

*St Bernadette's Catholic
Primary School*



Health & Safety Policy

SECTION 1

GOVERNORS' STATEMENT OF INTENT AND GOVERNORS' STATEMENT OF HEALTH AND SAFETY

HEALTH AND SAFETY DUTIES

STATUTORY DUTIES

- 1) The Health and Safety at Work etc ACT 1974 places duties on EMPLOYERS to safeguard, so far as it is reasonably practicable, the health, safety and welfare of their employees and the health and safety of persons not employed but who may be affected by work activities, such as pupils and visitors. Employers also have additional duties under other health and safety legislation such as the Control of Substances Hazardous to Health Regulations.
- 2) Persons who have CONTROL OF PREMISES have duties to take reasonable measures to ensure, so far as is reasonably practicable, that premises and equipment are safe for people using them who are not their employees, e.g. pupils and visitors.
- 3) EMPLOYEES have duties to take reasonable care to ensure that they work in ways which are safe, and without risk to health both to themselves and other staff, pupils and visitors. They must also co-operate so that employers can comply with their statutory duties.

GENERAL RESPONSIBILITIES

Local Management of Schools (LMS) gives Governors important powers and duties in controlling school premises and running schools, although the Children's Services Authority (CSA) remains technically the employer of staff. Therefore, both Governors and the CSA continue to have statutory responsibility for health and safety. In view of this it is particularly important that the Governing Body, the CSA and individual employees work together to establish health and safety objectives and to ensure that each is aware of their own responsibilities, with the aim of running the school without risk to health and safety.

CHILDREN SERVICES AUTHORITY RESPONSIBILITIES

The CSA shall, so far as is reasonably practicable, as required under the Health and Safety at Work Act etc 1974 and other relevant statutory provisions:

- 1) Ensure the health, safety and welfare of all its employees;
- 2) Ensure the health, safety and welfare of pupils and visitors on education premises;
- 3) Ensure the health, safety and welfare of its employees who work at locations controlled by another employer or organisation.

GOVENORS' STATEMENT OF INTENT

The Governing Body of St Bernadette's Catholic Primary School, will so far as is reasonably practicable, ensure that all activities under its control are carried out in accordance with the Health and Safety at Work etc Act 1974, relevant regulations, approved codes of practice, guidance notes, the Health and Safety Policies of the CSA and with due regard to advice and information provided by the Authority's advisors.

We therefore, will do what is reasonably practicable to exceed the minimum requirements within the resources that are available. The Governing Body will also ensure that systems are in place which will allow us to maintain, monitor and, where necessary, carry out risk assessments which will allow us to improve our safety performance.

The Governing Body will comply, as far as is reasonable, with arrangements and procedures made by the CSA as part of its responsibilities as employer. In the case of lettings arranged by the Governing Body, they will ensure that appropriate health and safety arrangements are in place.

In return, the Governing Body expects all employees to exceed their minimum legal duties, which are stipulated later in the Health and Safety Policy. Included in this is the co-operation of all employees to assist the Governing Body in carrying out their obligations as required.

This policy will be reviewed annually or when necessary in order to meet changes in circumstances.

Any necessary changes will be brought to the attention of all employees to assist in improving safety performance.

GOVERNORS' STATEMENT OF HEALTH AND SAFETY

The Governors as employers shall, so far as is reasonably practicable, take all reasonable measures to ensure the health, safety and welfare of staff, pupils and other persons on their premises, in accordance with the Health and Safety at Work Act etc 1974.

To meet these responsibilities the Governors will pay particular attention to:

- 1) The safety of plant, equipment, buildings and safe systems of work;
- 2) Safe arrangements for the use, handling, storage and transport of articles and substances;
- 3) Appropriate information, instruction, training and supervision to assist all staff, pupils and visitors to avoid hazards and contribute positively to their own health and safety whilst on school premises;
- 4) A safe workplace and safe access and egress;
- 5) A healthy working environment;
- 6) Procedures for fire evacuation, first aid cover and other emergency situations;
- 7) Adequate welfare facilities and suitable protective clothing and equipment;
- 8) Arrangements for the safe introduction of new plant, machinery, substances and procedures.

It is the intention of the Governors that for Health and Safety purposes the school will seek to implement the health and safety instructions and advice issued by the Education Authority, subject to their not being in conflict with the Trust Deed/Foundation.

