

Rosary Catholic Primary School

Our school values: LOVE, RESPECT, ASPIRATION, INCLUSIVITY, CURIOSITY

Health and Safety Policy

Approved by	Full Governing Board
Links to	First Aid in School Policy; Supporting Pupils with Medical Conditions; Privacy Notice; Complaints Procedure; Freedom of Information Policy
Review period	Annual September 2023

Policy Statement:

This document is a statement of the aims, principles and strategies for ensuring Health and Safety at the Rosary Catholic Primary School. The Local Authority Health and Safety Policy has been taken into consideration in its formulation. The establishment of a healthy and safe environment is an essential prerequisite 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 (children and adults).

Definitions:

For all relevant definitions please refer to the Local Authority Health and Safety Policy.

Aims of this policy:

1. 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.
2. Ensure that all members of the school community understand their own responsibilities in maintaining a healthy and safe environment.

Printed copies of this document are available on request, from our school office.

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1. 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 following paragraphs detail how each group of stakeholders work towards the School's aims.

1.1 Management Team

The Governors, Headteacher and School Business Manager ensure they:

- Recognise their corporate responsibility for ensuring that the Health and Safety Policy is implemented in the school.
- Ensure that safe work practices and procedures are applied within the school.
- Make termly inspections to ensure that a safe and healthy environment is maintained.
- Establish a system for the reporting, recording and investigation of accidents and ensuring that this is applied rigorously.
- Ensure that all members of the school community are aware of their own responsibilities.
- Take responsibility for devising and implementing a school Health and Safety policy.
- Monitor and review this policy and ensure that necessary revisions are undertaken.
- Ensure that all staff are familiar with the Health and Safety policy of the school and any other relevant codes of practice and legislation.
- Facilitate safety training for staff.
- Take active steps to ensure that equipment, buildings and grounds are safe, secure and well maintained and that any damage is quickly rectified.
- Ensure that there are arrangements for the speedy evacuation of the buildings in case of fire or other emergency and that fire-fighting equipment is available and maintained.

1.2 Headteacher

- Takes responsibility for the day-to-day operations of the Health and Safety policy.

1.3 Teachers

- Promote 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.
- Be good role models – vigilant and careful.
- Take quick, firm action to ensure that children are not allowed to jeopardise their own safety or that of others.
- Provide opportunities for children to discuss appropriate health and safety issues.
- Make sure risk assessments are carried out before any off-site visits.

1.4 Pupils

- Develop a growing understanding of health and safety issues.
- Contribute to the development of codes of practice.
- Conduct themselves in an orderly manner in line with these codes.

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- Take growing responsibility for maintaining a safe and healthy environment and for their own safe conduct within it.

1.5 Parents

- Ensure that children attend school in good health.
- Provide prompt notes/phone calls to explain all absences.
- Provide support for the discipline within the school and for the teacher's role.
- Ensure early contact with school to discuss matters concerning the health and safety of their children or of others.
- Allow children to take increasing personal and social responsibility as they progress throughout the school.
- Accept responsibility for the conduct of their children at all times.
- Ensure that the school has up-to-date contact addresses and telephone numbers

1.6 School Business Manager

The SBM 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.
- 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 are disposed of correctly.
- Maintaining a clean and effective boiler area.
- Maintaining a high standard of housekeeping.
- Reporting to the Headteacher any problem, or imminent danger associated with their responsibilities, as soon as it is practicable to do so.
- Liaising with governors regarding regular inspections of school premises.

2. Procedures

We have measures and procedures in place to ensure health and safety in all aspects of school.

2.1 Ensure involvement of all members of the school community

- Involvement of teaching and non-teaching staff and governors when reviewing health and safety issues.
- All adults who have regular or unsupervised contact with children are DBS checked and their details kept on the school's Single Central Record.

2.2 Provide children with opportunities to discuss health and safety issues

- A programme of personal and social education designed to promote mutual respect, self-discipline and social responsibility.
- A programme of health education.
- Class/School Council Meetings.

2.3 Accident prevention, reporting and investigation

- 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.

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- Recording of all accidents/incidents in the school accident book which is monitored regularly by the Headteacher. Serious incidents are recorded via the LA online reporting system.
- Prompt investigation of all serious accidents/incidents by the Headteacher in order to establish cause and adopt remedial measures.

2.4 First Aid provision

- Recognised, qualified First Aiders in school
- Provision of fully stocked first aid boxes in the SEN room
- Emergency medications such as Epipens, are stored in the Office cupboard.
- Medication is only administered with parental permission. A written record is sent home via the child when medication has been given.
- Notification to parents of any head injury or minor injuries on appropriate slip.
- 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.
- A list of first aiders is displayed in the school office, along with their training dates.

2.5 Fire precautions

- A set of regulations for emergency evacuations.
- Fire Risk Assessments are carried out by GCC in accordance with their 3 yearly cycle.
- A termly fire drill is carried out.
- Regular checks of equipment, procedures and exits by the School Business Manager/Caretaker and equipment monitored yearly by an external company (Stroud Alarms).
- All fire exits clearly signed.

