



Working, Praying, Sharing and Learning Together”
“Gweithio, Gweddio, Rhannu a Dysgu gyda’n gilydd”

St Mary’s R.C. Primary School



Health and Safety Policy

Reviewed – Sept 2023

Date	Review Date	Lead	Nominated Governor
Sept 2023	Sept 2024	Mr. M. Buckley	Mr. R. Hathway

United Nations Convention on the Rights of the Child.

Article 24 - All children have the right to the best possible health.

Article 27 - All children have the right to a standard of living that is good enough to meet their physical and social needs and support their development.

PART ONE

The Governors Statement of Policy and Intent

PART TWO

Organisation and Responsibilities

PART THREE

The School's Procedures with regard to:

1. Accidents
2. First Aid
3. Fire Safety
4. Hazards
5. Environment
6. Electrical Substances
7. Electrical Safety
8. Use of Computer Workstations/VDU
9. Infectious Diseases
10. School Security
11. Safety Committee
12. Inspections
13. Information
14. Induction of New Staff

THE GOVERNORS STATEMENT OF POLICY AND INTENT

The employers responsible for Health and Safety at All Saints School are the Governing Body. The implementation of health and safety legislation within the school is under the supervision of the Chair of Governors and the Headteacher.

It is the intention of the Governing Body to ensure the provision of a safe and healthy working and learning environment, aware that our duty as a Catholic Christian community embraces not only government legislation but also care for each and every individual with whom we have contact.

The Governing Body is committed to an on-going consultative process to ensure that employees are able to offer their advice, expertise and opinion on health and safety matters. This should ensure that responsibilities are fairly and appropriately allocated, and that staff can take ownership of policies to be implemented.

There is a need in every workplace to assess and monitor all hazards (events/things that can cause harm) and risks (the likelihood that this harm could occur.) The Governing Body is committed to a Risk Assessment process to ensure that situations and activities within the school are as safe and healthy as possible. If necessary, the advice of the following specialists will be sought:

LA Safety Officers
Environmental Health
Officers Medical Officer for
Health School Doctor
School Nurse
Health and Safety Executive Inspectors

Employee training is the key to implementation of health and safety policies, and it is the Governing Body's intention to ensure that adequate training and information is given to all employees to enable them to undertake the tasks expected of them.

A Health and Safety Policy is only of use if it is implemented. The Governing Body requires the co-operation of all employees in ensuring that Health and Safety policies are implemented, and any breach of the published policies will be regarded as a serious matter.

The Governing Body acknowledges that its responsibility for Health and Safety covers not only its own employees, but also the children in the school's care, all visitors to the site, and any contractors who undertake work on the site. The condition of the premises and the activities of employees have a direct action on all these people, and a duty of care is owed to them by the Governing Body and its employees.

DUTIES AND RESPONSIBILITIES

CORPORATE RESPONSIBILITY

Headteachers are responsible for everything over which they have control, and where they do not have control (eg. Over capital expenditure needed to eliminate a hazard) they are expected to take all reasonable measures within their executive authority to avoid or minimise the problem. A head of department (subject leader) is responsible for health and safety within the department(subjects), while class teachers are responsible for health and safety within the classroom and their immediate area of work Again, if class teachers discover a hazard, the law requires them to take all reasonable steps to eliminate it and to refer the matter to the head of department or headteacher if the limits of their authority precludes a permanent solution (for example, if a hole is found in the corridor, the class teacher will be expected to take all reasonable measures to stop anyone falling in it pending a decision by the headteacher to close the area.)

In accordance with the above expectation, any member of staff (teaching or non-teaching) who becomes aware of a potential hazard should:

- a. take all steps within their authority to minimise or remove that hazard.
- b. ensure that colleagues are aware of the potential hazard
- c. inform the Health and Safety Officer who is the Head teacher so that
 1. steps can be taken to reduce or remedy the situation
 2. steps can be taken to learn from experience
 3. wider implications for the whole school can be considered

In addition to this 'reactive' responsibility, every member of the teaching and non-teaching staff should undertake a 'proactive' responsibility in being aware of health and safety issues within their daily tasks, and the implementation of good practice in their areas of operation.

