

**The Catholic Academy Trust in East Berkshire
St Mary's Catholic Primary School**

*Learning and loving on our journey with
Jesus.*



To the greater glory of God

Health and Safety Policy

1. Introduction

The health, safety and welfare of all the people who work or learn at our school are of fundamental importance and are the responsibility of everyone – children, families, staff and governors. We aim to provide a safe, secure and pleasant working environment for everyone.

2 The school curriculum

2.1 We teach the children about health and safety in order to equip them with the skills, knowledge and understanding that will enable them to live positive, successful and healthy lives. Teachers take every opportunity to educate children in this regard as part of the normal school curriculum. For example, in the history curriculum, Key Stage 1, the unit of work entitled 'The Great Fire of London' includes a visit by the Fire Service and Early Years has a "People Who Help us" topic with the work of the police, ambulance and fire services is included. Likewise, through the science curriculum we teach children about hazardous materials, and how to handle equipment safely.

2.2 We teach children respect for their bodies, and how to look after themselves. We discuss these issues with the children in PCHSE lessons, and we reinforce these points in design and technology, where children learn about healthy eating and hygiene. We also show them how to move and play safely in PE lessons.

2.3 Health and safety issues also arise when we teach care for the environment, and awareness of the dangers of litter. Children in Key Stage 2 receive both drugs education and relationship education (see the relevant policies).

2.4 We believe that everybody in our school can and should promote everybody else's safety, so we teach children to spot hazards in the classroom or around the school, and inform their teacher.

2.5 Our school promotes the spiritual welfare and growth of the children through the RE curriculum, through special events and through the daily act of collective worship.

2.6 Each class has the opportunity to discuss problems or issues of concern with their teacher. Teachers use circle time to help children discuss and overcome any fears and worries that they may have. These concerns are handled with sensitivity.

3 School meals

3.1 Our school provides the opportunity for children to have a meal at lunchtimes. Children in the Infants receive universal free school meals. If parents of Junior children are in receipt of Income Support, a Job Seeker's Allowance, Support under the Immigration and Asylum Act of 1999, or Child Tax Credit (with income below a certain limit) they may claim free school meals for their children. We do all we can to ensure that the meals provided have a suitable nutritional value, in line with the requirements of the Nutritional Standards for School Lunches and Other School Food (2006). Children under five, and those whose parents receive the above benefits, are entitled to free milk each school day.

3.2 If children choose to bring their own packed lunch, we provide them with a suitable place to eat it, and we supervise them during this time.

3.3 Our school promotes a healthy lifestyle. As sweets can damage children's teeth, we discourage sweets being eaten in school.

4. The policy statement

4.1 In recognition of its statutory duties in accordance with the provisions of the Health and Safety at Work etc. Act 1974, the Directors of the Academy and the Local Governing Body (LGB) of the school will take all reasonably practicable steps to ensure the health, safety and welfare of all staff and pupils whilst engaged in school activities.

4.2 In particular, the LGB will ensure, so far as it is reasonably practicable:-

(a) That all places under its control, where staff and pupils are required to work, are maintained in a condition that is safe and without risk to health and safety;

(b) That hazards arising from the use, handling, storage and transportation of articles and substances used in the School are adequately controlled; and,

(c) That equipment and systems of work are safe and without risk to health and safety.

- 4.3 Furthermore, the school undertakes to provide adequate information, instruction, training and supervision to enable staff and pupils to avoid hazards and contribute positively towards their own health and safety and that of others.
- 4.4 In addition, the school will ensure, so far as is reasonably practicable, that the health and safety of non-employees is not adversely affected by its activities.
- 4.5 The Headteacher with the assistance of all other staff will endeavour to implement this policy.
- 4.6 The school believes that no policy is likely to be successful unless it actively involves staff themselves. For this reason the policy will include appropriate arrangements for consultation with staff and will encourage them to identify hazards and suggest measures for improving safety performance.
- 4.7 This policy statement supersedes any previously issued.

