



Health & Safety Policy

Reviewed: - July 2019

Next review: - July 2020

Author: - J M Wilson / F Colley

Health and Safety Policy

Mission Statement

"Let the light of Christ shine in us all."

Health and Safety Policy Statement

The Act and constituent regulations provide the minimum requirements acceptable by the Governing Body of St. Cuthbert's R.C. Primary School for securing the health, safety and welfare of its staff and pupils and for the removal of risks to the health and safety of others arising from activities undertaken in and around the premises.

The School has adopted the Local Authority's **Major Incident Response Plan**.

Statement of Safety Policy

Declaration of Intent

The Governing Body of St. Cuthbert's R.C. Primary School recognises and accepts its responsibilities for securing the health, safety and welfare of the staff, pupils and others legitimately using the premises. These responsibilities will be reviewed annually and policies and procedures updated to reflect best practice in all aspects of health and safety.

Organisation and Responsibilities

The Governing Body of St. Cuthbert's R.C. Primary School will provided and maintain so far as is reasonably possible: -

- a) A working environment that is safe and without risk to health.
- b) Sufficient information, instruction, training and supervision to enable all legitimate users of the premises to avoid hazards and contribute positively to their own health and safety.

Management

Whilst the Governing Body will set the standards and accept responsibility for their achievement it will be the specific duty/responsibility of the Headteacher to ensure that the standards are met. The Headteacher will also be responsible for ensuring any code of practice is observed and reviewed and that any delegation of duties to other members of staff is clearly understood.

Employees

All Staff are required to take reasonable care for the health and safety of all persons, including themselves, and by adhering to any guidelines and practices outlined by the "Act" help to promote and maintain a safe and healthy working environment.

Environment

It is important that the school staff as a whole is involved in maintaining the desired safe and healthy environment and anything giving cause for concern should be brought to the attention of the Headteacher or the Caretaker.

Defects in heating, lighting, ventilation etc., are to be reported to the Caretaker in the first instance. If he is unable to correct the problem, he should report it to the Headteacher who is responsible for progressing repairs.

Staff can obtain advice and information about the health and safety implications of their activities and about substances and articles used at school from the Headteacher; further advice can be obtained from The Local Authority Senior Health and Safety Officer based at the Civic Centre. Health and Safety issues will be reviewed regularly at staff meetings.

Codes of Practice and Delegated Responsibilities

The Headteacher has delegated the responsibility of monitoring Health and Safety issues within some areas of the curriculum to subject leaders. They will be expected to ensure the use of safe practices within their area of responsibility and report any concerns about safety to the Headteacher.

They are: - (*See Subject Leaders And Leaders List*)

- Design and Technology Leader - D&T
- Physical Education Leader - P.E.
- Science Leader - Science
- ICT Leader - ICT
- EYFS Leader - Nursery
- The Caretaker will monitor the building and materials.

Training

Health and Safety guidance and training will figure in the School's CPD programme and will be provided by the curriculum co-ordinators on request and as part of general re-training or awareness raising sessions.

Guidance is outlined fully in the Staff Handbook for new staff members.

Health and Safety Unit

The Hartlepool Borough Council Health and Safety Unit, provides up to date information on new legislation and advice on Health and Safety matters. It visits the premises regularly to monitor all Health and Safety activities and determines the standards to be set and if they are being achieved.

Health and Safety Policy

A copy of this statement shall be brought to the attention of all employees including supply staff and students. It will be reviewed and amended annually.

The Headteacher will brief personnel who join the staff mid-year about the school's Health and Safety procedures.

Procedures for Implementation

Movement around the school, including to and from the playground

Children at the start of each day after lining up in the position designated for their class, enter the building supervised by their class teacher to their classroom. They enter and leave the building at break times and lunch times supervised by teaching assistants or teachers. They are expected to walk quietly around the school and keep to the left on the stairs. At irregular intervals the Headteacher monitors movement on the stairs. At the end of the school day, Reception class parents collect children from the gate that opens onto the playground. Parents are identified by staff for each child before they are permitted to leave.

Children are supervised in the cloakrooms by teachers at the end of each session, morning and afternoon breaks, and lunchtime and at the end of the day. At the end of the day their teacher escorts children from first floor classes down the stairs to the playground.

Playground Supervision

The children are supervised by their Key Stage teaching assistants during morning break; On Monday and Friday Key Stages 1 & 2 are on the playground at the same time. On Tuesday, Wednesday and Thursday Key Stages 1 & 2 are not on the playground at the same time T.A's go out with their class as well as a KS2 teacher. One member of staff supervises KS1 pupils during afternoon breaks. During the lunch break, the children are monitored by Lunchtime Supervisors. The Headteacher and/or the Deputy Headteacher are directly available at lunchtime each day.

The Caretaker regularly checks the playground for anything that might be a danger or risk to the children or staff.

General Hygiene

The children are required to wash their hands at lunchtime before their meal and always after using the toilet.

Hazard Identification

All staff are asked to report any potential risk to the Headteacher or the Caretaker and to make provision to eliminate or minimise the risk potential in any planned curriculum activity. Any "near miss" incidents, which occur whilst not resulting in injury, should be brought to the attention of the Headteacher who will carry out a Risk Assessment to minimise any future occurrence.

School Visits

Whilst following the Local Authority guidelines every effort is made to assess, minimise and/or eliminate any potential risk. Adequate supervision is a pre-requisite of any school trip or visit and a parental consent form is required before a child may participate in a school visit, except for routine visits to the local library, the swimming baths, or to explore the local environment, where a generic form is used.

Accidents

When accidents occur they should be reported in the accident file, any accident that requires hospital treatment should also be recorded on a form to be sent to the Local Authority. Guidance and procedures are held in the accident file .