RESPONSIBILITIES OF THE HEALTH AND SAFETY OFFICER

- a. to pursue the objectives of the Governors in respect of health and safety.
- b. to set up arrangements in the school to cover all health and safety legal requirements, to produce a written statement of those arrangements, and to bring it, together with Parts 1 and 2 of the Governors statement, to the attention of all staff. The statement is to be revised and republished as necessary. To monitor effectively the implementation of the arrangements.
- c. To be available to any member of staff to discuss and to seek to resolve health and safety problems not solved at a lower level or through established arrangements.
- d. To report to the Governors those instances where a Head's executive authority does not allow the elimination or reduction to a satisfactory level of a hazard, but to take all necessary short term measures to avoid danger pending rectification.
- e. To note all health and safety instructions and advice issued, and to bring this to the attention of all staff. To keep a file of such information, together with information and advice published by the DES and others about the health and safety aspects of the activities carries on in the school, and to make this information available to all staff.
- f. To establish a Safety Committee.
- g. To ensure that all areas of the school are inspected once per term.
- h. To ensure that a system is established for the reporting, recording and investigation of accidents, and that all reasonable steps are taken to prevent recurrences.
- i. To ensure that all visitors, including maintenance contractors, are informed of any hazards on site of which they may be unaware. To ensure that consideration is given to the possibilities of maintenance work affecting pupils and staff.

- j. To ensure that new employees are briefed about safety arrangements; in particular to ensure they are given a copy of the school's statement and the opportunity of reading it before starting work.
- k. To ensure the use of any necessary protective clothing and equipment, and that it is properly maintained and renewed when required.
- l. To ensure that effective arrangements are in force to facilitate ready evacuation of the buildings in case of fire or other emergency, and that fire fighting equipment is available and maintained.

1. ACCIDENTS

Any accident that happens to an adult or child in school or during activities off-site should be recorded in the school's Accident Record Book. The Headteacher and Health and Safety Officer have a list of the type of accident that will need reporting to the Health and Safety Executive, and will undertake this action if necessary.

Accidents must be reported, not only because there may need to be accurate records if parents, insurers or the LA enquire, but also because the school can learn from the accidents – procedures can be changed, special attention can be given to certain areas or activities, or rules can be changed to ensure the accident does not recur.

2. FIRST AID

2.1 The member of staff responsible for ensuring that First Aid boxes are kept

filled is: Ms Karen Thomas

This member of staff will keep up to date with the regulations regarding the content of these boxes, and will notify the school office when items need to be ordered. Disposable plastic gloves will be made available for use by those providing First Aid.

All staff will be made aware of the location of these first aid boxes, and they will be marked on the school plan to be provided showing other health and safety information.

The First Aid box in the school kitchen will be provided by the school caterers and kept supplied by them.

2.2 Staff members have been trained in paediatric first aid.

Appropriate equipment (aprons/plastic gloves etc.) and facilities will be provided for these members of staff so that they can carry out their responsibilities without risk to themselves or other staff/pupils who use the school.

The aim is that there is always a trained first aider available.

2.3 Staff need to be aware of current thinking on the treatment of minor cuts and abrasions: Only water to be used to clean the injury, no antiseptic cream to be administered, and where a child is allergic to sticking plasters, melolin dressing and micropore is available for use. Bins designated for First Aid use must be kept for this purpose alone, and all staff should be aware of the need to keep first aid equipment organised, hygienic and to hand in an emergency. Staff in charge of any activity

off school premises should ensure that basic first aid equipment is available either by taking a kit with them or ensuring that the place where they are going has appropriate facilities.

- 2.4 Administration of Medicine: The school's policy lies within the guidelines as set down by the County Council. Parents and staff should be reminded regularly of this policy, and it should be followed carefully. The qualified first aiders can give advice to staff regarding this matter, and a standard letter is available to send to parents who disregard the policy requirements.
- 2.4 Inhalers brought into school for very young children must be labelled with the child's name and handed to the teacher for safe keeping. However, as children become older and more responsible, advice is that they should be expected to carry their inhalers around with them. It is reasonable to expect children in Key Stage 2 to do this.
- 2.5 Epi-Pens-some children are allergic to different things which they may come into contact with in school. Epi-pens are kept in the child's classroom. All staff have been trained in the administration of Epi-pens.