The Governors will ensure that:

- 1) The CSA's HEALTH AND SAFETY POLICY and Codes of Practice are observed and monitored on a regular basis in accordance with the CSA's Monitoring Scheme;
- 2) A school safety policy is produced and that the policy is regularly reviewed;
- 3) A Health and Safety Committee is established OR health and safety is included in the terms of reference of an existing Committee, OR an individual on the Governing Body is designated with specific health and safety responsibilities;
- 4) The Safety Policies will be brought to the notice of all employees;
- 5) Their health and safety obligations are properly considered and provision made for meeting those obligations;
- 6) The school's staffing structure appropriately reflects the responsibilities for carrying out the arrangements for health and safety;
- 7) Health and safety issues concerning the school are identified and appropriate action taken;
- 8) Regular safety reports are provided by the Headteacher so that safety arrangements can be monitored and evaluated;
- 9) Appropriate facilities for accredited Union Safety Representatives are provided to enable them to fulfil their duties;
- 10) All reasonable facilities and information are provided to officers of the Education Service, Church Authorities, Inspectors of the Health and Safety Executive and any other health and safety official.

This policy will be reviewed annually or when necessary in order to meet changes in circumstances.

CHILDREN'S SERVICES AUTHORITY

The CSA will offer an advice and support service in the following ways:

- The issue of a HEALTH AND SAFETY POLICY;
- The issue of codes of practice, including the School Safety Manual, as appropriate;
- The provision of a comprehensive support and advice service;
- The provision of a comprehensive training programme;
- The provision of a monitoring system for schools;
- The provision of a safety audit service.

SECTION 2

ORGANISATION FOR MANAGING HEALTH AND SAFETY

- 2.1 Introduction
- 2.2 Headteacher (Site Manager)
- 2.3 Teaching and Non-Teaching Staff Holding Posts of Responsibility
- 2.4 Class Teachers
- 2.5 Employees' General Responsibilities
- 2.6 Health & Safety Committee

ORGANISATION FOR MANAGING HEALTH AND SAFETY WITHIN THE SCHOOL

AIM

The aim of our school is to create an atmosphere of carefulness both in and out of school, this is for all users of the school, including children, staff, parents and the community.

This carefulness includes:

- The ability of each individual to protect him/herself.
- Concern and consideration for the safety of others.
- Knowledge of what to do in certain situations.
- Alertness and control.
- Cultivation of good habits.

For children, good safety habits are taught as part of the whole curriculum. This can be through topics, for instance, a safe place to play which could include Science, English or Technology, and the involvement of outside agencies such as the police, fire brigade, road safety officer etc. It might also be through a health related topic such as smoking.

At St Bernadette's, children are encouraged to develop healthy habits through good health and hygiene routines, for example regular exercise or care of themselves, personal hygiene etc.

A positive policy for healthy eating is maintained at school, with free fruit for all children in KS1. KS2 children are encouraged to bring a piece of fruit to school

daily and a Morning Menu offers healthy snacks such as cereal bars and fruit juice. Children are allowed water bottles in school containing water to hydrate them during lesson time. Bottles with fruit juices are discouraged during lesson time.

We believe that children learn best through practical experiences and active involvement in all areas of the curriculum e.g. Physical Education, Science Units of work and the teaching of Personal, Social and Health Education. St Bernadette's has achieved the National and Lancashire Healthy Schools Award. Children are taught to have care and consideration for themselves and others:

- In the classroom.
- When using equipment e.g. scissors, tools, PE apparatus.
- When moving around school.
- When carrying out investigations e.g. a pond, pollution, soil studies.
- When on educational visits thorough risk assessments are carried out and the Educational Visits Co-ordinator oversees planned visits.

For any physical activity, children change into shorts and T-shirts. They are expected to wear pumps for indoor activities, and to wear pumps or trainers for outside activities. It is part of our school policy that children do not wear any form of jewellery (other than watches and if necessary studs) for safety reasons.

We have a limited number of school rules, which are for safety reasons, such as walking round school, playing in sight of an adult on duty, care of property etc.

2.1 Introduction

The Headteacher, as Site Manager, is responsible for the day-to-day implementation and management of health, safety and welfare within the school.

Teaching and non-teaching staff holding posts/positions of responsibility have a general responsibility for the application of the School's Safety Policies within their own area of work and are directly responsible to the Headteacher for the application of all health, safety and welfare measures and procedures within their own department/area of work.

Class teachers have responsibilities for the safety of pupils when they are in their charge.

All employees have a responsibility to take reasonable care of their own health, safety and welfare and that of other persons who may be affected by their acts or omissions while at work. They also have a responsibility to co-operate so that employers can comply with their statutory duties.

More detailed lists of the responsibilities of the Headteacher, teaching and non-teaching staff holding posts of special responsibility, and all employees are set out below.

The Headteacher may wish to delegate some functions to other staff or to re-allocate duties to match the staffing structure of the school, but this will not affect the Headteacher's overall responsibility for health, safety and welfare within the school.

