

# St Mary and St John Catholic Primary School

## Health and Safety Policy



*'In the Light of Jesus, we Learn to Shine'*

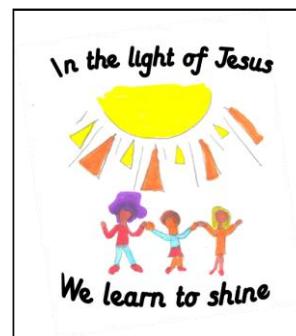
Ratified on: March 2025

Signed: *Angela Whitney* (Chair of Governors)

# St. Mary and St. John Catholic Primary School

## Health and Safety Policy

This policy supports the philosophy and ethos of our Catholic Christian mission statement.



### 1. General Statement of Intent

The Headteacher and Governors recognise they have overall responsibility for the organisation and implementation of a Health and Safety Policy and that key personnel within the management structure are identified.

The employee's duty to co-operate with the employer is recognised. The school management accept the responsibility for ensuring all necessary arrangements for maintaining a safe environment are implemented and monitored.

The Governors recognise the importance of health, safety and welfare regarding the successful operation of its activities and believe the active participation of all staff is essential in maintaining the highest standards in preventing accidents. All activities will be conducted using appropriate control measures to minimise the risks to the health and safety of all staff, pupils and others, who may be affected by our activities.

The school's Health and Safety Policy herein will be brought to the attention of all staff and will be subject to regular reviews to ensure that it reflects the school's activities.

### 2. The Governors

The Headteacher and Governors recognise the need to identify organisational arrangement in the school for implementing, monitoring and controlling Health and Safety matters. Where possible the Governors will ensure that school budget reflects the necessary funding to provide suitable and sufficient training for those with Health and Safety responsibilities.

The Governors recognise their responsibilities so far as is reasonably practicable:

- To ensure that the Safeguarding of Children procedures are adhered to through careful recruitment procedures i.e. references are received and examined, staff are suitably qualified and all staff are in possession of a DBS certificate.
- To maintain the premises in a condition that is safe and without risks to health.
- To maintain safe access to and from the premises.
- To provide and maintain a working environment that is without risks to health and provides the correct facilities for staff and pupils.
- To ensure that the LA's Health and Safety Policies and Codes of Practice are fully implemented and, to ensure compliance, are monitored on a regular basis.
- To ensure that the school's staffing structure appropriately reflects the responsibilities for carrying out the arrangements for health and safety.
- To ensure that Health and Safety arrangements are monitored and evaluated on a regular basis.

The Governing Body Health and Safety (Assets) Committee will meet on a termly basis to monitor health and safety in the school and to ensure that all such issues are addressed quickly.

### 3. The Headteacher

The Headteacher is responsible and accountable to the Governing body for implementing the school's Health and Safety Policy and for all matters relating to health, safety and welfare within the establishment.

The Headteacher must be aware of all contractors entering the school to undertake maintenance, service or works contracts. When building or plant maintenance is carried out by contractors, it is the employer's responsibility to ensure that a competent contractor is employed and to oversee the planning and safe execution of the work.

The Governors will require the Headteacher to ensure the school's Health and Safety Policy is effectively implemented, understood at all levels and any new information regarding Health and Safety is brought to the attention of relevant staff and Governors.

The Headteacher will seek advice from specialist Health and Safety advisers when necessary.

The Headteacher will review first aid procedures and fire and evacuation procedures on a regular basis and address any issues arising as soon as possible to ensure that the school is a safe working environment for all staff, pupils and visitors.

The Headteacher will ensure that all parts of the premises, plant and equipment for which the Governors have responsibility, are regularly inspected and maintained in safe working order.

The Headteacher will ensure that goods purchased comply with necessary safety standards and that all equipment purchased is safely installed.

The Headteacher will make sure that risk assessments for activities/events have been carried out and that any risks and subsequent actions have been relayed to the relevant staff.

#### **4. Staff**

All staff are responsible and accountable to the Headteacher for the implementation of the school's Health and Safety policy in the performance of their duties.

They must ensure that where conditions apply, all pupils and persons under their control receive instructions to enable them to operate in a safe efficient manner.

All staff must be made aware of and adopt safe working procedures, including those in respect of fire, accidents, first aid, emergencies and follow them.

They must report all problems, defects and hazards that they may become aware of to the Headteacher as soon as possible.

Supply teachers and students must be made aware of relevant health and safety issues relating to their work area before commencing work.