3. FIRE SAFETY

OVERALL CONSIDERATIONS

The safety of children and adults is the paramount consideration. Any adults present should do their best to secure the safety of the pupils and themselves and act in a calming manner, so that evacuation and checking can take place as quickly as possible. No adult should put themselves into any danger – people are of far more importance than property.

The first consideration is the safety of children and adults on the premises. If a question arises of whether an attempt should be made to tackle the fire before the fire service arrives, staff must first consider

- a. the safety of the children in their care
- b. their own personal safety
- c. the cause and site of the fire *
- d. their own knowledge and expertise

(* harmful fumes may be given off by burning upholstery; electrical fires must not be tackled while equipment is still connected to the mains and switched on; when flames reach the roof space they will spread quickly and unpredictably.)

All staff should be aware of safe working practices so that the risk of fire is reduced to a minimum. Canteen staff are subject to the same regulations as any person on the premises, and should participate in fire drills as required. Canteen staff will have been trained to deal with fire safety in the kitchen environment, and in the event of this occurring, they will have the full assistance of school staff once the safety of pupils has been ensured.

Senior staff should ensure that they know where the main services to the school switch off, and risk assessment for fire should be carried out annually with the support of the Governors' Building sub- committee, and any recommendations should be carried out as a matter of urgency. Fire checks should be reported to the Governing Body as soon as possible, and recommendations carried out as far as possible. (Some recommendations can only be undertaken by the LA, but the Governors can attempt to push for these.)

THE FIRST ACTION FOR ANYONE DISCOVERING A FIRE SHOULD BE TO SET OFF THE NEAREST FIRE ALARM.

Teaching Staff

Teaching staff have received training in fire management.

- a. Ensure that your pupils know what to do if the fire alarm sounds – leave whatever they are doing and go by the nearest outside route to their assembly point. They should understand that this applies to whatever they are doing and wherever they are. They must do so in silence without running, and must not return to the building until they are told to do so.
- b. Check that the fire notice in your classroom is prominent and up to date. If a supply teacher is in your classroom, he or she **MUST** be able to comply with fire procedures at a moment's notice.
- c. Be aware of the position of fire alarms and fire extinguishers in the school, and which extinguishers are to be used for which sort of fire. A map will be issued to all staff showing this. Be aware of safe routes from all areas of the school building to your assembly point.
- d. Your class register should be marked at the start of the day. This is done electronically. Dinner lists are taken out by admin staff which reflect live attendance. This will permit an adult other than a class teacher to check a class if the teacher is not available, as could occur at lunchtime. Toilet checks at lunchtime are performed by appointed fire wardens.
- e. If you have any adults assisting you in class, they should accompany you and your class to the assembly point.
- f. You **MUST** check your fire door every morning before the children enter the classroom to ensure that the security locks have been released. If there is any problem with the opening/closing of the fire door, please inform the Health and Safety Officer (Headteacher) immediately, so that this can be rectified as a matter of urgency. Ensure that there is easy access to the fire door at all times, and do not allow pupils to leave bags or equipment where it interferes with free passage.

Non-Teaching Staff

Lunchtime Supervisors

- a. If the fire alarm sounds during lunchtime, you must ensure that all children in your care are escorted from the building to the place where they have their assembly point. The children must go in silence, without running. When the children are in their class groups, please remain with them – the younger ones especially may need reassurance. You must not re-enter the building until instructed to do so.
- b. Supervisors on duty in the dining hall need to be aware of the problem of getting a large number of pupils through a confined space. Those staff familiar with the Infant pupils should ensure that they go through the Early Years Yard and into the Infant Yard. Supervisors who normally work with junior pupils should see that they go to the Junior Yard.
- c. If the fire is in the kitchen and if **you may do so safely**, one supervisor should pull down the shutters of the serving hatches to keep smoke contained until the pupils are out of the hall.