2.2 HEADTEACHER (SITE MANAGER)

The Headteacher will ensure that:

- policies and procedures with regard to health, safety and welfare matters within the school are established in writing, and approved by the Governing Body, and that the policies and procedures are known, understood and followed by all members of staff, including temporary/supply staff;
- any health and safety matters raised, and guidance from the CSA, are brought to the attention of the Governing Body;
- regular reviews of the safe performance of all departments of the school are undertaken with appropriate action when necessary, and are reported to the Governing Body;
- accidents, incidents and dangerous occurrences are reported, investigated, and, where appropriate, preventative measures are taken. Also, that reports and returns are submitted to the CSA and Church Authorities in accordance with the published procedures;
- adequate first aid provision is made for staff, pupils and other persons, whilst on school premises and when working away from the school, in accordance with CSA guidance;
- training needs are identified and arrangements made for those needs to be met;
- necessary arrangements are made to ensure that Union Safety Representatives can effectively carry out their functions, and that consideration is given to reports on inspections carried out by Safety Representatives;
- all parts of the premises, plant and equipment for which the governors have responsibility for purchase and/or repair, are regularly inspected and maintained in safe working order;
- goods purchased comply with necessary safety standards and that all equipment purchased is safely installed.

- any unsafe items which are the CSA's responsibility are reported to the Education and Cultural Services Directorate and any item which constitutes a health and safety hazard is taken out of use;
- staff and volunteer helpers organising and taking part in visits, journeys and holiday excursions have the necessary knowledge, experience and skills so that they will be aware of, and have made arrangements to deal with any risks involved;
- working arrangements are agreed with contractors working on the premises and are closely monitored to ensure that the working practices do not endanger the health and/or safety of employees, pupils or other persons on the premises (see Visitors Policy);
- awareness and co-operation amongst staff with regard to health and safety matters is actively encouraged.

2.3 TEACHING AND NON-TEACHING STAFF HOLDING POSTS OF RESPONSIBILITY

Staff holding posts of special responsibility, i.e. Heads of Key Stage, Bursar, Site Supervisor, are responsible to the Headteacher for the implementation of the Health and Safety Policy within their department/area of work. To fulfil their responsibilities they will assist the Headteacher by:-

- monitoring of health and safety by inspecting their area on a regular basis to ensure that safety measures are being maintained and safety instructions and safe working practices are being followed by staff and pupils, and for making any necessary changes in practices and procedures;
- informing their staff of any hazards to health and safety they are likely to meet in the course of their work and ensure that they have the necessary information, instruction and training to carry out their duties without risk to health or safety;
- ensuring that staff and pupils are aware of emergency procedures, which should be regularly reviewed;
- ensuring that personal protective clothing and equipment is provided, worn/used and maintained as necessary;
- ensuring that adequate supervision is maintained at all times;
- ensuring that all plant and equipment is regularly inspected and maintained in safe working order and that any defective equipment is removed from use immediately.

The Site Supervisor will assist the Headteacher in ensuring that health and safety implications are considered in connection with the security, cleaning and maintenance of the building and for monitoring contractors on site to ensure

their working procedures do not endanger the health, safety and welfare of staff, pupils and visitors.

The Bursar will assist the Headteacher where appropriate by advising on the health and safety implications of the purchase and maintenance of furniture and equipment and for ensuring that the health and safety aspects of the letting of premises arrangements are complied with.

2.4 CLASS TEACHERS

Teaching staff timetabled to be in charge of classes have the following responsibility to assist the Headteacher:-

- to ensure the safety of pupils in classrooms whilst in their charge;
- to be aware of and adopt safety measures within their own teaching areas;
- to follow safe working procedures personally;
- to request protective clothing, guards, special safe working procedures etc where necessary and ensure they are used;
- to make recommendations to the Head of Department on safety equipment or additions or improvements to plant, tools, equipment or machinery which is dangerous or potentially so;
- to be aware of emergency procedures in respect of fire, bomb alert, first aid, accident etc and to carry them out.

2.5 EMPLOYEES' RESPONSIBILITIES

All employees have a general duty under the Health and Safety at Work etc Act 1974 to:

- Take reasonable care of their own safety and that of other persons;
- Co-operate with the employer on health and safety matters to enable the employer to carry out its own responsibilities successfully;
- To use correctly any equipment provided for his/her safety;
- Report any defective equipment to his/her supervisor or other appropriate person, i.e. Headteacher;
- Report accidents or dangerous occurrences at the earliest possible opportunity;
- Be familiar with and observe at all times all safety policies and procedures;

- Take reasonable precautions to ensure the safety of all persons in their charge.

2.6 HEALTH & SAFETY COMMITTEE

The terms of reference of the Committee are to:-

- monitor the implementation of Health and Safety Policies and safety procedures throughout the school;
- review safety measures and to advise the Headteacher and Governing Body of any necessary changes to those measures;
- ensure that there are arrangements for the dissemination of information on health and safety matters to all staff and pupils;
- receive reports of accidents and dangerous occurrences and to draw the attention of the Headteacher and Governors to any necessary preventative/remedial action;
- receive reports from the CSA, safety representatives and external health and safety agencies;
- ensure that arrangements are in place to protect the health, safety and welfare of staff, pupils and visitors to the school, and to review these as necessary;
- receive audit and monitoring reports and advise the Governors and Headteacher of any necessary preventive and/or remedial action arising from those reports;
- assist in reviewing the School Health and Safety Policy and risk assessments annually or as required.