#### **5. Caretaker**

The caretaker is responsible and accountable to the Headteacher for all matters relating to health, safety and welfare within his work.

The caretaker must ensure that he is familiar with the school's Health and Safety policy and how it affects his working activities.

The caretaker must report any defects, hazards or problems that arise within the premises to the Headteacher as soon as possible.

The caretaker must ensure that he carries out all the agreed checks within the agreed timescales and record actions accurately e.g. fire drills, checking fire points, emergency lighting, fire fighting equipment, legionella flushing etc.

#### **6. Cook/Kitchen staff**

The cook must be familiar with the school's Health and Safety Policy in relation to her own work activities. The cook must work in conjunction with any policy statement, codes of practice and guidance issued by (previously MetroFresh) Local Kitchen.

The cook will ensure that all kitchen staff are instructed to work in accordance with this document.

The cook must inform the Headteacher of any potential hazard or defect.

Temporary or new staff must be made aware of Health and Safety practices and procedures within the kitchen.

## **7. General Arrangements – School Practices and Procedures**

The arrangements described below will be followed to maintain a safe environment for staff, pupils and visitors to school.

**Accidents** – Under RIDDOR Regulations 1995, accidents resulting in death or major injury, or accidents preventing the injured person from attending school for three days must be reported to the HSE. Details of when and how accidents are reported can be found in the LA's accident book/file in the school office.

**Injuries and Illness** – All injuries are recorded in the First Aid books found in the Key Stage 1 and Key Stage 2 shared areas. The cut of slip is sent home to parents that day highlighting the nature of the incident, the treatment and which member of staff attended to their child. Where the member of staff deems the injury to be serious enough, they would seek the advice of a First Aider and report the incident to the parent immediately by telephone. The incident would also be reported to the SLT. Parents will always be contacted by telephone in the case of a head bump in addition to the written record of the incident. The parents are encouraged to take their child home as it is recognised that symptoms of concussion may only become noticeable after a delayed period.

**Control of substances hazardous to death** – The caretaker manages the storage of cleaning products. Concerning substances are stored in a locked cabinet within the storeroom. A 'hazardous substances' sign is displayed on the door of the room.

**Dealing with injuries/sudden illness** – When dealing with bleeding or other cases of spillage of body fluid:

Keep people away from the area until spillage is dealt with

Use disposable gloves

Mop up body fluids using appropriate absorbent materials

Thoroughly clean all contaminated areas (including sink areas) with a cleaning agent agreed by LA

Dispose of all contaminated waste (paper towels etc. including gloves/aprons) treating them as infected waste i.e put in a plastic bag and tie securely before disposal via the caretaker.

On completion of work, hands should be thoroughly washed.

**Minor injuries** – Ensure that any cuts or broken skin are covered with waterproof or other suitable dressings.

All accidents involving injuries which occur to children whilst in the care of school staff must be entered in the accident books located in Key Stage 1 and Key Stage 2 shared areas.

Lunch time supervisors/play leaders should, after reporting the incident in the accident book, report any injuries and treatment to the appropriate member of the teaching staff in order that they are aware of the situation.

Any teacher who is concerned about the condition of a child after an accident should inform the Headteacher/Deputy Headteacher. If it is deemed necessary, then the parents will be asked to collect their child.

**Serious Injuries – injuries involving hospitalisation or inspection by a doctor (e.g. broken limbs, deep cuts, concussion)**

Contact the Headteacher/Deputy Headteacher and First Aiders.

If hospitalisation is required, then ring for an ambulance. A responsible adult must accompany the child. Parents must be informed, and they should be told to meet the ambulance at the hospital. On no account must urgent treatment be delayed pending the arrival at school of the parents.

If a child is transported to the hospital in a car belonging to a member of staff, there must be at least two adults available to take the child.

Record the accident to the LA via the Wigan Council portal if required; retain a copy in school.

**Accidents involving adults** – Any accident involving adults must be reported to the Headteacher/Deputy Headteacher.

Any member of staff who suffers any injury whilst at work must ensure that it is recorded on the online reporting system which is sent directly to Wigan Council Health and Safety team.

The LA will forward any necessary forms to the HSE on receipt of the school accident form.

**Hygiene and Infectious Diseases** - Where large numbers of people work in close proximity there is an ever-present risk of outbreaks of certain infectious diseases. A high standard of hygiene must be encouraged e.g. washing hands after every visit to the toilet and before and after food. Staff are offered flu vaccinations annually.

