

Holy Family R.C. Primary School

Health and Safety Policy



Mission Statement

The school aims to encourage all children to see Christ in themselves and others in a caring environment which allows them the opportunities to develop to their full potential.

It is the aim of this policy to ensure the health and safety of pupils, staff and visitors by minimizing risks and hazards.

Responsibilities

1. The MAT Board of Directors:-

The Carmel MAT Board of Directors will ensure that adequate resources are allocated so that the school can achieve a safe working environment for all those people who visit and work at Holy Family School. They recognise their legal duty of care to not only provide a safe working environment, but also to monitor that staff members are carrying out the school safety policy and procedures.

2. The School:-

The Governing Body

- a) The governors of Holy Family School recognise their responsibility to support the Board of Directors in achieving a safe and healthy environment for the teaching and non-teaching staff, the pupils and other people who come onto the premises.
- b) They will take all reasonably practicable steps within their power to fulfil this responsibility.

The Head Teacher

- a) To be conversant with health and safety legislation and its general duties and responsibilities.
- b) To be responsible for fulfilling the responsibilities which fall upon Heads of establishments as outlined in the school's policy and to develop an effective Health and Safety Management System.
- c) To ensure that employees are aware of their general responsibilities under the school health and safety policy document and to monitor the effectiveness of this policy.
- d) To ensure that all staff and others working in the school are familiar with the following details of practice:-
 - i) Accident reporting procedure
 - ii) First aid and hygiene facilities

- iii) Fire precautions and drills
- iv) Major hazards and risks
- v) Environmental issues
- vi) Electrical safety
- vii) Infectious diseases
- viii) Inspections
- ix) Supervision of pupils on and off school premises
- x) Non accidental injuries to pupils
- xi) Role of health and safety representative
- xii) Health and safety curriculum for pupils
- xiii) Swimming
- xiv) Physical Education
- xv) Other procedures including lone working

i) Accident Reporting Procedures

The Head Teacher has a responsibility to report accidents resulting in serious injury or dangerous occurrences.

Employees have three clear responsibilities:-

- a) Seek immediate advice on first aid treatment. Assistance of Mrs Crees, Mrs Backhouse, Mrs Howlett, Mrs Allison or Mrs Metcalfe should be called upon without delay. Lunchtime Supervisors may also be called upon.
- b) Report verbally all accidents and illnesses immediately to either the Head or Deputy Head, in their absence the office staff.
- c) The member of staff who is responsible for the pupil at the time of the accident is responsible for completing the key stage accident report entry folder (burgundy).

Pupils taken home or to hospital must always be accompanied by two staff members (at least one should be trained in First Aid) and when a pupil has to be taken to hospital, parents should be informed immediately.

See the school Accident Reporting Procedure for further guidance.

ii) **First Aid and Hygiene**

First aid boxes are situated at the following points:-

1. The room opposite the staffroom.
2. The bookcase outside the Year 2 classroom.

Disposable polythene gloves are kept in the boxes and in each classroom. These should be worn by staff administering first aid to protect their hands from infection if they have cuts or abrasions. There are a wide range of infections which can be very serious if caught, of which AIDS is only one, so this procedure should be followed in all treatment. The boxes should be replenished from first aid stock held in the staffroom.

Hygiene Precautions

Children need constant reminders about washing and drying hands after using the toilet, and it is one of the main responsibilities of all staff to maintain these routines. Children should be reminded that in order to fully dry their hands they should rub them quickly under the hand dryers.

Medicines

Antibiotics that require dosage 4 times a day, and are prescribed by a doctor can be administered in school. Parents must complete an Administration Medication Form available from the school office. Other medication prescribed by the doctor can be administered. Staff must ensure all asthmatics have the necessary medication instantly available. For pupils that may require an EpiPen, the 'medicine' should always be kept on site in a place easily accessible to staff, but not accessible to pupils.

iii) **Fire Precautions and Drills**

The school is equipped with an alarm system. Fire extinguishers are situated in the upper junior corridor, infant corridor and outside the staffroom. The fire hose is situated in the corridor outside the ICT Suite. All extinguishers and the fire hose are checked regularly by an appropriate registered company. The fire alarm is tested regularly.

The whole school building is smoke free for general health and education reasons.

Fire Drill

Fire drill will take place at least twice per year.

On hearing the fire alarm, staff should ensure that children follow the school fire drill i.e.