- d. If you are on duty near the toilet areas, please check these to ensure that all pupils are out of the building.

Staff with special care of individual children.

You should ensure the safety of those pupils under your special care. Once this is done, you can assist the class teachers in checking that all pupils are present. You should not re-enter the building until instructed to do so.

Caretaker/Head Cleaner

- a. If the fire alarm sounds while you are on the premises, you may be able to help with the evacuation in many ways, according to where you are, but you should not place yourself in any danger. If you are in a toilet/cloakroom area, you should ensure that all pupils have left the building. If you are in the administration area, you can check that the fire service has been called. If you are in the dining hall, you can assist the supervisors with the evacuation of pupils. Once this is done, you should go to the nearest assembly point and not re-enter the building until instructed to do so.
- b. You must ensure that all staff under your supervision will recognise the fire alarm and will know what to do if it sounds. If this occurs when the building is otherwise unoccupied, your staff must leave the building. If it is safe to do so, you should use the school telephone to contact the fire brigade; otherwise you should approach one of our neighbours across the road to use their phone.
- c. It is essential that all fire doors remain unlocked until the cleaning staff are ready to leave the premises.

Administration Staff

- a. Your first responsibility if the fire alarm sounds is to call the fire service and to ensure that they are on their way.
- b. Your second responsibility is to take the class registers to the assembly points so that all pupils can be accounted for. If the school clerk is not on duty, the Headteacher shall call the fire service and take the registers round.
- c. Once this has been done, you should return to your assembly point and not re-enter the building until instructed to do so.

NB. Fire Drills will be carried out at least once per term, without prior warning to staff, and at different times of the school day, so as to be an accurate test of safety systems within the school. Fire drills are to be recorded, along with any remedial action needed to improve them, and repeated until maximum efficiency is achieved.

4. Hazards

Every employee has a responsibility for identifying hazards as and when they occur, and it is possible for them to be helped in this task by our pupils, who can be encouraged to be aware of good practice as part of their everyday experience at St. Helen's.

If there is an immediate risk to any pupil or employee, steps should be taken to minimise or remove the risk, (see individual sections for advice) seeking assistance from other persons of higher authority if necessary.

Once this immediate risk has been dealt with, the hazard should be reported at the first opportunity to the Health and Safety Officer(Head teacher), who will record brief details in writing (date, time, person reporting, nature and site of hazard, what steps have already been taken).

If further action needs to be taken (repair, removal of dangerous item, alteration of work practice) the Health and Safety Officer(Headteacher), relevant staff and if necessary the Governors' sub-committees to ensure that such action is undertaken as soon as possible.

5. Environment

All employees should be aware of the possibility of defects occurring in the school environment and take appropriate action. Such defects can be:

1. failure of light fittings.
2. inadequate ventilation.
3. defective heating
4. damaged or unsafe furniture or fittings
5. dangerous condition of floors, walls, steps, glazing etc.
6. broken glass/dangerous litter on yards, grounds etc.

The caretaker and cleaning staff have an important role to play in the effort to remove hazards from the environment – they have the opportunity to see the premises quiet and empty, and in the process of cleaning each evening may discover problems that may not otherwise come to light. This awareness is to be encouraged.

All faults, actual or impending, should be reported in the first instance to the Health and Safety Officer, once action has been taken to minimise any immediate danger to employees or pupils (eg. Clearing area, opening windows, rearranging furniture to keep people away from area of hazard). The Health and Safety Officer (Head teacher) will, in conjunction with relevant members of staff, decide the nature and scope of any further action if necessary.

While it is acknowledged that maintaining a healthy and safe place of work and learning is given the highest priority, it may not always be possible for immediate repair/replacement work to be undertaken, and on occasion it will become necessary for furniture/equipment/areas to be removed from use. Such action would only be taken as a last resort, and reduction of facilities would be undertaken as dictated by finance available.

7. Dangerous Substances

All substances that are classed as dangerous are supplied with information regarding the safe storage and use of the substance. On no account should such a substance be put in a different container.