**Electrical equipment** - All portable equipment is tested annually by DBS. All staff inspect electrical equipment before and after use. Sockets are covered by safety plates when not in use. No unauthorised electrical equipment is used in school.

**First Aid Equipment** - First aid boxes are located in the school hall and the resource areas in both Key Stages. The contents are checked regularly by Key Stage staff. At playtimes Teaching Assistants deal with first aid incidents. A first aider or Senior Manager examines more serious injuries. Only water and plasters can be applied to an injury. All staff have up to date training. (See below.)

Name	Qualification	Expiry date
Tom Atherton	First Aid at Work	September 2027
Victoria Hitchen	First Aid at Work	September 2027
Karen Mitchell	First Aid at Work	September 2027
Edward Gilbertson	First Aid at Work	September 2027
Jordan Noy	First Aid at Work	September 2027
Danielle Gregory	First Aid at Work	September 2027
Victoria Turner	First Aid at Work	September 2027
Angelina Unsworth	First Aid at Work	September 2027
Andzeelika Leppoja	First Aid at Work	September 2027
Susan Monaghan	First Aid at Work	September 2027
Stephanie Hynes	First Aid at Work	September 2027
Gemma Marks-Cunliffe	First Aid at Work	September 2027
Jen Naylor	First Aid at Work	September 2027
Kath Davies	Paediatric First Aid	March 2027
Diane Rigby	Paediatric First Aid	March 2027
Jodie Davies	Paediatric First Aid	January 2029
Tara Vernal	Paediatric First Aid	January 2029
Rachel Cusack	Paediatric First Aid	January 2029

**Medication** - It is school policy that no medication is brought into school with the exception of:

Inhalers (which are kept in the class medical bag -see managing medicines policy for further information.)

Medication taken by pupils that have a chronic and prolonged illness e.g. cystic fibrosis, diabetes, allergy medication such as an epipen. It is important that all members of staff are aware of any chronic illnesses suffered by pupils. Where appropriate a Health Care Plan should be drawn up in liaison with parents and the school nurse. The SENDCO is responsible for ensuring that medicines for such pupils are up to date and that medical records for pupils are shared regularly with staff.

Antibiotic medicine or similar that must be taken on a regular basis (more than 3 times a day) and the presented symptoms are not infectious or contagious.

Such medicines will be administered by any member of the Senior Management Team or First Aider, and only in line with a completed permission form signed by parent/carer stating dosage and time of dose.

Medication relating to Health Care Plans is stored in the locked medical cupboard or in the child's personal medical box kept in the first aid bag in class. The box is labelled with the child's name and details of symptoms and dosage. The majority of the staff have had epipen training and those staff can administer

an epipen and/or relevant medication in an emergency. The majority of staff have had training for diabetes.

**Head lice-** It is school policy to contact the parents of a child thought to have head lice, when necessary. The pupil will not have to leave school, but it is expected that the parent treat the child following their return from school that day. Regular reminder letters may also be sent home to request parents support in checking and monitoring their child's hair.

**Fire Precautions** - Fire emergency evacuation procedures are displayed around the school. A fire drill is carried out at least once per term. The fire alarms are tested weekly, and the timetable ensures that all fire points are tested on a regular basis. The fire extinguishers are checked annually by contractors. The fire alarm and emergency lighting are checked by the LA safety officer as per contract. All checks and drills are recorded and any issues arising are addressed immediately by the Headteacher. Fire Safety training is available for staff. The LA carry out a 3-yearly Fire Risk Assessment and this is shared with governors and any actions are addressed.

**School visits** -Mrs Hitchen, deputy headteacher is the Educational Visits Co-ordinator and she ensures that the necessary risk assessments are completed prior to visits and that permission, where necessary, is sought from the LA Educational Visits Officer. The Evolve system is used to record days-out or long stay trips (overnight or longer). She reviews the risk assessment policy and actions any changes to be shared with staff/Governors.

**General Housekeeping** - Cleaning, maintenance work and repair activities will not, whenever possible, be carried out in the presence of pupils. All walkways, paths stairways etc, will remain clean and unobstructed to provide a safe means of access.

Many injuries in schools occur as a result of slips, trips and falls. All staff must be aware of potential hazards such as:

- Litter

- Telephone and electrical cables lying across a walkway

- Loose or torn carpets

- Wet floors

- Objects left on the floor in cloakrooms, resource areas or class bases.

- Hurrying or running by adults and children

- Cupboard doors and filing cabinets left open

- Obscured vision when carrying bulky items

- Standing on tables, chairs or stools to reach heights.

