

ST. CHARLES RCVA PRIMARY SCHOOL

Health and Safety Policy

Mission Statement

The community of St. Charles School believes that Jesus is at the heart of everything we do. We are committed to giving every child every opportunity to achieve their potential in mind and body in a happy, safe and caring environment.

STATEMENT OF GENERAL POLICY

Our policy deals with those aspects over which the Headteacher has control and covers safety associated with the building structure, plant, fixed equipment and services for which other officers of the authority also have responsibility. It describes how the Headteacher discharges her responsibilities in respect of staff, pupils and visitors.

PURPOSE

The aim of the policy is to:

- Ensure that all reasonably practical steps are taken to ensure the health, safety and welfare of all persons using the premises.
- Ensure that all reasonably practical steps are taken to ensure the health and safety of staff, pupils and other supervising adults participating in off-site visits.
- Establish and maintain safe working procedures amongst staff and pupils.
- Make arrangements for ensuring safety and absence of risks to health in connection with the use, 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.

GUIDELINES

Responsibilities

The maintenance of a healthy and safe school is the shared responsibility of the whole school community. More specifically:

- Decide policy.
- Give strategic guidance.
- Monitor and review health and safety issues through the Premises, Health, Safety and Security Sub-Committee, reporting back through the Chair of the Sub-Committee to the Governing Body.
- Ensure adequate resources for health and safety are available.
- Recognise their responsibility under the Health and Safety at Work Act 1974 so far as is reasonably practicable to:

The **Governing Body** will:

- a) Provide plant, equipment and systems of work, which are safe, and without risks to health.
- b) Make arrangements for handling, storage and transportation of articles and substances.
- c) Provide adequate training, information, instruction and supervision to enable all staff employed in the school and pupils to perform their work safely and efficiently.
- d) Promote the development and maintenance of sound safety, health and welfare practices.
- e) Maintain the premises in a condition that is safe and without risks to health and the maintenance of access to and egress from the premises.
- f) Provide and maintain a working environment that is safe, without risk to health and adequate as regards welfare facilities for staff, pupils and other supervising adults.
- g) Ensure sufficient funds are available to provide, as necessary, protective clothing/equipment to all staff employed in the school, for the safe use of machinery, equipment and substances.
- h) Maintain a close interest in all the health and safety matters in so far as they affect activities in the premises under the control of the school.

The **Headteacher** (Judith Reeves) will:

- Be responsible for the day-to-day implementation of school safety organisation.
- Develop a culture of safety throughout the school.
- Report to Governors on pertinent issues through the Premises, Health, Safety and Security Sub-Committee.
- Report accidents and incidents of violence to the Premises, Health, Safety and Security Sub-Committee on a termly basis.
- Liaise with outside agencies able to offer expert advice.
- Ensure that all staff fulfills their duties to co-operate with the policy.
- Formulate and co-ordinate safety procedures.
- Review first aid, fire/evacuation and risk assessment procedures with relevant staff, on an annual basis, or as and when necessary, reporting back to the Premises, Health, Safety and Security Sub-Committee.
- Ensure relevant staffs have access to appropriate training.
- Meet with the caretaker as required, to manage site issues.
- Report to the caretaker any defects and hazards that are brought to her notice.

All **staff** will:

- Ensure that they have read the Health and Safety Policy.
- Fully support all health and safety arrangements.
- Take reasonable care of their own health and safety and that of others who may be affected by their actions.
- Ensure, as far as is reasonably practicable, that their classroom or office is safe.
- Use equipment safely.
- Ensure, as far as is reasonably practicable, that pupils use equipment safely.

- Report situations which may present a serious or imminent danger to the Headteacher, caretaker or secretary.
- Report any defects and hazards to the caretaker through recording in his noticeboard in the School Office.
- Report any concerns of abuse to pupils to the Head Teacher who is the child protection officer.
- Immediately inform the Head Teacher in the event of any significant accident or incident and complete an 'Accident / Incident / Violence Investigation' form, available from Mrs. Troup in the School Office.
- Inform all staff of any pupils with medical needs or who may need specific handling, to ensure the health and safety of pupils or staff. Supply staff are asked to familiarise themselves with this.