5. Responsibilities for implementing the policy

5.1 The Trustees of the Academy and Local Governing Body

The responsibility for ensuring that health and safety procedures within the school are adequate is delegated to the Local Governing Body. The Local Governing Body shall have regard at all times to the safety of the users of the buildings and the facilities and the legal responsibilities of the Directors (and/or any others) as owners of such buildings and facilities.

The LGB, with assistance from the Headteacher and staff will ensure that all necessary procedures are devised, implemented, monitored and reviewed to ensure compliance with these procedures and that they remain appropriate. In particular they will:-

1. make arrangements to ensure the school has an up to date health and safety policy
2. have in place procedures to identify hazards and evaluate risk control measures
3. delegate health and safety responsibility to some staff and ensure they are followed
4. ensure a governor attends appropriate health and safety briefing provided by the appropriate outside agencies or the School
5. have health and safety on the agenda at Local Governing Body meetings as appropriate.
6. ensure the Headteacher, as the Key Manager for health and safety, is supported to carry out the appropriate responsibilities as detailed below.

The LGB will provide, in co-operation with others where responsibilities for premises and plant are shared:-

1. a safe environment for pupils, staff, visitors and other users of the premises
2. plant, equipment and systems that are safe
3. safe arrangements for transportation, storage and use of articles and substances

4. safe and healthy conditions that take account of
 - statutory requirements
 - Approved Codes of Practice
 - DfE or external guidance (where appropriate)
5. adequate information, instruction, training and supervision
6. provision of all necessary safety and protective equipment.

5.2. Responsibilities of the Headteacher

The Headteacher as the officer in charge of the day to day management of the school will carry out the duties of **Key Manager** detailed below. In his/her absence the Deputy Head will carry out these functions.

1. To pursue the objectives of the Directors and Local Governing Body with respect to health and safety.
2. To ensure health and safety is an agenda item in staff meetings when necessary.
3. To ensure risk assessments are carried out and appropriate actions are taken to remove potential hazards or reduce the level of risk.
4. To co-operate with accredited Safety Representatives and Safety Advisers and offer them assistance to carry out their prescribed functions.
5. To receive written reports from Safety Representatives and Safety Advisers concerning possible hazards and to respond in writing within a reasonable period of time to the points made.
6. To ensure the school is subjected to termly health and safety inspections by the agreed persons and records of the inspections are kept.
7. To ensure that the cause of all accidents, near misses and dangerous occurrences are investigated by team leaders or other responsible officers, reasonable steps are taken to prevent a recurrence and reported to the Headteacher where specifically required, i.e. under the RIDDOR (Reporting of Injuries, Diseases and Dangerous Occurrences Regulations), ensure appropriate reports are made to the HSE (Health and Safety Executive).
8. To ensure that materials and equipment purchased are safe and without risk when properly used and are adequately maintained.
9. To ensure training needs of both new and existing staff are assessed, relevant training is provided and a record of these is kept.
10. To include health and safety items in the minutes of the Local Governing Body meetings.
11. To keep abreast of the changes in the Departmental and Government's Health and Safety policies and procedures e.g. as advised and included within relevant Schools' Bulletins and pass on the information to the staff concerned.

5.3. Responsibilities of the Caretaker/Site Manager

The Caretaker/Site Manager has the responsibility for implementing the policy in the common parts of the building. When on site he/she will liaise with contractors and will provide them with information on any hazards such as asbestos, electrical services etc. that they may come across whilst working on school premises. At other times this will be the responsibility of other administrative staff.

When on site the Caretaker/Site Manager will also ensure that contractors do not place health and safety of staff and pupils at risk whilst on school premises.

The Caretaker is responsible for ensuring a healthy environment for all persons using the school, paying particular attention to cleaning, hygiene, heating, lighting and ventilation.

The Caretaker is responsible for ensuring that the school is locked and secure at all times, when not in use, and that when vacating the premises, all the heating and electrical apparatus is switched off (unless otherwise instructed) and the security alarm is set.

The Caretaker along with the cleaners is responsible for reporting to the Headteacher any hazardous or dangerous situations of which they are aware.

