

# St John's Catholic Primary School



## HEALTH AND SAFETY POLICY

*"Christ is the Centre of our School Community where we live, love and learn together"*

This document is statement of the aims, principles and strategies for ensuring Health and Safety at St John's Catholic Primary School.

The L.A Health and Safety Policy haven been taken into consideration in the formulation of this policy.

### **Aims:**

Our aims for Health and Safety are to:

- Provide a safe and healthy environment for children, teaching and non-teaching staff and all other people who come into the premises of our school.
- Ensure that all members of the school community understand their own responsibilities in maintaining a healthy and safe environment.

### **Principles:**

The establishment of a health and safe environment is an essential pre-requisite for the work of the school. It is also a statutory requirement. It depends upon sound management, vigilant supervision and the co-operation of all personnel (children and adults).

## **Responsibilities:**

All members of the school community (teaching and non-teaching staff, parents, pupils and governors) work towards the school's aims by:

- Being fully aware of their own responsibilities for maintaining a safe and healthy environment.
- Being familiar with all instructions and guidance of safety within the school.
- Use common sense at all times to take responsible care for their own safety and that of others.
- Reporting any unidentified hazards to the Head Teacher without delay.

**The Management Team** (Governors, Head Teacher and Site Manager) work towards the school's aim by:

- Recognising their corporate responsibility for ensuring that the Health and Safety Policy of the L.A is implemented in the school.
- Ensuring that safe work practices and procedures are applied within the school.
- Making termly inspections to ensure that a safe and healthy environment is maintained.
- Establishing a system for the reporting, recording and investigation of accidents and ensuring that this is applied rigorously.
- Ensuring that all members of the school community are aware of their own responsibilities.
- Taking responsibility for the devising and implementing a school Health and Safety Policy.
- Monitoring and reviewing this policy and ensuring that necessary revisions are undertaken.
- Ensuring that all staff are familiar with the Health and Safety policy of the school and the L.A and any other relevant codes of practice and legislation.
- Facilitating safety training for staff.
- Taking active steps to ensure that equipment, building and grounds are safe, secure and well maintained and that any damage is quickly rectified.
- Ensuring that there are arrangements for the speedy evacuation of the buildings in case of fire or other emergency and that fire fighting equipment is available and maintained.

**The Head Teacher** works towards the school's aims by:

Taking responsibility for the day-to-day operations of the Health and Safety policy.

**Teachers** work towards the school's aims by:

- Promoting a spirit of safety consciousness amongst children, ensuring that they understand the need for codes of practice and are conscious of their responsibilities in taking reasonable care for their own safety and that of others.
- Being good role models – vigilant and careful.
- Taking quick, firm action to ensure that children are not allowed to jeopardise their own safety or that of others.
- Providing opportunities for children to discuss appropriate health and safety issues.
- To make sure risk assessments are carried out before any off-site visits.

**Pupils** work towards the school's aim by:

- Developing a growing understanding of health and safety issues.
- Contributing to the development of codes of practice.
- Conducting themselves in an orderly manner in line with these codes.
- Taking growing responsibility for maintaining a safe and healthy environment and for their own safe conduct within it.

**Parents** work towards the school's aim by:

- Ensuring that children attend school in good health.
- Providing prompt notes/phone calls to explain all absences.
- Providing support for the discipline within the school and for the teacher's role.
- Ensuring early contact with school to discuss matters concerning the health and safety of their children or that of others.
- Allowing children to take increasing personal and social responsibility as they progress throughout the school.
- Accepting responsibility for the conduct of their children at all times.
- Ensuring that the school has up-to-date contact addresses and telephone numbers so that parents may be swiftly contacted in emergencies.

**The Site Manager is responsible to the Head Teacher for:**

- Ensuring, so far as is reasonably practicable, the health and safety provisions and procedures affecting cleaning contractor or ground maintenance contractors are adhered to.

- Ensuring that cleaning materials and equipment liable to be a danger to pupils or staff, are correctly used and properly stored when not in use.
- Ensuring that all waste materials from the school is disposed of in accordance with the L.A policy.
- Maintaining a clean and effective boiler area, including the safe storage and delivery of fuels necessary.
- Maintaining a high standard of housekeeping.
- Reporting to the Head Teacher any problem, or imminent danger associated with his responsibilities, as soon as it is practicable to do so.
- Liaising with Health and Safety representative to carry out regular inspections of school premises.

**For accident prevention, reporting and investigation we have:**

- Risk assessments formulated and regularly reviewed.
- Vigilance by all staff and children to recognise potential causes of accidents and to take action to prevent these where possible.
- Promptness in reporting potential hazards to the Head Teacher and immediate response to such reports.
- Reporting all accidents to the Head Teacher and a note made in the school accident book in accordance with L.A regulations.
- Prompt investigation of all accidents by the Head Teacher in order to establish cause and adopt remedial measures.

**For First Aid provision we have:**

- Recognised First Aiders in school.
- A First Aid Room.
- Notification to parents of any head injury or minor injuries on appropriate slip.
- Summoning of an ambulance where necessary by any responsible adult and arrange for someone to meet and guide the ambulance. If the school is unable to contact a parent (or an alternative nominated person) a member of staff will accompany a child to hospital.
- A list of first aiders is kept in the school office, along with their training dates.

**For fire precautions we have:**

- An emergency evacuation procedure.
- A termly fire drill which is monitored in accordance with L.A guidelines.
- Regular checks of equipment, procedures and exits by the Site Manager and equipment monitored regularly by the Fire Service.
- All fire exits clearly signed.

**For the use and control of substances hazardous to health we have:**

- Storage of such substances clearly labelled, locked in the Site Manager's chemical store, which is not accessible to children.
- The issue, use and care of personal protection equipment (eg; rubber gloves) when necessary.
- COSHH data sheets are displayed for all chemical substances. These are displayed in the chemical store.

**For electric safety we have:**

- Careful siting of equipment to avoid trailing leads.
- Annual PAT testing electrical contractors on all portable electrical equipment.
- A code of practice for pupils using electrical equipment (ICT Policy).

**For coping with special medical conditions we have:**

- Information given to all teaching/non-teaching/supply staff about any special medical conditions of children in school and about what response may be required in an emergency. Information is also posted and displayed in the staffroom.
- Regular liaison with school nurse.
- For administering of medication, please see the school's medicine policy.
- Inhalers are individually labelled with the child's name on and stored safely in classrooms, so children have access to them when needed.

**For ensuring road safety we have:**

- Parking restrictions in the road outside school which parents are regularly urged to obey.
- Optional cycling proficiency sessions for Year 5 children.

**For ensuring personal hygiene we have:**

- Encouragement of a high standard of personal hygiene. This involves teaching all children to wash their hands after using the toilet and the provision and maintenance of suitable facilities for this.
- A programme of health education.

**For ensuring playground safety we have:**

- School rules about playground behaviour designed to maximise playground safety conscientious supervision of playgrounds.
- Daily inspection of playgrounds conducted by the Site Manager.

**For ensuring safety during physical education we have:**

- Two observers at every swimming lesson.
- Asthma sufferers to take their inhalers with them.
- All P.E equipment regularly checked.
- Close supervision and appropriate rules in place.

**For Safety on school trips, farm visits and outdoor pursuit activities:**

- Refer to L.A guidelines.
- Risk assessment completed for each school trip – consider staff pupil ratio, issuing of first aid kit, wrist bands, high visibility vests and mobile phone.  
Every group supported by a member of school staff.