

St. Joseph's Catholic Primary School

Health and Safety Policy



This policy should be read in light of our Mission Statement that states:

'At St. Joseph's, we live, love and learn by the example of Jesus'

The Governors of Any Primary School are committed to the promotion of a safe and healthy environment for staff and pupils and for other users of the school site.

Governors are committed to working within the framework provided by the County Council outlined in the 'Health and Safety: Policy and Guidance' manual.

Governors are committed to the provision of adequate and appropriate safety training for staff.

Governors accept the right of Trade Union members to be represented on health and safety matters by an appointed safety representative who will be granted the appropriate time off to carry out their duties.

ROLES AND RESPONSIBILITIES

Governing Body

The governing body is responsible for:

- ensuring that appropriate documentation is in place
- monitoring its implementation
- reviewing it on an annual basis.

This will be achieved by:

- the appointment of a health and safety governor
- monitoring by the Finance & Premises Committee
- receiving reports from the Headteacher.

Headteacher

The Head Teacher will be responsible for:

- the day to day management of health and safety
- the implementation of the policy
- ensuring that all staff are aware of the information contained in this document
- ensuring that staff are aware of the procedures laid down in the document, and of their own responsibilities to comply with them
- reporting to governors on health and safety matters
- liaising with contractors to ensure an adequate exchange of health and safety information
- other responsibilities outlined in Section D of 'Health and Safety : Policy and Guidance'.

Caretaker

The Caretaker will be responsible for:

- ensuring that all defects in the buildings and grounds are notified to the head promptly
- undertaking regular checks of the fire alarm system and recording the result in the Fire Log Book
- carrying out regular safety check of the school grounds, including the outdoor play equipment
- any other duties identified by the Head and Governors.

All Staff

It is a requirement of the Health and Safety at Work Act that all staff should be familiar with the health and safety arrangements in place and should comply with them.

All staff will therefore be issued with a copy of this document and will be expected to comply with the procedures it contains at all times.

All staff have a responsibility towards themselves and others for health and safety and should report any problems using the procedure outlined in the next section. If necessary they must be prepared to take appropriate action themselves to remove hazards.

Staff should ensure that pupils in their care behave in a safe and proper manner, adhering to proper safety precautions, particularly in the handling of equipment or materials.

Subject Co-Ordinators

Each subject co-ordinator is responsible for ensuring that the storage of curriculum resources in their subject complies with health and safety guidelines. They should inform all staff of any potential hazards in the use of equipment or materials.

Other School Users

The following users should be made aware of relevant sections of the school's Health and Safety Policy:

- School Secretary
- Contractors
- Voluntary workers
- Parents
- Pupils
- Other users of the site (hirers).

PRACTICAL ARRANGEMENTS

First Aid

The first aid box/equipment is kept in the school welfare room.

All school employees may treat children for minor ailments and accidents. Children may not give any treatment to other children.

The current appointed person for first aid is Mrs Tanya Quinn. She is responsible for ensuring that the first aid materials are stocked up. Any member of staff who has attended a recent First Aid course is regarded as a First Aider. All teachers and some other staff have attended this course.

A fully stocked first aid bag must be taken on school outings. Any inhalers and epipens for specific children must also be taken.

When children are unwell they can sit outside the office. A First Aider should then take responsibility for the child's welfare.

Accident Recording, Reporting And Investigation

Any accident needing routine treatment in school is deemed a Minor Accident, and should be recorded in the Minor Accident Book. The person completing the accident record will be responsible for investigating the causes of the accident and, if necessary, for making recommendations to prevent recurrence.

If an accident is sufficiently serious that a First Aider is not able to provide routine treatment, or if a decision has been made for parents to be informed, it is deemed to be a Serious Accident. All serious accidents will be recorded in the Accident Book kept in the office.

As a general rule, the child should not be moved. An adult should stay with the injured child, and send a sensible child to find a First Aider (see above) to deal with the accident. All staff who have received first aid training should follow the guidelines provided by St John Ambulance.

When a child has injured their head, a Head Injury Form needs to be filled out (and not the minor accident book). One copy of this goes to the class teacher to give to the child's parents, and another copy goes to the Headteacher to file.