5.4. Responsibilities of Headteacher and Safety Governor

The Headteacher is responsible for drawing up safety procedures for the school. These procedures should be reviewed regularly to ensure they are relevant and take account of experience. They must ensure their staff and pupils follow safe working practices at all times. They will ensure the equipment within their area of work is subjected to termly inspections and report defects to the Caretaker/Site Manager.

Headteacher and Safety Governor will carry out a risk assessment of the activities within the school in accordance with the guidance issued. They will ensure staff are made aware of their responsibilities. Should an accident occur in school, the Headteacher will investigate the causes and will report the findings to the Caretaker/Site Manager.

Team leaders will consider the training needs of their staff and raise their requirements with the Headteacher.

5.5. Responsibilities of all staff

Staff have a duty under the Health and Safety at Work Act to co-operate with the Headteacher to ensure this policy is implemented. They must use equipment in a safe manner and in accordance with the instruction issued and take all reasonable steps to ensure health and safety of those affected by their activities. The Headteacher welcomes suggestions from staff for improving health and safety within the school.

Staff are expected to check equipment and work areas regularly and report their findings to their Headteacher or Caretaker/Site Manager.

5.6. Monitoring the Effectiveness of the Policy / Health and Safety Advice

The implementation of this policy will be monitored by regular inspection of the Departmental Leaders, the Caretaker/Site Manager and the Headteacher.

5.7. Hazardous substances

Hazardous substances are used in the school both for teaching and for cleaning and minor maintenance. Those used will be used in accordance with the advice received from CLEAPSS. Substances used for other purpose will be assessed in line with guidance on Control of Substances Hazardous to Health (COSHH).

5.8. Asbestos

An asbestos survey for the school has been undertaken and the school and LA's Building Services both hold copies of the asbestos register (either in hard copy or via the MICAD asbestos database). There are no areas of high risk and the few areas of medium and low risk are highlighted on the database. The database is used whenever work is undertaken on the fabric of the building. A summary file and usage register is kept in the school office. The School was last inspected for asbestos in July 2015.

The register summary file will be referred to prior to any maintenance work being carried out by School staff or contractors. Furthermore, any damage to asbestos, or substances suspected to be asbestos, is reported immediately to the LA's Building Services on 01628 796476, who currently hold the contract, and the area cordoned off until it is made safe.

5.9 Electrical Safety

Electrical equipment is tested annually. The PAT testing of all electrical equipment and appliances is completed by a specialist company and a report is provided which is monitored by the Caretaker and kept in the school office. In addition to the annual tests, equipment is visually inspected for physical damages to the cables and plugs and faults prior to use.

5.10 First Aid

The school has a number of first aiders to ensure there is adequate cover. The main point of contact for first aid will be the school office. However, there are also first aid boxes in the Upper Junior, Lower Junior and Infant Departments. All first aid boxes are regularly checked to ensure they are adequately stocked.

Teacher responsible for school trips will assess whether a travelling first aid kit should be taken.

5.11 Accidents

All accidents must be reported to the school office. The office staff are responsible for recording accidents and notifying serious accidents to the Headteacher; full details of the procedures for reporting accidents is given in Appendix A of the policy.

5.12 Contractors

All method statements and risk assessments are obtained in advance of contractors starting work and all CDM requirements are adhered to. The Caretaker/Site Manager will notify the Headteachers of measures needed to be taken to ensure safety.

5.13 Violence against staff

The Governors and the Headteacher will not tolerate acts of aggression (violence, threats of violence, verbal abuse or cyber abuse) against staff from any person. Reporting of violence or verbal abuse is recorded in the behaviour log and in the child's file of the parent who is the offender. Any physical abuse is reported to the police and the parent involved will be barred from the school site. In instances of verbal abuse a letter from the Headteacher will be sent to parents outlining the inappropriateness of their behaviour and they will only be seen by appointment and with a senior member of staff present in future. If this behaviour is repeated the parent will be similarly barred from the school using powers delegated through the 1996 Education Act and the police will be informed.