The **Caretaker** (Keith Gillham) will:

- Ensure that he is familiar with the school's Health and Safety Policy.
- Conduct a termly health and safety survey with the Headteacher /Health and Safety Representative.
- Meet with the Headteacher as required, to manage site issues.
- Ensure that all cleaning staff are aware of any implications of the Health and Safety Policy as it affects their work activities e.g. storage arrangements for materials, equipment, substances etc.
- Report to the Headteacher any defects and hazards that are brought to his notice.
- Ensure that everything received from suppliers (for direct school use), machinery, equipment, substances etc. is accompanied by adequate information and instruction prior to use.
- Test and record the fire bells and fire doors weekly.
- Inform the Headteacher whenever contractors are due to enter the school to undertake maintenance, service or works contracts.
- Maintain a record of hazardous substances used for cleaning and similar purposes.

Subject Leaders will:

- Ensure staff and any other supervising adults are aware of any matters pertaining to Health and Safety in their particular curriculum areas.

The **Lunchtime supervisors** will:

- Report any health and safety concerns at lunchtime to the Headteacher.
- Organise basic first aid cover as appropriate at lunchtime.
- Ensure 'Accident /Incident/Violence Investigation' forms are completed for any serious incidents, file forms and send originals to the Corporate Health and Safety Unit of the LEA.

Pupils are expected to:

- Exercise personal responsibility for the safety of themselves and classmates.
- Observe standards of dress consistent with safety and/or hygiene.
- Follow the safety rules of the school and in particular the instructions of teaching staff given in an emergency.
- Use and not wilfully misuse, neglect or interfere with things provided for their safety.

Parents are expected to:

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

ARRANGEMENTS

Accidents and Incident Reporting

- a) Any pupil complaining of illness or who has been injured is sent to the School Office for the qualified First Aiders or First Aid trained staff, to inspect and, where appropriate, treat.
- b) All incidents, ailments and treatment are reported in the accident book (Teddy bear folder).
- c) More serious accidents or incidents of violence are recorded on 'Accident / Incident / Violence Investigation' forms obtainable from the School Office. Head Teacher and Chair of governors to be informed.
- d) Parents are contacted if there are any doubts over the health or welfare of a pupil and the telephone called logged.
- e) 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. It may be appropriate to transport a pupil to hospital without using an ambulance. This should be on a voluntary basis. In such cases staff should ensure they have specific cover from their insurance company and permission from parents if available.
- f) If staff, are concerned about the welfare of a pupil they should contact the School Office immediately. If an injury has been sustained, the pupil should not be moved.
- g) Staff should complete the accident book for employees if they sustain an injury at work. The book can be obtained from the School Office. An injured member of staff or other supervising adult should not continue to work if there is any possibility that further medical treatment is needed. The member of staff or other supervising adult concerned should seek medical advice without delay.

Administration of Medicines

- a) S. Mitchell, E. Troup and C. Hodgson administer medicines prescribed by a child's GP
- b) Medicines are stored in a secure area. Staff record the time medication is given and sign the record sheet which is kept in the school office.
- c) Parents give written consent to authorise First Aiders to administer medication.
- d) Medication for asthma is stored in an unlocked cupboard in the School Office and in KS2 classrooms. Pupils are supervised by a First Aider when taking their asthma medication.

Control of Hazardous Substances

The Site Manager completes a COSHH assessment sheet for substances in school, compiling and maintaining a list giving details of these substances

Cooking

- a) Cookers should not be used without essential fire precautions being immediately available e.g. fire blanket, fire extinguisher.
- b) Staff should ensure pupils receive instructions and on the job training to enable them to be safe during a cooking activity.

Educational Visits

- a) Sue Mitchell and John Burke, are the Education Visits Co-ordinator (EVC) and have responsibility for ensuring staff have adhered to the school's 'Educational Visits Procedures' when organising a visit. All staff have a copy.

Electrical Testing

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

Evacuation of the Building

- a) Fire exits are clearly labelled.
- b) Fire bells and fire doors are tested weekly by the caretaker.
- c) A fire drill is practised once a term and reported by the Headteacher to the Governing Body.
- d) Fire appliances are checked annually by the LA approved contractor
- e) Emergency lighting is checked fortnightly by the caretaker and annually by LA approved contractor

First Aid Provision

- a) The Headteacher is responsible for ensuring that there is an adequate number of qualified First Aiders. Two members of staff hold current First Aid at Work certificates (Mrs. Reeves, Mrs Nicholson) and in addition five further members of staff hold current pediatric first aid qualifications.
- b) First Aid is administered in the School Office.
- c) Portable First Aid kits are taken on educational visits and are available in each classroom.