SAFETY COMMITTEE

Under the Health and Safety at Work etc Act 1974, an employer is required to establish a Safety Committee if requested to do so in writing by at least two Safety Representatives.

To establish a Safety Committee there must be consultation with the Safety Representatives who make the request and with representatives of recognised trade unions whose members work in the workplace where the Committee will function. The Committee should be established within three months of the request.

SAFETY REPRESENTATIVES

NB: A member of staff appointed by the management of the school/establishment to assist with day to day health and safety management, is a Safety Co-ordinator, **not** a Safety Representative appointed under the Regulations.

1. **APPOINTMENT OF SAFETY REPRESENTATIVES**

Recognised Trade Unions may appoint Safety Representatives from amongst the employees and should notify the employer in writing of any such appointment.

2. **PROVISION OF FACILITIES FOR SAFETY REPRESENTATIVES**

The employer will allow Safety Representatives such time off work with pay as is necessary to perform their functions and for undergoing training in respect of those functions as may be reasonable in all the circumstances.

3. **RIGHTS AND FUNCTIONS OF SAFETY REPRESENTATIVES**

(a) **Representing Employees in Consultations with the Employer or With the Health and Safety Executive.**

The Health and Safety at Work Act requires employers to consult Safety Representatives with regard to the making and maintenance of arrangements for effective co-operation in promoting and developing measures to ensure Health and Safety at Work and in regard to monitoring those measures. Those arrangements shall include:

- The introduction of any measures at the workplace which may substantially affect the health and safety of the employees the Safety Representatives concerned represent;
- The arrangements for appointing or nominating competent persons in accordance with the Management of Health and Safety at Work Regulations 1992;
- Any health and safety information he/she is required to provide to the employees the Safety Representatives concerned represents by or under the relevant statutory provisions;
- The planning and organisation of any health and safety training they are required to provide to the employees by or under relevant statutory provisions;
- The health and safety consequences for the employees of the introduction of new technology into the workplace.

(b) **Hazards, Dangerous Occurrences and Accidents**

Safety Representatives may investigate potential hazards and dangerous occurrences and examine the causes of accidents at the work place and make appropriate representations to the Governing Body or the CSA.

Safety representatives may carry out investigations following notification of accidents provided it is safe to do so.

(c) Complaints

Investigation of complaints by any employee he/she represents relating to that employee's health, safety and welfare at work and make representations to the employer.

(d) Inspection

Safety Representatives can inspect the workplace every three months, providing that the employer is given reasonable notice of their intention to do so; and when there has been a substantial change in conditions of work regardless of whether an inspection has been carried out in the preceding three months.

The employer shall provide reasonable facilities and assistance for these inspections and for private discussion between Safety Representatives and employee about the inspections. The employer is entitled to have a representative present during the inspection.

(e) Receiving Information

Safety Representatives are entitled to receive information and reports from Health and Safety Inspectors when these are provided.

(f) Health and Safety Risks Arising from Work Activities

We will ensure that so far as is reasonably practicable, all areas of risk are assessed and adequate control measures are put in place to ensure the health and safety of all employees, pupils, contractors, non-employees and anyone else affected by the school's activities.

Risk assessments will be undertaken by:	<i>Headteacher/Deputy Headteacher</i>
The significant findings of risk assessments will be reported to:	<i>Headteacher/Deputy Headteacher</i>
Action required to remove/control risks will be approved by:	<i>Headteacher/Deputy Headteacher</i>
The responsibility for ensuring the action required to reduce risks is implemented is that of:	<i>Headteacher/Deputy Headteacher</i>
Checking that implemented actions have removed/reduced the risks is the responsibility of:	<i>Headteacher/Deputy Headteacher</i>

<p>Risk Assessments will be reviewed: annually or when an element of the work activity changes significantly, whichever is sooner; and when advised by the county council. Risk assessments will be undertaken prior to the introduction of a new element of work activity.</p>	<p><i>Headteacher/Deputy Headteacher</i></p>
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SECTION 3

GENERAL ARRANGEMENTS FOR HEALTH AND SAFETY

- 3.1 First Aid & Medicines in school
- 3.2 Emergency Procedures
- 3.3 Off Site Accidents Procedures
- 3.4 Smoking Policy
- 3.5 Car Parking and Vehicular Movements on School Premises
- 3.6 Security of Premises
- 3.7 Lone Working Policy
- 3.8 End of School Day Policy
- 3.9 Arrangements for Visitors
- 3.10 Contractors on Site
- 3.11 Control of Substances Hazardous to Health
- 3.12 Environment
- 3.13 Health & Safety Representations
- 3.14 Inspections
- 3.15 Electrical Safety
- 3.16 Infectious diseases
- 3.17 School Visits
- 3.18 Physical Education
- 3.19 Playground Safety
- 3.20 Wearing of jewellery
- 3.21 Mobile Phones
- 3.22 Animals/Pets in school

3.1 FIRST AID & MEDICINES IN SCHOOL.

All staff, both teaching and non-teaching are responsible for dealing with minor incidents requiring first aid.

