



# St Mary's RC Primary School

## Health and Safety Policy

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The Governing Body of St Mary's RC Primary School in partnership with the Local Authority and Diocese, recognises its responsibility to provide a safe and healthy environment for all staff, pupils and visitors to our School.

### INTRODUCTION

This is a Statement of Organisation and Arrangements (Code of Practice) for St Mary's RC Primary School. This does not replace the Gateshead Council safety policy or the Education Department's safety policy, but is in addition to them for the benefit of teaching and non-teaching staff, and pupils.

This statement deals with those aspects for which the Governors are responsible and over which the Headteacher has control. It describes how the Headteacher is discharging responsibilities in respect of pupils, visitors and other employees who are present on school premises in the internal organisation, management and discipline of the school in accordance with the Articles of Government.

### Aims

The aim of the statement is to ensure that all reasonably practical steps are taken to secure the health, safety and welfare of all persons using the premises:

- to establish and maintain a safe and healthy environment throughout the school;
- to establish and maintain safe working procedures among staff and pupils;
- to make arrangements for ensuring safety and absence of risks to health in connection with the use, handling, storage and transport of articles and substances;
- to ensure the provision of sufficient information, instruction and supervision to enable all people working on site and pupils to avoid hazards and contribute positively to their own safety and health at work and to ensure that they have access to health and safety training as and when provided;
- to formulate effective procedures for use in case of fire and other emergencies and for evacuating the school premises;
- to lay down procedures to be followed in case of an accident;
- to provide and maintain adequate welfare facilities.

## RESPONSIBILITIES AND DUTIES IN MATTERS CONCERNED WITH SAFETY

### Headteacher

The Headteacher has responsibility for Health and Safety in the School on a day to day basis:

- is the focal point for day today references on safety and give advice or indicate sources of advice;
- ensures all risk assessments are completed for activities involving pupils;
- co-ordinates the implementation of the approved safety procedures in School;
- maintains contact with outside agencies able to offer expert advice;
- reports all known hazards immediately to the Governors and the Local Authority and stop any practices or the use of any plant, tools, equipment, machinery etc. considered to be unsafe, until satisfied as to their safety;
- makes recommendations to the Governors and the Local Authority for additions or improvement to plant, tools, equipment, machinery etc. which are dangerous or potentially so;
- ensures that premises and working practices are regularly checked by termly Governor inspections;
- ensures all staff are aware of Health and Safety information (provision of first aid in the school, emergency regulations);
- makes recommendations for improving the procedures laid down;
- reviews regularly the dissemination of safety information concerning the school;
- recommends necessary changes and improvements in welfare facilities;
- ensures Governing Body is informed at each termly meeting of the comments made by the Governor Health and Safety Inspector and staff comments on health and safety

## Obligation of all Employees

The Health and Safety at Work Act 1974 states:

'It shall be the duty of every employee while at work: to take reasonable care for health and safety of herself/himself and of any other persons who may be affected by his acts or omissions at work and as regards any duty or requirement imposed on her/his employer or any other person by or under any of the relevant statutory provisions, to co-operate with her/him so far as it is necessary to enable that duty or requirement to be performed or complied with.'

The Act also states:

'No person shall intentionally or recklessly interfere with or misuse anything provided in the interests of health, safety or welfare in pursuance of any of the relevant statutory provisions.'

In order that the laws be observed and responsibilities to pupils and other visitors to the school are carried out all employees are expected:

- to know the special safety measures and arrangements to be adopted in their own working areas and to ensure they are applied;
- to observe standards of dress consistent with safety and/or hygiene;
- to know and apply the emergency procedures in respect of fire and first aid;
- to use and not wilfully misuse, neglect or interfere with things provided for her/his own safety and/or the safety of others;
- to co-operate with other employees in promoting improved safety measures in School;
- to co-operate with the appointed safety representative and the enforcement officers of the Health and Safety Executive or the Public Health Authority.

## Responsibilities and School Procedures

The Deputy Headteacher is responsible on a weekly basis to give the staff the opportunity to comment and make note of any health and safety items that are of concern and to ensure all Health and Safety information is cascaded to all staff including non-teaching staff.

The Deputy Headteacher is responsible for reporting findings to the Headteacher and to the Governor Safety Representative on termly visits. The Governor representative visits school each term and in liaison with the Deputy Headteacher and Caretaker prepares a report on Health and Safety for the Governing Body. This report is presented to the Headteacher at the end of each visit and reported to the Governors at the earliest meeting.

## Special Obligations of Class Teachers

The safety of pupils in classrooms is the responsibility of the class teacher; teachers have traditionally carried responsibility for the safety of pupils when they are in their charge.

If for any reason, e.g. the condition or location of equipment, the physical state of the room, or the splitting of a class for practical work, a teacher considers that she/he cannot accept this responsibility, she/he should discuss the matter with the Headteacher before allowing practical work to take place.