All members of staff should be aware of the nature of items they may be ordering, and if there is any alternative available to the substance classed as 'dangerous' then the alternative should be ordered. The member of staff who orders and receives such a substance is responsible for the safe and secure storage and use of that substance. Cleaning materials should be either locked away in the Caretaker's Store unless

in use, or stored well out of the reach of children (or accidental use or spillage by adults), in childproof containers.

If such substances are to be used by others, then full instructions must be given by the person responsible for the substance so that all safety precautions are taken, and the substance is returned to safe storage as soon as possible. The person using the substance must be aware, **before use**, of any emergency action to be taken in case of spillage, inhalation or ingestion of the substance.

7. Electrical Safety

Items of portable electrical equipment are checked once a year (if appropriate). If a member of staff has any doubt about the safety of any electrical appliance, they should cease using it, and notify the Health and Safety Officer. If the item is small, it should be put out of general circulation until it is checked, and larger or fixed items should be clearly labelled as suspect. The Health and Safety Officer will arrange for the electrical item to be checked as soon as possible (this includes electric sockets and light fittings).

Any member of staff using portable electrical equipment should:

- a. Ensure that item is plugged in, switched on etc. **ONLY** by an adult. Pupils are not permitted to do this.
- b. Make a visual check before use for frayed wires, loose connections etc.
- c. Equipment should be placed near electric sockets so leads are not trailing where they could create a hazard.
- d. Return the equipment to an agreed safe storage area after use. This requirement to return the equipment to an agreed point also makes it easier for the next member of staff to find it when they need to!

8. Use of Computer Workstations/VDU

Staff need to be aware of health and safety considerations with regard to the use of computer equipment. The workstations should have an adequate size worktop, with every effort made to keep this clean and free of dust and clutter. Chairs used at workstations should be of an appropriate height to reduce hand, eye and back strain.

No one should use a VDU (computer screen) for more than the recommended time (30 mins) without having a break away from the screen of at least ten minutes. Computer screens must be kept free from dust, correctly adjusted for contrast, and placed so that reflection is kept to a minimum.

9. Infectious Diseases

The Headteacher and Health and Safety Officer have a list of illnesses that are considered as 'infectious diseases' under the term of the Health and Safety Acts. Parents should be encouraged from the moment their child starts at St. Mary's to notify the school if their child is ill, and to give a reason. Staff need to be conscious of any absence patterns in their class or area that suggest recurring infections that need investigation (tummy bugs etc.). Members of staff should ask for advice and support if a child is attending school while suffering from any illness that could be classified as 'infectious'. There are levels of action that need to be taken, varying from asking the parent to remove the child from school for a certain number

of days to full scale exclusion from school for a certain number of days to full scale exclusion from school and notification of the Environmental Health Officer.

HEAD LICE – although not an ‘infectious disease’, this nuisance is highly contagious, and any pupils found with lice or ‘nits’ should have their parents informed so that they can be treated. Letters can be sent home with every child in that pupil’s class alerting them to a potential problem and reminding them to check their child’s hair. A series of talks has been given by the school nurse on headlice and information pamphlets distributed to parents.

10. School Security

All adults in the school should be aware of the issues surrounding the safety and security of themselves, the pupils and school and personal property. While the Governing Body does not wish to adopt a ‘fortress mentality’ in the school, measures must be in place to ensure that:

- a. our pupils are safe from outside interference whether in the school grounds or the school building itself.
- b. our staff are protected from assault.
- c. property belonging to the school and to the people who work within is protected from theft or vandalism.

These measures, working from the most remote to the nearest, are:

1. Perimeter fence KS2 yard.
2. Playground/Field Supervision – at all times when children are outside the building, there should be an adult on duty. This adult carries a heavy responsibility for as well as ensuring that the children are safe and well behaved, they must be conscious of any strangers in the area. Any adults working within the school should be aware of unauthorised movement outside, and report anything suspicious to the school office immediately. No child should be allowed to leave school premises during the school day without a check being made at the school office. Parents are aware that they must come to the office if they wish to collect their child before 3.30pm, and this procedure must be insisted upon.
3. Access to the School Building – The doors on the building are fire escapes as well as access points, and as such cannot be locked for safety reasons. However, signs on doors around the building direct visitors to the main entrance, where they should report to the school office. Staff should encourage parents to follow this procedure at all times, so that access to the building can be monitored. No visitors should be permitted to enter the building and wander around unattended. This is aided by the provision of door coded entry systems. All the security locks on the fire doors are set, as well as the locks on all other doors. All staff should be especially aware of damage to doors and windows that could constitute an increased security risk, and report any problems to the Health and Safety Officer.