During lesson time first aid is administered by the Class Teacher or teaching assistant. If an accident occurs on the playground and minor first aid is required, then the child will receive first aid from a welfare member of staff. If the incident means that the child cannot be moved, a message would be sent into school requesting the assistance of a first aider.

Each class has its own First Aid box and the Welfare Staff carry First Aid pouches.

If there is any concern about the first aid which should be administered or the nature of the injury, then the qualified first aiders must be consulted. All staff have this qualification.

Where School First Aiders feel it necessary the parent/guardian will be called into school to take the child to hospital. In extreme circumstances an ambulance would be called to school immediately.

PROCEDURE FOR GIVING PUPILS MEDICINES

Parents are recommended that children on a course of medication should not be in school. However, if pupils are sent requiring medication, details should be given to the Class Teacher.

Sometimes parents send children to school with medicines and tablets to take. Obviously this poses risks to other children and therefore we follow this policy:

- Medicines. Any medicines brought to school must be left with the class teacher and clearly marked with the child's name and dosage requirements.
- In all cases parents must complete a form giving written permission to allow the pupil to take the medicine. Forms are available from the class teacher and the school office.
- The class teacher and another member of staff (eg Teaching Assistant) will supervise the taking of medicines. This is recorded and signed by a witness.
(Forms are available in the Medicine folder in the staffroom).
- No member of staff will be expected to administer medicines to pupils unless they wish to do so.

Storage of medicines in school

- Each classroom has a First Aid box which is placed in an inaccessible place for the children. Non-prescription medicines will be placed in this First Aid box.

- There is a lockable Medicine cupboard in the School Office for prescription medicines and other medicines at the discretion of the teacher.
- Some prescription medicines will be stored in the fridge in the staffroom.
- Other medication, such as diabetic equipment, be stored in the classroom for easy access.
- Inhalers are to be readily accessible to the children in the classroom.

TRAINED FIRST AIDERS

All staff have been trained as First Aiders.

APPOINTED PERSON RESPONSIBLE FOR FIRST AID BOXES:

First aiders to inform the secretary to order supplies to replenish stocks.

PERSON RESPONSIBLE FOR REPORTING INCIDENTS:

First Aider dealing with the incident.

LOCATION OF ACCIDENT/INCIDENT RECORD BOOKS

All accidents must be reported in either the Pupil or Staff Accident Record. All day-to-day incidents are recorded in the Record of First Aid Treatment folder kept in the staffroom.

PERSON(S) RESPONSIBLE FOR CALLING:

AMBULANCE – Headteacher/Senior Management Leader/Senior Administrative Officer.

PARENTS – Headteacher/Senior Management Leader/Senior Administrative Officer.

PROCEDURES FOR HEAD INJURIES

In the event of a pupil having an accident which involves a head injury, **the parent/guardian is informed by a "Bump to Head" letter and sticker.** In all cases, the parent/guardian will also be informed by a text message and encouraged to take the child to hospital for a check-up if necessary. In extreme circumstances an ambulance would be called to school immediately.

ALLERGIES/LONG TERM ILLNESS

A record is kept in the office of any child or staff with an allergy or any long-term illness. Each teacher has a record of any pupils who have asthma, diabetes or allergies. Pupils and staff with serious allergies e.g. peanut/dairy etc have special treatments to be administered and staff have received training to provide

the necessary treatment. Any medication is kept in the First Aid box in the classroom.

EMERGENCY CONTACTS

Telephone numbers are stored in the blue file in the school office.

3.2 EMERGENCY PROCEDURES

3.2.1 FIRE

- Fire extinguishers and fire alarm activator boxes are located around the school. Fire extinguishers contain water in the event of fire and foam for use on electrical fires.

PROCEDURE

- a) Set off Fire Alarm using nearest activation button.
- b) Evacuate school building immediately from nearest Fire Exit. If the normal exit is blocked for any reason then use the next nearest available exit.
- c) Teachers are responsible for pupils.
- d) Teachers take their class and line up at the appropriate assembly point (KS1 playground).
- e) The registers are brought out to the teachers by the Senior School Administrative Assistant.
- f) In the event of the alarm sounding, a designated Teaching Assistant unlocks the green gate to allow access into the assembly point.
- g) Nobody is to go back into school.
- h) Teachers/Out of School Club Staff check that all pupils are present and **IF** a child is missing it must be reported to the Headteacher (in absence, Assistant Headteacher/Out of School Club Manager).
- i) Headteacher (in absence, Assistant Headteacher/Out Of School Manager) to be responsible for clerical staff/assistants and visitors.
- j) In the event of the alarm sounding, the Senior Administrative Assistant will telephone the Emergency Services.