**Ladders and access equipment-** ladders will be checked by the caretaker on a regular basis. All staff have been informed not to stand on chairs or tables when putting up displays. Wheeled trolleys should be used when moving heavy furniture. If high access is needed then scaffolding is erected by an accredited contractor. Any unauthorised access must be prevented. The caretaker accesses 'ladder' training through the LA.

**Playground Safety** - Over one half of all injuries to children occur in the school playground. The surface of the playground should be kept in good condition and any uneven paving slabs/damaged tarmac corrected. As far as possible pupils should not play near steps, steep slopes or changes in levels. Adults must place themselves so that they can see all children on the playground - there are no blind spots. Children are regularly reminded of the high expectations for behaviour. Play leaders engage the children in organised play so as to minimise inappropriate behaviour.

**Lifting and Manual Equipment** - If required, staff are to carry out a manual handling risk assessment before lifting/moving equipment, furniture etc. Where possible staff are to work in pairs or to use mechanical equipment.

**P.E. Activities** - (see P.E. Policy) All equipment is checked on an annual basis by DBE. Floor mats are inspected regularly by staff and defects of any equipment is reported to the caretaker/office immediately and this is discarded or repaired. Defective equipment is removed from normal use immediately. Appropriate clothing must be worn by pupils and staff. Jewellery is not permitted. Plimsolls or bare feet for gymnastics or dance, plimsolls or trainers for outdoor activities.

**Smoking** - the school site is a 'no smoking' establishment. Smoking is not allowed on the premises or on field trips. Matches and lighters should not be left unattended.

**Environment** - The temperature indoors must be reasonable, and it is suggested that the minimum temperature for sedentary work is 16 C. Thermometers should be available for staff to check the workplace temperature.

The lighting must be suitable and sufficient in the opinion of the teacher. As far as possible natural light will be used.

All furniture, furnishings and fittings will be kept 'sufficiently clean' and waste materials will be removed daily by the caretaker. Each teacher is responsible for the tidiness of their own classroom and all school users share responsibility for keeping the school clean and tidy.

All rooms should be adequately ventilated by the provision of windows that can open. Any sticking windows should be reported to the caretaker.

All floors and traffic routes must, as far as is reasonably practicable, be kept free of obstructions that may cause slips or trips.

There are male and female toilets in school for staff and visitor use. There are 2 toilets in the female washroom and the male staff use the disabled toilet in the reception area. There is one adult disabled toilet opposite to the Year 6 classroom. Any problems associated with the efficiency and cleanliness of the toilets should be reported to the caretaker.

The security of any hazardous chemicals is the responsibility of the caretaker. Bleach is not allowed in school. Tippex is also hazardous and should not be used by pupils. No corrosive chemicals should be left lying around in school.

**Security** - (see the Visitors/Volunteers' Policy) All visitors/volunteers must report to the school office at the main entrance and sign in and out. They must wear a printed badge when on the premises. The school has a security perimeter fence, the gates to the infant and junior yards and the gates to the left and right of the office are locked throughout the school day. The external doors to school are locked with easy turn locks during the day and with a key when school is closed. There is a code keypad at the main entrance and on the interior door by the office.

**Entry and Exit from school** -We have been advised by the LA Health and Safety Officer not to allow the parents access for parking on the school car park due to the limited number of spaces and for safety purposes. Children and parents are aware of the procedure for entry and exit to school. This procedure is monitored by both staff and parents and revised if necessary.

**Drug related incidents** - (See managing drug related incidents policy - LA guidance)

**Lone working** - Working alone should be avoided if at all possible although the Headteacher and the Caretaker cannot always avoid this. (see Lone Worker Policy)

**Strangers** - any stranger seen loitering near the school or in the school grounds should be reported without delay to the office/Headteacher who will call the police if necessary. Any person not wearing an ID in the building should be challenged by a senior member of staff. Should the person be committing an illegal act, no attempt should be made to detain or remove the intruder from the premises using force. The police must always be contacted.

#### **Arrival and Departure of Pupils**

Children who arrive before entry time at 8.40am should be supervised by parents when staff welcome the pupils onto the school premises. Parents are responsible for their child's safety until this time. School

staff are made available from 8.40am when the gates are opened and staff meet the pupils/parents. Parents/guardians are reminded of this at regular intervals.