Ice packs should only be used when the injury may cause bruising or swelling. They should not be placed over an open cut.

Issuing Medicines

School staff should not administer any medicines unless the form 'Issuing medicine to a child during school time' has been filled in. As a general rule, medicines issued to children during school time should be restricted to pupils who suffer from a chronic complaint and could not otherwise attend school. However, medicines can be given where there is a compelling need to administer short term medication for a serious complaint.

All first aid waste must be disposed of in the special bin in the office.

When dealing with an accident, it is not helpful for other children or adults to crowd round.

Fire Safety

There will be a termly evacuation practice, the outcome of which will be recorded in the Fire Log Book. The times of the practices will be varied to cover all times of the school day.

Fire evacuation procedures are displayed in all rooms. All staff must ensure that they are familiar with them.

The caretaker is responsible for checking the alarm system and recording the result in the Fire Log Book.

Fire fighting equipment is serviced annually and the date noted in the Fire Log Book.

Combustible items must not be stored in the boiler room. The boiler must be inspected regularly.

Smoking is not permitted anywhere in the school building.

At large gatherings, for example school plays, all relevant emergency exits must be made known and be accessible, and a telephone available for emergency calls.

Hazard and Defect Reporting

All defects and hazards relating to the building or grounds should be reported immediately to the Headteacher.

The Head will be responsible for monitoring the progress on all items reported.

Annual Audits

A safety audit of the school will be carried out each year by the Headteacher, caretaker and Chair of Finance & Premises Committee.

The outcome and actions taken will subsequently be reported to the Governing Body.

The Annual Health and Safety Audit Report will be returned to CSF's Health and Safety Officer by the end of each Spring Term.

Risk Assessment

The results of the audit will help to determine the areas and/or activities for which a formal Risk Assessment needs to be carried out.

Areas related to teaching and learning will be identified at staff meetings or when new materials, equipment or procedures are to be used.

The Head will be responsible for allocating the task of undertaking Risk Assessments to the person best placed to make the assessment.

Control Of Substances Hazardous To Health (COSHH)

The responsibility for carrying out COSHH assessments will rest with the Head, the caretaker or the secretary, depending on the substance concerned.

COSHH data sheets will be kept in the Headteacher's office.

Electrical Safety

Any faults must be reported immediately. All appliances must be tested on an annual basis.

Displays or decorations must not be suspended from light fittings.

Only approved contractors will be used in consultation with the authority's property services.

Security/Visitors to the Site

During the school day, all visitors will be expected to report to the school office, where they will be asked to sign the visitors' book and asked to wear a visitor's badge.

Staff and children are encouraged to challenge politely anyone in school they do not recognise who is not wearing either a visitor's or HCC staff badge.

Supervision Before and After School

The school accepts no responsibility for children who arrive on the premises before 8.30am. The classroom doors are opened at 8.50am.

Parents are asked to make arrangements to collect their children promptly at the end of the afternoon session at 3.20pm for infants or 3.30pm for juniors. Infant teachers must ensure that each child is collected by a known adult. The juniors are told to report to their teacher or the office if the person who was planned to collect does not arrive. Children are not allowed to go with another parent unless the child's parent has been informed. If any child is not collected straightaway, the class teacher will inform the Headteacher, who will assume responsibility until the child's parents/carers take the child.

Cycling To School

Children are only allowed to cycle to school in the following circumstances:

- with their parents
- after taking and passing the Young Cyclists' Training Scheme.

In each case, if the bicycle is to be left at school, permission must be requested and given.

Dogs on Site

Support dogs (guide dogs, hearing dogs etc) are allowed onto the school site. However, other dogs are not allowed inside the school grounds, except in special circumstances with the permission of the Headteacher and Governors.

Use of Car Park

The school car park is for the use of school staff and visitors only. It is not for the use of parents when bringing children to school or collecting them at the end of the day. Notices to this effect are placed at the car park entrance to remind parents of the rule.

Pedestrians are not permitted to use the car park as an entrance to or exit route from the school.

Related Policies

- Hirings and Lettings
- Guidelines for First Aid.

This policy was approved by the full governing body 30th April 2009.

Date of review: April 2010

The policy is also available in the following formats, on request to the Headteacher: email; enlarged print version; other formats by arrangement.