Easily portable equipment and personal property should not be left lying around where it could be a temptation to a thief. Staff are responsible for the security of their own personal belongings (handbags, wallets etc.) and should take appropriate care. The school has locked storage and an intruder alarm set when the building is empty.

For the safety of teaching staff, it is recommended that they do not meet parents alone in the terrapin classrooms, and that they inform the Head or Clerk if they will be having a meeting in any closed area of the school. The ethos of the school should encourage parents who have a problem they wish to discuss to come to the school office in the first instance and ask to see or make an appointment with the class teacher or Head.

11. **Safety Committee**

Our school has a Safety Committee comprising the following members:

1. Headteacher Mr. M. Buckley (Health and Safety Officer)
2. Representative of Teaching Staff (Deputy Headteacher Mrs. J. Fitzgerald)
3. Representative of Supervisory Assistants (Head Cleaner Mrs. M. George)
4. Learning Support Assistant Ms K. Thomas
5. School Cook Mrs P. Winstone

It is hoped that this spread of representation will ensure good communications, the willingness of all employees to be involved in bringing forward causes for concern, and their commitment to the creation and implementation of health and safety policies.

At the time, this committee can call upon the advice and assistance of members of the Governors' Buildings sub-committee, local authority advisers of health and safety, and the Health and Safety Executive.

Once the initial Health and Safety Policy has been set up and agreed, the committee should meet at least once per term to discuss relevant issues, but more frequently if matters arise that need urgent attention. These meetings will take place during school hours, and the representative of the teaching staff will have arrangements made to cover for the class.

Minutes will be taken of these meetings and circulated to members of the committee as soon as possible. Copies will be kept on file for inspection, and the Health and Safety Officer will report back to the Governing Body at least once per term on relevant issues.

12. **Inspections; Jim Thomas, Katherine franklin, Steve Martin**

Health and Safety inspections should take place at least once per term, although the whole school will not need to be covered at one attempt. These inspections should not only take place out of school hours, and it will be helpful if the expertise of members of the Building sub-committee can be sought to ensure that the time is well spent.

As well as ensuring that health and safety policies are being implemented, these inspections will take the form of risk assessments, to ensure that all hazards are identified, and all risks removed or minimised. This activity requires from all parties' sensitivity to the needs of the educational community and the acceptance of negotiated outcomes where further action is indicated. Expert advice will be sought, so that these risk assessments can be undertaken in the coming academic year.

13. **Information**

General information on health and safety matters will be available from the Health and Safety Officer (Head teacher) in the first instance. Such information not immediately available will be sought from appropriate sources.

More specific information (safety in sports activities, use of technology equipment, safe practice in housekeeping/cleaning) should be obtained from area specialists within the school, for example the PE or Technology co-ordinators or the Caretaker. Such area specialists should have access to the relevant information on health and safety in their field of operations.

14. Induction of New Staff

- a. Where a new member of the teaching staff joins the school, the Headteacher should make a copy of the Health and Safety Policy document available at the earliest opportunity, and steps should be taken by the mentor and head of department to ensure that the new teacher is aware of the most important points prior to the commencement of work.
- b. Where a new member of the non-teaching staff is appointed as Nursery Nurse, Care Assistant or Clerk, a copy of the Health and Safety Policy will be made available by the Health and Safety Officer prior to commencement. In the case of a new lunchtime supervisor, the senior Supervisory Assistant will bring the salient points to the new employee's attention.

At the time of writing, the Health & Safety Officer is Mr. M. Buckley - September 2023

***** THIS POLICY IS TO BE REVIEWED
ANNUALLY *****