**Arrival and departure procedures are as follows:**

As the bell rings, the Reception outer gate is opened and the parents/pupils are welcomed by the staff, pupils enter the Reception class base. The same procedure follows at the end of the day for collection of the children.

Year 1 and Year 2 parents and pupils line up outside the external infant playground gate until 8.40am at which time the gate is opened by staff and pupils come straight into school.

At the end of the day, the external gate is opened for parents to gather on the playground. Y1 and Y2 children are dismissed by staff from the playground door to their awaiting adult. If parents are delayed, pupils are kept in school and contact to a family member is made if needed.

In the morning, junior pupils access the junior playground through the front right-side gate and walk round on to the playground as soon as they arrive where staff await their arrival.

At the end of the day the junior staff dismiss the pupils from the junior playground. Contact detail forms are sent home each year so the class teacher has the necessary details and information to hand, should a parent/carer have not arrived. For the older junior children, parents are asked to give consent for any child who is allowed to walk home on their own.

Parents are asked to contact school should a change of arrangements occur.

Parents are reminded on a very regular basis not to use the school or church car parks but to park on Tesco car park or in the streets adjacent to school.

Children remain in school if parents are not there to collect them. Parents/ carers will then be contacted. If pupils remain uncollected for some time and appropriate enquiries have been made to locate parents/guardians, the Children's Duty Team should be contacted and/or the Police informed.

Parents who wish to remove their child during the day for medical appointments should seek permission from the class teacher/senior leader and ensure that they sign their child in and out of school on leaving and on returning their child to school.

Parents and carers must not bring dogs onto the school premises, during collection or drop-off of their child- this is an authority policy which schools are asked to adhere to.

Pupils who access afterschool care or after school clubs will be dismissed by staff from the hall.

**Personal Possessions** - Staff are requested to safely store all personal valuables while in school including personal medicines.

**Working with individual pupils** - Personal security is critical for both pupils and staff where private meetings become necessary. Where confidential interviews take place, it is urged that they are conducted in accessible areas of the school. Every effort should be made to ensure that wherever possible, there should be visual access. Where such conditions cannot apply, it is advised that another adult be informed that the interview/meeting is taking place.

### **Positive Handling and Physical Intervention**

All members of staff are regularly updated in relation to government guidance regarding the use of Positive Handling, Physical Intervention and Duty of Care. Staff have received De-escalation refresher training and allocated staff have receive Team Teach training in support of individual pupil needs. (see training log)

Members of staff have the power to use reasonable force to prevent pupils committing an offence, injuring themselves or others, or damaging property, and to maintain good order and discipline in the classroom. The actions of staff will always be in the best interest of the child and are in line with government guidelines on the Use of Reasonable Force. Under no circumstances will physical force or restraint be used as a form of punishment, it is always unlawful to do so.

The following list is not exhaustive but provides some examples of situations where reasonable force can be used as specified in DFE guidance.

**Schools can use reasonable force to:**

- remove disruptive children from the classroom where they have refused to follow an instruction to do so;
- prevent a pupil behaving in a way that disrupts a school event or a school trip or visit;
- prevent a pupil leaving the classroom where allowing the pupil to leave would risk their safety or lead to behaviour that disrupts the behaviour of others;
- prevent a pupil from attacking a member of staff or another pupil, or to stop a fight in the playground; and
- restrain a pupil at risk of harming themselves through physical outbursts.

**Power to search pupils without consent**

In addition to the general power to use reasonable force described above, headteachers and authorised staff can use such force as is reasonable given the circumstances to conduct a search for items which would be deemed as unauthorised eg. Weapons, illegal drugs, stolen goods, cigarette goods, fireworks, pornographic imagery.

**8. Severe Weather Conditions**

When severe weather may cause a health and safety risk, Senior Management will follow the Local Authority guidelines. In the event that the school has to close, the school will contact Central Watch (01942 404040) so that details of such closure are available for parents. Parents will also be advised of any action taken via the school app, text parents, school website/Twitter.

**9. Health and Safety Inspections and Reporting**

A full Health and Safety Inspection will be carried out by the Governors Health and Safety/Premises Committee once every year. The Headteacher will address any issue raised from this report.

Staff are required to carry out an annual Health and Safety inspection of their working area. It should be stressed that staff can do no more than make a superficial inspection such as an ordinary householder may do.

**Policies which should be read in conjunction with the Health and Safety Policy include: Behaviour Management, Safeguarding, Managing Medicines, Emergency Plan.**

**Policy Review** - The policy will be reviewed on a 2 yearly cycle or earlier if necessary.