- 1) Stand up and push chair back under desk
- 2) Walk to the nearest clear exit and leave the building in an orderly manner
- 3) Walk to the upper playground outside the Parish Social Centre and assemble in classes next to the playground equipment in 7 lines
- 4) Children who are away from their class on hearing the alarm should leave the building with the nearest class
- 5) Teachers should check registers to ensure that all children present have left the building.

In the event of a fire, the Head Teacher/Deputy Head will be responsible for telephoning the fire brigade.

There will be at least two members of staff who have received recent Fire Warden training, one from each section of the school (infants and juniors) and these must open double gates to allow the Fire Service to enter the back of the school. It is the responsibility of the Head Teacher to ensure that there are members of staff who have received this training.

iv) Hazards and Risks

It is the responsibility of the Head Teacher to pass on all information regarding health and safety matters to all staff and visitors including contractors, and to make sure that, if necessary, safety manuals are displayed; that safe and adequate storage is provided in the school, and that clear guidelines are drawn up as to the management of pupils with challenging behaviour.

It is the responsibility of all staff to bring to the attention of the Head Teacher reports of dangerous practice or concerns about the building and equipment. The Head Teacher will then take appropriate action.

Employees at the school are responsible for carrying out Health and Safety procedures of their classrooms/areas/spaces, especially with regard to handling of food, the safe storage of dangerous chemicals, and the safety of pupils both on and off the school premises. It is the responsibility of the caretaker (or covering caretaker) to ensure that dangerous substances are stored safely.

For further information see the school procedure on the control of substances hazardous to health.

School Equipment for Reaching Heights

School ladders should be kept in good condition, checked before use and never used by private contractors. Users must have ladder training.

Staff must never use items of classroom furniture in order to work at height.

Asbestos

There are three types of asbestos:

- White
- Blue
- Brown

Nowadays the use of all types is banned. However, the school was built when asbestos was widely used in the construction industry and it therefore contains asbestos.

Do not pin or staple items to the ceilings as ceiling tiles may be made from asbestos.

If in any doubt about the whereabouts of asbestos in the school, staff must consult the school's asbestos register. New members of staff will be made aware of the location of asbestos containing materials during the induction process.

Specialists are used when construction takes place in areas with asbestos used in their construction in line with the regulations relating to hazardous substances.

Cleaning Materials

These materials should not be used by children. They should be kept in a locked cupboard. If in doubt, refer to the handbook on hazardous substances. Buffing machines etc. are not to be used in corridors during the school day.

Protective Clothing

The caretaker and domestic staff must wear any protective clothing provided for them. The caretaker will monitor stocks of protective clothing and order through the office as required.

(v) Environmental Issues

It is the Head Teacher's responsibility to ensure that lighting, heating and ventilation regulations are maintained, and that equipment and substances

purchased by the school meet safety values. It is the responsibility of all members of staff to report defects in heating, lighting, ventilation etc. to the Head Teacher for remedial action.

Under the 1990 Environmental Protection Act, the Governing Body has a responsibility to ensure that its land is kept clear of litter and refuse. This job is carried out by the caretaker but all pupils are encouraged to be aware of litter problems and to avoid creating litter.

(vi) Electrical Safety

It is the responsibility of the Head Teacher to ensure that hazardous situations which may arise from the use of electrical equipment is minimized, and that regular safety checks are carried out in line with the "Electricity at Work Regulations". These checks should be carried out under control by approved personnel.

Staff finding loose or faulty plugs and sockets should report them immediately.

Staff using electrical equipment are personally responsible for supervising pupils use of electrical equipment.

(vii) Infectious Diseases

It is the Head Teacher's responsibility to inform the Environmental Health Department of any infectious disease.

Parents of pupils suspected of having a communicable disease are to be contacted immediately, asked to take the child(ren) home, and advised to take them to the doctor.

For more detailed information, see the handbook on infectious diseases.

AIDS

Pupils who are AIDS sufferers or HIV positive should continue to attend school as normal. Use gloves provided when treating any wound. In the event of a staff member working with a person suffering from HIV advice should be sought from the school health and safety advisor.

Verrucae

Pupils involved in activities which require bare feet e.g. swimming or P.E. should cover the verruca with occlusive plaster or gym shoes as appropriate.

(viii) Inspections

The premises should be inspected at least twice per year by the Health and Safety Committee and Head Teacher and any need of change noted and staff informed.

The school will receive an annual visit by the Health and Safety Advisor, a report will follow the visit and it is the Head Teacher's responsibility to act upon it (this involves creating an Action Plan with appropriate timescales and costs).

(ix) Supervision of Pupils

On the School Premises

Staff are to be on site at least ten minutes before the start of the school day and by 12.55 p.m. if arriving for afternoon sessions.