Head Injuries

- a) Parents are informed of a head injury by telephone.
- b) First Aiders contact parents by phone if they have concerns about the injury.

HIV

- a) No person must treat a pupil who is bleeding, without protective gloves.
- b) Protective gloves are stored in the School Office.
- c) Sponges and water buckets must never be used for first aid to avoid the risk of HIV contamination.

Hot Drinks

Staff should ensure that they only transport hot drinks around school when it is quiet in the corridor areas. Hot drinks should not be transported when large numbers of pupils are moving around school. If a member of staff has a hot drink in the classroom s/he should ensure that a pupil cannot reach it and that it is in a safe position.

Manual Handling

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

Movement Around School

- a) Pupils should walk around school in single file and stand in single file when waiting.
- b) No pupils should remain unsupervised in classrooms.

On Site Vehicle Movements

Car parking is separate to the school grounds and follows a one way system.

PE Equipment

Gymnastic equipment is checked annually and repaired or removed as appropriate.

PE Safe Practice

Guidance on safe practice in PE is detailed in the school's 'Guidelines for Safe Practice in PE', held by each teacher.

Playground

- b) Staff actively encourage pupils to play safely and discourage fighting or other rough games.
- c) Two members of staff supervise the KS1 and KS2 playground during morning playtime.

- d) 5 Midday Supervisors are on duty at lunchtime.

Pregnant Workers and Nursing Mothers

The Headteacher will carry out a risk assessment in accordance with LA guidance. Appropriate action will be taken to ensure she is not exposed to any significant risks.

Safe Stacking and Storage

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

Security

Details of school security can be found in our Security Policy.

Site Inspections

- a) The Caretaker inspects the site as part of his daily routine.
- b) Urgent matters are referred to the Headteacher and actioned ASAP
- c) The Headteacher, caretaker and Health and Safety representative conduct a termly health and safety survey and report back to the Premises, Health, Safety and Security Sub-Committee.
- d) The Headteacher conducts Risk Assessments on an annual basis or as and when necessary.
- e) All significant matters are reported to the Premises, Health, Safety and Security Sub-Committee.

Slips, Trips and Falls

- a) It is unrealistic to expect pupils never to fall, especially at playtime. However, staff or other supervising adults should report any conditions considered hazardous e.g. uneven surfaces, holes, wet/slippery surfaces, worn carpet, trailing cables to the Headteacher

Swimming

- a) We use Brandon baths for swimming lessons and follow the LAs Policy Guidance Note.
- b) Swimming instruction is provided by qualified swimming instructors.

Supervision of Pupils

- a) Staff and other supervising adults should maintain good order and discipline, safeguarding their health and safety at all times.
- b) No pupil should be left unsupervised.
- c) Staff should be in class when pupils come into class in the morning.

- d) Staff should be punctual in collecting pupils from the playground.
- e) The same duty of care applies when staff supervises pupils in after school clubs.
- f) If a member of staff knows that s/he is unable to undertake a duty s/he should organise cover.
- g) Other staff on duty should inform supply teachers of their duties regarding supervision.
- h) If a parent fails to collect a pupil after school staff should make every effort to contact the parent. If a parent cannot be contacted, the emergency procedure displayed on the School Office notice board should be followed.

Transporting Pupils

Staff should ask parents/volunteers who are transporting pupils to an event to complete a form entitled 'School Visits/Off Site Activities' obtainable from the Headteacher before allowing them to transport pupils.

Working at Height

- a) Staff and other supervising adults should use stepladders when working at height e.g. displaying work. Chairs and tables should not be used for this purpose.

Working During the Evening

Staff sometimes stay late at school. During these times the caretaker is on site and supervises the school entrance. Staff should alert the caretaker that they are staying late (after 6pm) so that he can ensure lights are on and staff are safe.

REVIEW OF POLICY

A review of the policy will be undertaken annually by the Premises, Health, Safety and Security Sub-Committee. Any amendments or updates will be reported to the full Governing Body.

Any new legislation or directives will be incorporated into the policy as necessary.

Reviewed November 2013

Signed.....

Date.....