.

Specified staff have received training in the following procedures- the use of epipens, asthma, epilepsy

Additional responsibility to check first aid supplies and to liaise with the School Office regarding the re-ordering of supplies.

Medication for asthma is stored in individual classrooms

### **Educational Visits**

The Head Teacher is the Education Visits Co-Ordinator (EVC) and has responsibility for ensuring staff have adhered to the school's Educational Visits procedures when organising a visit.

Our procedures are based on the |LEA's HASWA Guidance Note C1

### **Manual Handling**

Pupils, staff and any other supervising adults should only lift equipment and furniture within their own capability.

### **Supervision of Pupils**

- Staff and other supervising adults should maintain good order and discipline, safeguarding their health and safety at all times.
- No pupil should be left unsupervised
- Staff should be in class when pupils come into class in the morning
- Staff should be punctual in collecting pupils from the playground
- The same duty of care applies when staff supervise pupils in after school clubs
- If a member of staff knows that he/she is unable to undertake a duty he/she should organise cover
- If a parent fails to collect a pupil after school staff should make every effort to contact a parent. If a parent cannot be contacted the emergency procedure displayed in the school office should be followed



## **St Marks Catholic Primary School**

### **Health and Safety Policy**

#### **Swimming**

We use Perry Beeches Swimming Baths and follow the LEA's Policy Guidance Note

Swimming instruction is provided by qualified swimming instructors

#### **Asbestos**

An asbestos register is held by the Headteacher, Administration Officer and Caretaker

The Caretaker/Administration Officer makes it available to contractors working onsite.

#### **Contractors**

Contractors employed to undertake work on the school premises should do so in a safe manner, so as not to expose pupils and staff using the premises to health and safety risks.

In particular where risk is involved the Headteacher/Designated Person will

- Telephone the appropriate office-and report the situation
- Take steps to ensure that all persons are kept well away from the area until the danger is removed
- Bring it to the attention of a senior representative of the contractor on site if the danger is imminent

#### **Control of Hazardous Substances (COSHH)**

The caretaker completes a COSHH assessment sheet for substances in school compiling a list giving details of these substances.

All cleaning products kept in a locked cupboard.

#### **Electrical Testing**

All items of portable electrical apparatus and equipment in use in school are inspected and checked annually.

## **St Marks Catholic Primary School**

### **Health and Safety Policy**

#### **Evacuation of the Building**

- Fire exits are clearly labelled
- Fire bells and fire doors are tested weekly by the Caretaker
- A fire drill is practised once a term and reported by the Headteacher to the Governing Body
- Fire appliances are checked annually

#### **Playground/Play Equipment**

- Staff/Midday Supervisors supervise play
- Staff actively encourage pupils to play safely and discourage fighting or other rough games
- Play Equipment is regularly assessed as being 'fit for purpose' and appropriate steps are implemented when necessary

#### **PE Equipment**

PE apparatus and equipment is checked annually by an accredited contractor and repaired or removed as appropriate

#### **Safe Stacking and Storage**

Equipment should only be stored at an appropriate level and position relative to its height, weight and bulk

### **REVIEW OF POLICY**

A review of this Policy will be undertaken annually by the Finance & Buildings Committee. Any amendments or updates will be reported to the full Governing Body

Date of Policy:.....September 2018.....

Date of Review.....July 2019.....