2.6 Use and control of substances hazardous to health

- Storage of such substances clearly labelled, locked in the cleaning cupboard, which is not accessible to children.
- The issue, use and care of personal protection equipment (e.g. rubber gloves) when necessary.
- COSHH data sheets are kept for all chemical substances. These are displayed in the chemical store.

2.7 Electrical safety

- Careful positioning of equipment to avoid trailing leads.
- Annual PAT testing of all portable electrical equipment.
- A code of practice for pupils using electrical equipment.
- Fixed wiring testing every 5 years. Last test was Feb 2020. Next due in Feb 2025.

2.8 Coping with special medical conditions

- 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 and parents.
- A requirement that all medicines brought to school must be in original packaging and clearly labelled with the child's name and appropriate dosage, and frequency of dosage, and lodged with the School Office. Items may be kept in the fridge in the Office, if necessary.
- For administering of medication, please see the school's Medicine Policy and Administering Medicine Form.

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2.9 Road safety

- Parking restrictions in the area near the school which parents are regularly urged to obey.
- Designated staff monitoring the lane and blowing a whistle to warn children if a car is travelling up or down the lane.
- Cycling proficiency sessions for Upper Key Stage 2 children.
- Regular reminders to children and accompanied walks to local leisure centre, using zebra and pelican crossings.

2.10 Ensuring good personal hygiene

- 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.
- Extra hand washing and sanitisation units installed throughout the school and extra procedures embedded in line with COVID-19 risk assessment.
- A programme of health education for senior pupils.

2.11 Playground safety

- School rules about playground behaviour, formulated with children, designed to maximize playground safety and conscientious supervision of playgrounds.
- Regular inspection and maintenance of playgrounds and play equipment.

2.12 Safety during physical education

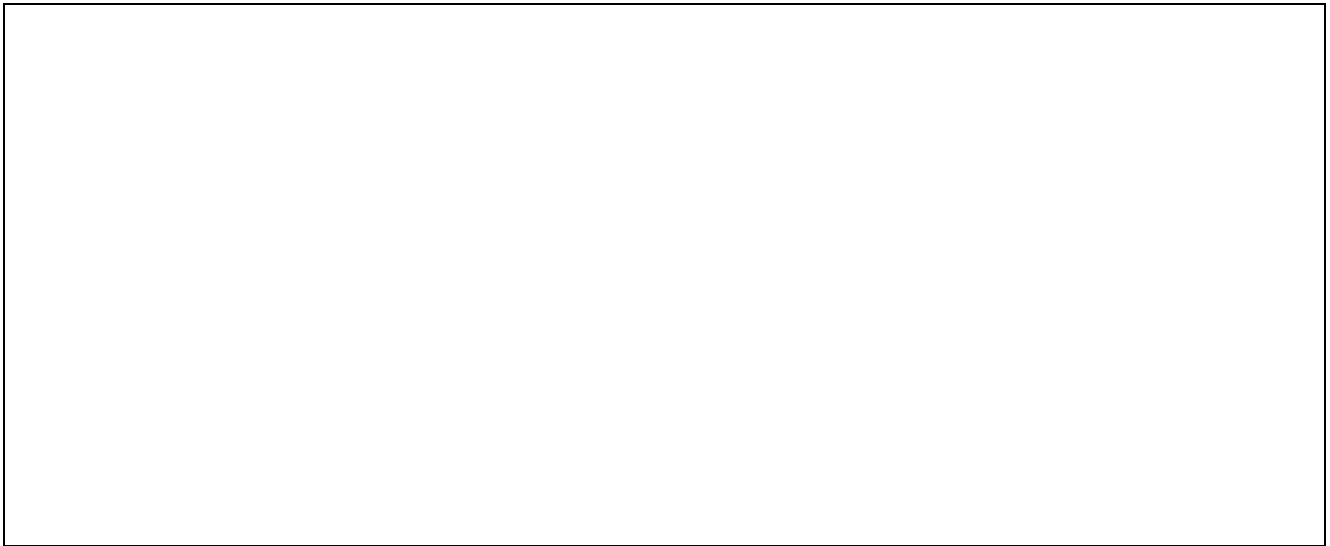
- Emergency drills carried out regularly at the swimming pool.
- Two observers and a lifeguard at every swimming lesson.
- Any emergency medication that might be required is taken to the pool.
- All PE equipment regularly checked.
- Close supervision and appropriate rules in place.

2.13 Safety on school trips, farm visits and outdoor pursuit activities

- Refer to LA guidelines.
- Risk assessment (completed for each school trip in consultation with the school's Off-site Visits Co-ordinator) to: consider staff pupil ratio, first aid provision, use of high visibility vests (where appropriate) and mobile phone. Every group will be supported by a member of school staff.
- For further details, see the school's Off-Site Visits file.

This policy has been shared with staff, governors, parents and pupils of the Rosary Catholic Primary School.

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