First Aid

The school's designated First Aiders are listed above the First Aid box in the corridor.

Illnesses

Children who are feeling ill are assessed by the Class teacher and / or a First-Aider who will endeavour, if it is thought necessary, to ensure that the parents or contacts are informed and that the children are taken home. Information on infectious diseases can be obtained in the file held in the office. The Headteacher will be informed. Appropriate training is provided for specialist medical conditions where deemed necessary.

Medicines and tablets.

Parents and children requiring medication to be taken at school must complete the necessary form detailing the amount of medication, time of administration and period of administration. Forms are held in the "Medical Forms" file in the school office. Only the trained office staff or the headteacher will administer medicines.

The administering of any medication will be documented in the "Medical Forms" file.

Health

Details of pupils' health problems are kept on file and relevant members of staff are made aware. Parents are asked to register any medical problem when the child enters school and to update this information when details of any problem or treatment change. Details on children with specific allergies are posted on the staff notice board and class staff and lunchtime supervisors are all made aware. (List in first aid cupboard)

Fire Drill Procedures

Each classroom has "Fire Instructions" affixed to the wall in a clearly visible position, these are printed instructions clearly indicating the procedure to be followed. In the case of the fire drill the alarm will sound continuously for 30 seconds and the premises must be vacated in accordance with the above mentioned instructions. A sign will be placed at the entrance to the school to prevent anyone entering. The Headteacher will dismiss the children when satisfied that the drill has been satisfactorily concluded.

Fire

The Headteacher will co-operate fully with the Fire Brigade to ensure that the premises are safe. The school has entered into a maintenance contract to ensure that fire-fighting equipment is safe, tested and correctly sited for the purpose. Each piece of equipment is labelled with the latest test date and signed. The Headteacher will maintain a log of fire drills that will take place at least once per term. Staff should ensure that fire doors are kept closed. If a fire is discovered, the staff is reminded that their first duty is to raise the alarm and then vacate the building, escorting the children to safety via the nearest or designated safe exit. All school personnel will assemble well away from the building at the designated points in the playground where an immediate roll call will be made. The secretary will distribute a print out of class registers. A sign will be placed at the entrance to the school to prevent anyone entering. No personnel are permitted to re-enter the building until instructed by the attending Fire and Rescue Service Officer.

Control of Substances Hazardous to Health (COSHH)

It is required that all employees make an assessment of any risk, due to work involving Substances Hazardous to Health (SHH) in so far as it might affect pupils and staff.

The five stages involved in the COSHH Assessment Procedure;

1. Gathering information about substances being used in school.
2. Evaluating the risks to health.
3. Deciding on precautions required to control risks.
4. Recording the assessment.
5. Deciding when review is necessary.

The caretaker who has COSHH training will carry out this assessment.

Manual Handling

Staff are requested not to undertake any manual handling activity that might cause them harm or to ask any child to do the same. (unless member of staff has completed manual handling training)

Health and Safety in Design and Technology

During the course of practical activities the safety rules contained in the Local Council's Safety Policy for Design and Technology will be adhered to.

The specific terms listed below should be noted as following good practice: -

- Work should be securely held in a vice or other work holding device
- When cutting with hacksaw or using abrafiles both hands should be on the tool to reduce the risk of injury
- Saw blades should be firmly fixed to the handle
- Sharp edged tools e.g. chisels, Stanley knives, are not appropriate for children to use.
- Glue guns should be used with extreme caution. Older, responsible pupils may use them, under close supervision, otherwise for teacher use only.
- As a safety precaution, pupils should be trained to be responsible for keeping the technology working areas tidy.
- There should be adequate working space for the number of children working in the technology area.
- Children should never use super glues.
- Glues that give off a heavy vapour should only be used in a well-ventilated area.
- Wallpaper pastes should not include a fungicide.

Pupils are progressively introduced to a wider choice of tools and holding devices throughout KS1 and KS2. The teacher demonstrates the correct way to hold and use implements before pupils begin to use them.

Health and Safety in Physical Education

Throughout the implementation of the physical education programme the safety recommendations are proposed by the British Association of Advisors in Physical Education will be followed.

All classes are taught about the need for safety and are warned against foolhardiness in a manner appropriate to the pupil's age, intelligence and experience.

All classes are systematically prepared for activities to be undertaken and attention is paid to footwear and clothing. Acceptable kit is that which presents no risk of injury to the wearer or to other pupils.

No Jewellery of any kind is to be worn by children. Medical tape will be applied by a First-aider to cover any earrings worn by children attending school.

Accidents are recorded in accordance with the school Health and Safety Procedures.

Teachers are expected to be fully aware of a pupil's medical condition.

Staff are expected to be familiar with all apparatus and with the abilities of the pupils.

All P.E. and games lessons start with an adequate warm up session.

The Playground

The playground is to be respected by all as a **Safe Area** for our pupils and staff, therefore, it must be cleared of all obstacles and playthings at the end of each playtime.

- **Litter** must not be left to be blown around the playground, it should be picked up.
- **Bicycles** must never be ridden in the playground except as part of a supervised road safety lesson.
- **Dogs** must not be brought into the school playground for any reason.
- **Smoking** (this includes E- cigarettes) is not permitted on any part of the school premises.

The Outdoor Play Area for Foundation Stage

This area is checked daily for hazards, by Foundation Stage Staff.

Vehicles on School Premises

Contractors working in the school may sometimes need to bring vehicles into the schoolyard.

- Permission to bring them onto the school premises must be obtained via the school office and will only be given when children are not in the school yard.
- Vehicles permitted to enter the yard must be driven by a fully licensed and insured driver and **must not move** if any pupil is in the playground.
- Speed of these vehicles **must not** exceed walking pace.

Please also see policies on Safeguarding, Whistleblowing, Administration of Medicines.