LUNCHTIME FIRE PROCEDURE

- All Welfare staff on duty in the playground shall on hearing the fire alarm gather all children together away from the building and ensure no child re-enters the building.

- Welfare staff/teacher on duty in the dining area shall evacuate all children from the building and ensure on the way out that any toilets are vacated. Children sitting at tables leave by the nearest fire exit.
- Any staff working in school shall leave the building by the nearest fire exit ensuring on the way out that any toilets are vacated.
- The Headteacher or Assistant Headteacher will ensure, as far as it is reasonably practicable, that the rest of the building is vacated.

FIRE MARSHALS:

- Headteacher
- Deputy Headteacher
- Senior Administrative Assistant

PERSON(S) RESPONSIBLE FOR FIRE SAFETY:

- As above

PERSON(S) RESPONSIBLE FOR RANDOM DRILLS:

(At least 1 each term)

- Headteacher

As part of the Governors monitoring of Health and Safety a designated Governor may oversee the drill in action.

**3.2.2 EMERGENCY RESPONSE eg BOMB ALERT
(see Emergency Response Plan)**

PERSON(S) RESPONSIBLE:

- Headteacher
- Deputy Headteacher
- Senior Administrative Assistant

EVACUATION PROCEDURE:

- 1) Set off Fire Alarm and telephone the Police,
- 2) **Get out and Stay out.**
- 3) Evacuate school building immediately from nearest Fire Exit.
- 4)
 - a) Teachers to be responsible for pupils.
 - b) Headteacher to be responsible for Clerical Staff, Assistants and visitors.
- 5) Assembly Point: the assembly point is the lower part of St Bernadette's field.

PERSON RESPONSIBLE FOR RANDOM DRILL:

(1 per year)

- Headteacher

3.3 OFF SITE ACCIDENT PROCEDURES

1. Teacher in charge of the trip to telephone School Office.
2. Telephone Emergency Services.
3. Evacuate area of accident.
4. First Aider deals with incident.

3.4 SMOKING POLICY

The school operates a no-smoking policy.

3.5 CAR PARKING AND VEHICULAR MOVEMENTS ON SCHOOL DRIVE

PERSON RESPONSIBLE

- Headteacher – during the school day.
- Key Holder for organisation using the premises during out of school hours.

All people are discouraged from using the school drive with the exception of:

- Delivery services.
- Pupils/visitors with disabilities or special educational needs.

Cars must not park on the yellow zig zag lines outside school or on the pavement. The church car park is available for parking.

3.6 SECURITY OF PREMISES

PERSON RESPONSIBLE:

- Site Supervisor/Senior Management Team.

LOCKING ARRANGEMENTS:

- Site Supervisor/Senior Management Team.

KEY HOLDERS

- Headteacher
- Deputy Headteacher
- Senior Administrative Officer
- Site Supervisor
- Parish Priest

Key holders using the premises to be responsible for:

- a) Unlocking premises.
- b) Locking premises.

OUT OF HOURS ACTIVITIES INVOLVING THE SAFETY OF SCHOOL PUPILS AND STAFF

PERSON(S) RESPONSIBLE

- Headteacher
- Deputy Headteacher
- Out of School Club leader (Out of School Club have their own policies for safety.)

3.7 LONE WORKING POLICY

If working in school alone after normal working hours then notify next of kin/family member where you are and when you are due to return. Make sure that this person has the school number (T 01524 63934) and/or your mobile number so that they may contact you.

If necessary an emergency contact is Fr Peter T 01524 63000 and/or the Site Supervisor (Tel no available in the Staff Contacts folder in the secretary's room).

If the alarm sounds out of hours then no member should enter the building unaccompanied and/or wait for the security services/police (see Risk Assessment in the Secretary's room).

3.8 END of the SCHOOL DAY POLICY

At the end of the school day parents must collect their child/children at the school classroom. The children remain in class with the teacher until they are collected by their parents.

Each class has a weekly Out of School Club Register in the class register which notifies the class teacher which children are to attend the Out of School Club and on what nights. Please notify the children at the end of the school day if they are attending the club.

Older children (Years 5 and 6 only) are allowed to leave the school premises on their own only if their parents notify the school of this in writing (reply slip available from the school office).

3.9 ARRANGEMENTS FOR VISITORS

PERSON RESPONSIBLE

- Senior Administrative Officer.

Visitors are asked to sign in and out at the office hatch and to wear a Visitor's badge for the duration of the visit (see Visitor's Policy).