5.14. Fire

The Caretaker/Site Manager has some responsibilities for fire prevention activities. A range of fire fighting equipment is available in the school. These are maintained by a contractor. The Caretaker/Site Manager will carry out weekly tests on Fire Alarm Call points and keeps a log of the tests. He will also regularly check that escape routes are kept clear. All staff are requested to report blocked escape routes to the Caretaker/Site Manager.

Senior staff will ensure that during school hours regular drills are carried out and recorded.

5.15. Work outside normal Hours

When a member of staff, other than senior staff with keys, is working outside normal working hours, the Caretaker/Site Manager or Headteacher will be informed so that appropriate security measures can be implemented. The Caretaker/Site Manager will be able to call for assistance if needed.

5.16. Manual Handling

The Caretaker/Site Manager and some support staff may carry out manual handling from time to time. All these activities will be assessed in accordance with the guidelines issued from the HSE. These staff will be provided with training on safe lifting techniques.

5.17. Security

Security is of great importance to the school. The Caretaker/Site Manager is responsible for ensuring all the security measures that have been put in place are working effectively and regularly monitored. All breaches of security must be reported to the Headteacher who will take the appropriate action.

5.17.1 While it is difficult to make the school site totally secure, we will do all we can to ensure that the school is a safe environment for all who work or learn here. We review security measures regularly, and draw upon the advice of experts (e.g. police officers, fire officers, architects and other consultants).

5.17.2 We require all staff to sign in the staff logs and wear their identity badges at all times. All adult visitors who arrive in normal school hours are required to sign the

visitors' book in the reception area, and to wear an identification badge at all times whilst on the school premises.

5.17.3 Teachers will not allow any adult to enter their classroom if the school visitor's badge does not identify them.

5.17.4 If any adult working in the school has suspicions that a person may be trespassing on the school site, they must inform the Headteacher immediately. The Headteacher will warn any intruder that they must leave the school site straight away. If the Headteacher has any concerns that an intruder may cause harm to anyone on the Site the Police will be alerted immediately.

5.18. Administration of Medication

Parents may request the School to administer medication to pupils during school time. 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. However, although a child may soon be well enough to be back at school, medication may perhaps still be required during the school day for a short period. In such cases parents must give us details of the child's medication and dosage

on the medicine request form, and bring the medication to school in a secure, labelled container. School staff will endeavour to administer medication when required.

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 must give us details of the child's medication and dosage on the medicine request form, 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.

5.19. Adventure activities

Teachers organising activities involving climbing, caving, watersports and trekking must ensure the Centre providing the service is licensed. This can be checked with the Off Site Advisory Services. The school uses these services under contract. The school uses the guidance on risk assessment procedures on First Class. Teachers organising such activities must familiarise themselves with the LA guideline.

5.20. Seatbelts

Teachers organising school trips must ensure minibuses and coaches used to transport children are fitted with seatbelts and the drivers are competent and experienced.

Where a private car is to be used i.e. for sports fixtures then a named booster seat is required for those pupils under 135 cm.

Appendices to this policy –

- A. First Aid and emergency procedures
- B. Supervision of children with special needs
- C. Pupils' clothing\jewellery etc.
- D. Swimming pool precautions

- E. School environment
- F. Supervision of children on offsite activities
- G. Caretaking and cleaning
- H. School lettings
- I. Care of PE equipment and safety in PE lessons
- J. Good hygiene practice
- K. Risk assessment Infant climbing frame

6. Monitoring and review

6.1 The LGB of the School has a named governor with responsibility for health and safety matters. It is this governor's responsibility to keep the governing body and Directors informed of new regulations regarding health and safety, and to ensure that the school regularly reviews its procedures with regard to health and safety matters. The governor in question also liaises with other external agencies when necessary, to ensure that the school's procedures are followed.

6.2 The governing body, in consultation with professional advisors, carries out regular risk assessments, with the object of keeping the school environment safe.

6.3 The Headteacher implements the school's health, safety and welfare policy on a day-to-day basis, and ensures that all staff are aware of the details of the policy as it applies to them. The Headteacher also reports to governors annually on health and safety issues.

This policy was originally ratified by the Local Governing Body on

Date...January 2017

Signed..... (Chair of Governors)

This policy will be reviewed in January 2018