All pupils are to walk quietly around the school.

This is to be emphasized if children are to leave a class during lesson time for whatever reason.

Pupils working upstairs are to be particularly careful on the stairs.

At playtimes, the class teacher is to supervise the children leaving his/her class, collecting coats (if necessary) and going outside.

The teacher who is on playground duty is to promptly go to the playground for the beginning of play. Children should not be unsupervised on the playgrounds at breaktimes.

A drink will be taken to the playground by another member of the teaching staff (if a hot drink then it should be carried in a sealed drinks cup).

Children are only allowed on installed playground equipment if supervised by school staff.

When the bell rings to indicate the end of playtime, all staff not on duty are to go to the playground to supervise the orderly return to the building. This should occur promptly so as to ensure the school timetable is maintained.

Hot drinks are not to be taken to classroom when pupils are present.

A teacher should not leave his/her class unsupervised during lesson time.

At dinner time each class teacher is to take his/her class to the hall so that they are seated quietly.

The Head Teacher (or Deputy Head) will take appropriate measures to ensure the children are supervised in the hall during lunch.

It is the responsibility of all members of staff to reprimand any pupil who does not behave sensibly on site, regardless of whether they are a member of that teacher's class.

If a teacher believes it is necessary to take any matter further, they should follow school Behaviour Policy.

Off the School Premises

See DfE guidelines on educational visits and activities.

An education risk assessment must be carried out prior to the visit. This will be submitted by the Admin Manager using Evolve.

(x) Non Accidental Injuries to Pupils

See School Policy and guidelines on child protection.

(xi) The Role of the Safety Representative

The safety representative is appointed by the unions represented in the school and is responsible for representing employees in consultation with the employer, and to promote and develop measures to ensure that employees' health and safety at work is ensured.

(xii) Transport

All staff carrying pupils in their cars or traveling to offsite training events must have made arrangements with their insurance companies to cover their vehicle for business purposes and have signed a declaration form to indicate that they have followed due procedures. Legislation rules regarding use of booster seats to be strictly applied.

(xiii) Health and Safety Curriculum for Pupils

Health and Safety is planned in the whole school curriculum through visitors being invited to talk to the children or through subjects taught.

(xiv) P.E. and Swimming

Staff have a responsibility to ensure that all pupils follow the rules of the swimming baths they are attending. Staff accompanying pupils to the baths must always stay on the bath side unless accompanying pupils to the changing rooms.

Pupils with epilepsy must be constantly in sight of a named person during the whole session.

Staff taking on the responsibility of a water activity out of school must ensure that an appropriately qualified person is leading the activity.

P.E. equipment must be set up and put away under the supervision of a responsible adult, and can only be used by pupils when supervised by a qualified teacher.

Teachers must ensure that in an apparatus lesson the equipment is put up correctly before allowing children to use it.

The children are asked to remove all jewellery ensure their own and others' safety.

Trainee teachers should be accompanied by an additional teaching staff member when covering P.E. lessons.

All staff should wear appropriate footwear during P.E. lessons.

Teachers responsible for sporting activities off site should comply with school policy for Educational Visits and Activities.

(xv) Other Procedures

School Kitchen

School staff or children should not enter the kitchen unless invited to do so. Kitchen staff have their own code of conduct specifically for the kitchen.

It will be the Head Teacher's responsibility to act upon all information regarding health and safety matters and to keep the governing body informed on all issues.

(xvi) Monitoring the Policy

Monitoring the effectiveness of the Health and Safety Policy commences as a responsibility in which the Governors, Head Teacher and School Health & Safety Advisor play key roles. Monitoring includes ensuring that inspections are taking place regularly so that the hazards and risks of activities carried out within the school are being adequately recognised and controlled. Monitoring also makes sure that any deficiencies in health and safety performance are identified and that remedial action is recommended and pursued. The provision of information, instruction and training to all staff and pupils (especially new members of the school) are matters that should also fall within the monitoring exercise.

Monitoring of any accidents, incidents and instances of occupational ill health occurring at school level is particularly important so that remedial action can be taken to prevent any recurrence. The Head Teacher will monitor all reported accidents, incidents and occupational ill-health in order to determine those events that are legally reportable to the relevant Enforcing Authority, and those which require further investigation and possible notification to others within the school and to set in train appropriate remedial action.

(xvii) Reviewing the Policy

The implementation of this policy will be audited by the School Health and Safety Advisor and will be reviewed at least on an annual basis by the Head Teacher