Class teachers are expected:

- to exercise supervision of the pupils and to know the emergency procedures in respect of fire, bomb scare and first aid, and to carry them out;
- to know the special safety measures to be adopted in their own special teaching areas and to ensure that they are applied;
- to give clear instructions and warning as often as necessary;
- to follow safe working procedures personally;
- to call for protective clothing, guards, special safe working procedures etc. where necessary;
- to make comments and recommendations to the Headteacher on health and safety issues that concern them;
- to ensure all Health and Safety information is passed to non-teaching staff or students in their classrooms

The safety of pupils is the responsibility of the class teacher whilst in their charge. Teachers are expected to exercise effective supervision of the pupils giving particular consideration to the following issues:

- commencement/end of the school day
- break times and lunchtimes where children are in the charge of supervisory assistants
- pupils taking medicine because of a 'permanent' condition
- transport
- the movement of children between different parts of the building
- the actions of pupils in practical situations
- car parking
- the presence on site of contractors

## **Pupils**

The pupils are expected :

- to exercise personal responsibility for the safety of self and classmates;
- to observe standards of dress consistent with safety and/or hygiene (this would preclude unsuitable footwear, knives and other items considered dangerous);
- to observe all the safety rules of the school and in particular the instructions of the teaching staff given in an emergency;
- to use and not wilfully misuse, neglect or interfere with things provided for her/his safety

## **Visitors**

Anyone visiting, or using the premises, is required to observe the safety rules of the school. In particular, teaching staff should ensure that any parent helping in school is aware of the Health and Safety arrangements applicable to them.

All visitors should be directed to the school Office where they should sign the Visitors Book. On completion of the visit, they should again sign the book before they leave the building.

## **Emergency Procedures**

### **First Aid**

First Aid boxes are provided in the school office, staff room and in the First Aid room. Named first aiders are on duty at all times.

### **Illness or Accident**

Illness or accidents must be reported to the Headteacher in the first instance.

Transport to Hospital - if an ambulance is required the emergency 999 service should be used. It may be appropriate to transport a pupil to a Casualty Department without using the ambulance service, but it should be noted that this should always be on a voluntary basis. These will be cases of a less severe nature than those requiring transport by ambulance. Wherever possible nocasualty should be allowed to travel to hospital unaccompanied if there is any doubt about their fitness to do so.

Accidents are entered in to the Accident Report Book by the First Aider on duty. Depending on severity, parents will be notified of an accident their child may have suffered either immediately or at the end of the school day. If a child has an injury to the head, a telephone call will be made to the parents/carers who are welcome to come and collect their child.

## **NB: REVIEW PROCEDURES**

From time to time it will be necessary to review the provision of first aid in school and the emergency regulations; members of staff may make recommendations to the Headteacher for improving the procedure laid down at any time.

### **Fire Precautions**

Fire notices are displayed in all rooms.

Fire evacuation drills are carried out once per term.

The fire alarms are regularly tested by the Caretaker and the Local Authority. A fire logbook is kept in the school office.

Fire extinguishers and hoses are available on both corridors and are checked regularly by the Local Authority. Staff know how to operate extinguishers and hoses.

Fire doors must not be wedged open.

Escape routes should be kept clear at all times.

### **Electrical Safety**

All Staff should check visually any electrical equipment they are to use. Reporting any faults to the Deputy Headteacher via book, or if immediate attention is needed verbally and at once.

All portable electrical equipment is tested each year. Staff should ensure they make such equipment available to the electricians, and they should also ensure they use only official school electrical equipment.

Trailing wires should be avoided.

### **Hazardous Materials**

The school has a policy of purchasing only low hazard materials. Staff should not bring materials into school that do not fit into this category. The school does not carry out COSHH assessments because of this policy.

### **Medicine in School**

Most pupils will at some time have a condition requiring medication. For many, the condition will be short-term – perhaps the duration of a short absence from school. Although a child may soon be well enough to be back at school, medication may perhaps be required during the school day for a short period. In such cases, parents or carers will be expected to visit, perhaps during the lunch break, to administer the medication themselves (after first reporting to the office).

Where, on the other hand, children have long-term medical needs, we will do everything we can to enable them to attend school regularly. Parents or carers must give us details of the child's condition and medication, and bring the medication to school in a secure, labelled container. Records will be kept of all medication received and administered by the school.

Staff involved in administering the medication will receive training, usually from the school nurse.

### **Asthma**

Inhalers can be kept in school and should be handed to the School Business Manager, who will keep them in the First Aid room. Children needing inhalers in sports activities should be allowed to take them off site e.g. to the field, baths, visits etc.

## Educational Visits

School follows the Local Authority guidelines on arranging visits in respect of adult child ratios and safe practices - parental consent is **always** asked for and risk assessments completed on the LA on line system.

## Contractors on Site

Any Contractors on site must report to the Headteacher or Secretary's Office on arrival. Arrangements will be made to suit the occasion, which will ensure children and staff are kept away from the area which is being worked upon.

## Conclusion

It is the responsibility of everyone to make these arrangements work. This will ensure, as far as is reasonably practicable, that working conditions are safe and that the working life of everyone is accident free.

Hazardous situations should be reported immediately to the Headteacher.

Suggestions by any member of staff to improve standards of health and safety are welcomed by the Headteacher.

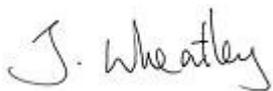
More detailed documents, such as the Local Authority guidelines, can be referred to by application to the Headteacher.

## Review

A review of procedures should take place each year in time for the commencement of the new academic year.

Mr J Green is our Health and Safety Representative who will accompany Health and Safety Officer visits in the absence of the Headteacher.

Governors are at present attending Gateshead LA Courses on Health and Safety. After attending all six courses offered they will attain a Gateshead Council Health and Safety Certificate.



Headteacher



Chair of Governors

Date: September 2016

(Review: September 2017)