3.10 CONTRACTORS ON SITE

PERSON RESPONSIBLE:

- Headteacher

- Contractors are encouraged to telephone and make appropriate arrangements prior to visiting the school. They must either contact the Headteacher or Site Supervisor.
- All contractors must report to the general office. The Site Supervisor/Headteacher will then be informed of their arrival.
- Contractors will work under close supervision of the Site Supervisor so as not to endanger the health and safety of children or adults in school.
- Any equipment that contractors bring into school must be stored in a safe place away from corridors, classrooms, or any areas used by adults or children.
- No repairs or maintenance can be carried out in areas which children or adults are working, this includes cloakroom and toilet areas.
- If contractors are working near the children's play areas, then all equipment and machinery must be cleared away during playtimes, and the contractors must leave the area.
- All work will be monitored by the Site Supervisor/Headteacher and any concerns reported by the Headteacher to the contractor concerned and the appropriate department at the CSA.

3.11 CONTROL OF SUBSTANCES HAZARDOUS TO HEALTH (COSHH)

PERSON RESPONSIBLE:

- a) COSHH REGULATIONS – Site Supervisor.
- b) STORAGE OF CLEANING MATERIALS – Site Supervisor's rooms and lockable cupboard.
- c) USAGE OF CHEMICALS – Cleaning staff/Site Supervisor, in emergency Staff.

POLICY ON THE USE OF HAZARDOUS SUBSTANCES IN SCHOOL

All substances which may be hazardous are kept in a locked store.

Any staff ordering chemicals must only order those covered by the COSHH register.

Any member of staff using chemicals must:

- Check the substance against the COSHH register.
- Follow procedures laid down for use.
- Be aware of procedures for avoiding exposure and for control (see COSHH risk assessments).

Inform the Headteacher or Deputy Headteacher of any difficulties.

3.12 ENVIRONMENT

BUILDING & FINANCE COMMITTEE RESPONSIBLE FOR:

Heating
Lighting
Ventilation
Safety Repairs

3.13 HEALTH & SAFETY REPRESENTATIVES

Details of the schools' Health & Safety Committee are available from the school office.

3.14 INSPECTIONS

- a) Responsibility of Buildings & Finance Committee.
- b) Termly basis, one third of the school and grounds at a time.
- c) To ensure Health and Safety Policy is being implemented.
- d) Recommendations to Building & Finance Committee.

3.15 ELECTRICAL SAFETY

- Inspections by approved contractor as arranged by Property Services.
- No personal items brought into school.

3.16 INFECTIOUS DISEASES

- 1) Staff and parents notified by letter.
- 2) Precautions against infection identified. Details to be found in Health & Safety manual.
- 3) Any doubt – contact Health and Safety at CSA.

3.17 SCHOOL VISITS

- All school visits to be arranged in accordance with the "Lancashire Policy and Guidelines for Health and Safety of Pupils on Educational Visits "
- Prior to school visits taking place thorough risk assessments are completed by staff and approved by the Educational Visits Co-ordinator.
- Type B visits, eg water and residential visits, need the prior approval of the Governing Body.

3.18 PHYSICAL EDUCATION

Policy on Children Moving Equipment

In the normal day to day running of the school, there are certain situations where children will need to move equipment or items of furniture. For example:

- Chairs and/or tables.
- Sports equipment.
- Small items of equipment.

Children must always be supervised when moving any equipment or item of furniture. Some items they will need to move may be heavy or awkward to handle. Children need to be shown how to lift and carry safely. This needs reinforcing on regular occasions.

PE and Sports Equipment

- For safety reasons, pupils are discouraged from entering the PE storage area.
- When using large apparatus, children are trained in how to move, lift and set out each piece of apparatus. In line with PE policy curriculum, this includes how to lift correctly, and how many children are needed for moving each piece of equipment (this should include how to bend), for example netball posts – one child at each end.
- No jewellery is worn in PE lessons (ear rings/studs, bracelets, rings, watches). If they are unable to as they have just had studs fitted then they must be covered with plasters.
- Pupils are encouraged to have long hair tied back in PE lessons.

FURNITURE

Chairs should be moved one at a time, and children must be shown how to carry them correctly. They may carry single chairs on their own. If a large number of chairs are needed then the Site Supervisor/Teacher in charge will supervise.

Tables need one child at each end, a child must not attempt to lift a table on his or her own.

Small items of equipment include tape players, CD players, PE trolleys etc. These can be moved freely by the children.

Always make sure when any item of equipment or furniture is being moved from one room to another, that there is another child available to open and close doors.

Items children should not move

- Computers – monitors can easily fall off trolleys, or wires get caught.
- Piano – although on wheels, it can tip, and feet or fingers become trapped.

- Cooker – too heavy and awkward.
- Pupils should not lift dining hall tables on to trolleys.

3.19 PLAYGROUND SAFETY

- Children are provided with safe playground areas. They are regularly reminded about boundaries to their play area.
- Foundation Stage learning and teaching takes place in a secured zone.
- Children of all ages are fully supervised during all break and lunch times.
- In the event of indoor play provision (wet days) the Class Teachers and Welfare Assistants supervise.
- Safe play is encouraged in line with the Behaviour Policy.

