



St. Joseph's Catholic Primary School

Headteacher: Dr N. Fernandes-Viana

Jesus said: 'I have come that they may have life and have it to the full'.



St. Joseph's Catholic Primary School

Health and Safety Policy

Reviewed: March 15th 2022
Next Review: March 2023
Headteacher: Dr N. Fernandes-Viana

HEALTH AND SAFETY POLICY

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

The LA Health and Safety Policy have 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 onto the premises of our school.

Ensure that all members of the school community understand their own responsibilities in maintaining a healthy and safe environment.

Have robust procedures in place in case of emergencies.

Principles

The establishment of a healthy 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.

Using common sense at all times to take responsible care for their own safety and that of others.

Reporting any unidentified hazards to the Headteacher without delay.

The Management Team (Governors, Headteacher and School-keeper) work towards the school's aims by:-

Recognising their corporate responsibility for ensuring that the Health and Safety Policy of the Education Department 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 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 LA and any other relevant codes of practice and legislation.

Facilitating safety training for staff.

Taking active steps to ensure that equipment, buildings 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 firefighting equipment is available and maintained.

The Headteacher 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 aims 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 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 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 School-keeper is responsible to the Headteacher for:-

Ensuring, so far as is reasonably practicable, the health and safety provisions and procedures affecting cleaning contractors or ground maintenance contractors are adhered to. He will undertake routine inspections of the site and report any hazards that cannot be dealt with immediately to the Administrator.

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 LA 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 Headteacher 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.

Liaising with contractors. Contractors who work on the premises are required to identify and control any risk arising from their activities and inform the Headteacher of any risks that may affect the school staff, pupils and visitors. All contractors must be aware of the school Health and Safety Policy and emergency procedures and comply with these at all times. They will be informed of any risks in their work area e.g. asbestos, fragile roofs. In instances where the contractor creates hazardous conditions and refuses to eliminate them or to take action to make them safe, the Headteacher or their representative will take such actions as are necessary to protect the safety of school staff, pupils and visitors.

Procedures

The Governing body will undertake an annual audit of the health and safety procedures in the school and amend any policies and procedures as necessary.

(See our Risk Assessment Policy for all COVID related procedures).

1. For providing children with opportunities to discuss health and safety issues we have:

A programme of personal and social education designed to promote mutual respect, self-discipline and social responsibility.

A programme of health education.

2. 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 Headteacher and immediate response to such reports.

Reporting all accidents to the Headteacher, recording all accidents on CPOMS (Child Protection Online Management System) in accordance with LA regulations.

Prompt investigation of all accidents by the Headteacher in order to establish cause and adopt remedial measures.

3. For First Aid provision we have:-

Recognised First Aider List in school including all Early Years and KS1 Support staff, PE teacher, 3 KS2 staff, 1 office staff – all equipped with walkie-talkies for playtime, lunchtime, trips etc. A list of first aiders is kept in the school offices (HT, DHT, Admin Offices) and staff-room along with their training dates.

Provision of fully stocked first aid boxes in all classrooms and in the school hall. The first aid boxes are checked and re-stocked on a regular basis by a first aider.

Notification to parents of any head injury or minor injuries on appropriate slip. All head injuries recorded on CPOMS as above.

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.

4. For fire precautions we have:-

A set of regulations for emergency evacuations.

A termly fire drill which is monitored in accordance with LA guidelines.

Regular checks of equipment, procedures and exits by the School-keeper and equipment monitored yearly.

All fire exits clearly marked.

5. For the use and control of substances hazardous to health we have:-

Storage of such substances clearly labelled, locked in the School-keeper's store, which is not accessible to children.

The issue, use and care of personal protection equipment (e.g. rubber gloves) when necessary.

6. For electrical safety we have:-

Careful siting of equipment to avoid trailing leads.

Annual PAT testing electrical contractors on all portable electrical equipment.

The hard wiring system is inspected every five years by a competent contractor and any unidentified remedial work is undertaken without delay.

A code of practice for pupils using electrical equipment.

7. Asbestos:-

The Asbestos log is available in the School-keepers office for contractors to consult before undertaking any work on the school premises. Staff must report any damage to suspected asbestos materials immediately to the Headteacher.

8. 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.

Regular liaison with school nurse.

A requirement that all medicines brought to school must be clearly labelled with the child's name and appropriate dosage and frequency of dosage and lodged with the office.

For administering of medication, please see the school's Supporting Pupils with Medical Conditions Policy.

9. For ensuring road safety we have:-

Parking restrictions in the road outside school which parents are regularly urged to obey (school-children markers/removable statues in place).

Cycling proficiency sessions for year 5 children.

LA road safety workshops

10. 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 all pupils.

11. For ensuring playground safety we have:-

School rules about playground behaviour designed to maximise playground safety.

Conscientious supervision of playgrounds.

Regular inspection and maintenance of playgrounds.