3.20 WEARING OF JEWELLERY

Pupils are not allowed to wear jewellery (ear rings/studs, bracelets, necklaces, tiaras, rings) other than a watch. Girls are encouraged to tie long hair back in appropriate and suitable hair accessories in school colours only (ie blue, black or white and not head scarves, tiaras etc).

3.21 MOBILE PHONES

Staff must not use mobile phones during class time, pupils must not bring mobile phones to school.

3.22 ANIMALS IN SCHOOL

No animals/pets (eg dogs, excluding guide dogs) are allowed on the school premises for the safety of the children, parents and staff. A sign depicts this at the entrance to the school playground. Pets may be brought into school for curriculum purposes after prior consultation with the headteacher/deputy headteacher/teacher (*please see Risk Assessment and Public Health Advice in the Staffroom*).

SECTION 4

MONITORING ARRANGEMENTS

The Governing Body has primary responsibilities as employer in respect of the Health and Safety at Work Act 1974, and will seek to implement health and safety instructions and advice issued by the CSA.

In order to assist Headteachers to manage their responsibilities, Health and Safety Monitoring must take place on a regular basis and a Monitoring Report must be submitted to the Governing Body, to the CSA and Church Authorities annually, if requested.

Linked to the School Improvement Plan, an annual school accessibility plan is drawn up and monitored by the Governing Body, Health and Safety Committee.

Health & Safety Audits will be undertaken by the CSA Health and Safety Officer and Headteachers will be notified in advance of the Audit.

The Monitoring and Safety Audit reports will form part of the arrangements for the development, monitoring and review of health and safety policies, along with information from Safety Inspections, matters raised at the County Health and Safety Committee - Schools; Accident Reports, and returns and information from any other sources.

Safety audits and inspections will normally be carried out by Officers of the Education and Cultural Services Directorate, and Church Authorities where appropriate, Property Group, the Central COSHH Unit, and Trade Union Safety Representatives. Other County Council Directorates or outside agencies such as the Fire and Rescue Service or the Health and Safety Executive Inspectorate may also visit from time to time.

Part of the monitoring process will be inspections by contractors to ensure the safety of goods or equipment, for example, the annual inspection of all portable electrical equipment, or local exhaust ventilation (LEV) systems.

All inspections will normally be by prior appointment with the Headteacher well in advance unless there is a matter requiring urgent attention. Governing Bodies may wish to consider having a member of the appropriate Committee present at such inspections.

CHILDREN'S SERVICES AUTHORITY HEALTH AND SAFETY COMMITTEE - SCHOOLS

This Committee deals with all aspects of health, safety and welfare in relation to schools and also has an important monitoring function which will contribute to the CSA's arrangements to ensure compliance with the Health and Safety legislation and to the regular reviews of its Health and Safety Policies.

CSA HEALTH AND SAFETY COMMITTEE – SCHOOLS CONSTITUTION

OBJECTIVES

- (a) To keep under review the measures taken to ensure the health, safety and welfare at work of employees in nursery, primary, secondary and special schools and related units and centres.
- (b) To promote co-operation between the Authority and employees in instigating, developing, carrying out and monitoring the effectiveness of measures to ensure the health, safety and welfare of employees.
- (c) Within the above objectives the Committee will undertake the following specific functions, although this does not preclude consideration of any other aspects of health, safety and welfare:
 - (i) The study of safety audit reports and accident and notifiable illness and disease statistics and trends, to assist in identifying unsafe or unhealthy working conditions or practices, together with recommendations for corrective action.
 - (ii) Assistance to institutions in the development of health and safety policies and safe systems of work.
 - (iii) The arrangements for and monitoring of health and safety training, with a watch on effectiveness of the safety content of employee training.
 - (iv) To ensure that arrangements for health and safety monitoring and inspections in schools are effective.
 - (v) To consider arrangements for implementing new health and safety legislation.
 - (vi) To consider reports submitted by Safety Representatives.
 - (vii) To give effective publicity to decisions and recommendations of the Committee.
 - (viii) To ensure speedy decisions by management on the Committee's recommendations and to ensure that the recommendations are translated into action.

- (ix) The presentation of reports on appropriate health and safety matters to the Education and Cultural Services Committee, Teachers' Consultative Committee, Local Joint Committee or other appropriate committees.
- (x) Link with the appropriate enforcing authority.

Fire Evacuation Procedure

In the event of a fire, children, staff, visitors, volunteers and students should evacuate the building.

The following procedure below should be followed:-

- 1) If the alarm sounds, STOP what you are doing. Listen to your teacher.
- 2) DO NOT switch off lights or electrical equipment.
- 3) An adult will lead you to your exit door where you will evacuate the building in a calm and orderly manner.
- 4) A designated person will close windows and doors and check the toilets.
- 5) A register will be taken at the assembly point which is located in the KS1 playground.
- 6) You will remain at the assembly point until it is safe to enter the building.