12. For ensuring safety during physical education we have:-

Emergency drills carried out regularly at the swimming pool.

Two observers at every swimming lesson.

Asthma sufferers to take their inhalers with them.

All PE equipment regularly checked.

Close supervision and appropriate rules in place.

13. For safety on school trips, farm visits and outdoor pursuit activities:-

Refer to Westminster City Council guidelines.

Risk assessment completed for each school trip - consider staff pupil ratio, issuing of first aid kit, high visibility vests and mobile phone. Every group supported by a member of school staff.

14. Communicating Safety:-

Any member of staff who becomes aware of a hazard should advise the Headteacher or School-keeper immediately.

Teachers will liaise with the School-keeper or Headteacher, to ensure routine maintenance and repair of equipment within the area / activities that they are responsible for.

The Headteacher and School-keeper will, as is appropriate, circulate any relevant health and safety information to staff, and will keep records of accidents and safety inspections etc.

15. Violence at work:-

The Governors do not condone any violent actions from staff, pupils or visitors. However, it is appropriate to note how to deal with and record the rare and unlikely event of a violent act.

Pupils – Any case of violence from a pupil should be recorded on CPOMS– it would be treated seriously and appropriate sanction would be applied by a senior member of staff.

Staff – a violent act by a member of staff (against a pupil, another member of staff or a visitor) should be reported immediately to a senior member of staff. It would be treated as an act of gross misconduct and action would be taken against that member of staff in line with the School Staff Discipline Policy.

Visitors to the school – Staff should try to avoid conflict with any visitors. If a situation develops where a member of staff feels threatened they should try to remove themselves from the situation and/or try to ensure another member of

staff is aware so that no member of staff is left isolated in a potentially dangerous situation. Any violent act by a visitor will be treated seriously by the school and appropriate action taken. A member of staff unfortunate enough to be the victim of a violent act should complete a written account of the incident as soon as possible.

16. Manual Handling and Lifting:-

Manual handling tasks are assessed by the School-keeper who will request advice and assistance as necessary. No member of staff should attempt to lift or move any heavy furniture or equipment themselves but must ask the School-keeper for assistance. Pupils are not allowed to move or lift any heavy or unwieldy furniture or equipment. Support staff who assist pupils with physical disabilities must be trained in the safe use of lifting equipment and handling techniques.

17. Lone Working:-

Lone workers can be defined as anyone who works by themselves without close or direct supervision. Facilities and cleaning staff may be regular lone workers but teachers and other staff may also work in isolated classrooms/offices after normal school hours or during holiday times. Any member of staff working after hours must notify the Headteacher and School-keeper of their location and intended time of departure. Lone workers should not undertake any activities which present a significant risk of injury.

18. Working at Height:-

The School-keeper is responsible for the purchase and maintenance of all ladders in the school in consultation with the Administrator.

All ladders conform to BS/EN standards as appropriate.

Staff are reminded that 'working at height' applies to all activities which cannot be undertaken while standing on the floor.

If you need to hang decorations or displays then a step stool or small step ladder must be used. Standing on desks, chairs or other furniture is not permitted.

Do not work at height when you are alone. If you are planning to use a step ladder ask the School-keeper to help you erect it properly and have an assistant to hold the ladder steady and pass the materials you need.

Your knees should be no higher than the top platform of the ladder.

Never overreach. Try always to keep one hand free on the ladder to steady yourself.

19. Special Arrangements for Persons with Disabilities:-

The Special Needs Co-ordinator is primarily responsible for ensuring that adequate arrangements are in place to accommodate the special needs of any pupil with visual impairment, motor disability or other disability that may require special safety provision.

The Special Needs Co-ordinator will liaise as necessary with all appropriate other members of staff to ensure that all reasonable steps are taken to assist pupils with disabilities, and will keep appropriate records of each pupil with disabilities in his\her year and positively monitor the pupil's progress and continuing ability to access and egress required areas of the school safely.

20. Visitors:-

All visitors must sign in and out at the school reception desk. A badge will be issued which must be worn at all times in the school. Visitors to the school will be made aware of the emergency procedures and other safety information as is relevant.

21. Lettings/shared use of premises/use of premises outside of school hours:-

The Headteacher is responsible for ensuring that any use of the premises outside school hours is managed in accordance with the school health and safety policy.

22. Smoking

It is illegal to smoke anywhere on the school premises.

Appendix: Emergency Evacuation procedures, Emergency Plan, Business Continuity Plan.

Ninette Fernandes-Viana Andrew Heffernan
Acting Headteacher Chair of Governors

signature _____ signature _____

Date _____

Date _____

HEALTH AND SAFETY POLICY - ST. JOSEPH'S PRIMARY SCHOOL

Member of Staff Acknowledgment

I have read the school Health and Safety Policy and agree to follow the procedures outlined in the policy

Employees Name: _____

Employees Signature _____

Date of Signature _____