

Castle Hill St Philip's CE Primary School



Health and Safety Policy

General Statement of Intent

The Headteacher and Governors of Castle Hill St Philip's CE Primary School 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 and their health and safety roles defined within their areas of employment.

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.

Castle Hill St Philip's CE Primary School 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 risk to the health and safety of all staff, pupils and others, who may be affected by our activities.

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

SCHOOL ORGANISATION

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

A summary of individual duties, including reporting arrangements, are contained in the LA's safety procedures, a copies of which is held on the LA's web page.

1.2 Designated persons with Safety Responsibilities

<u>Post</u>	<u>Staff Name/Designation</u>
Competent person appointed to advise on Health and Safety	Headteacher
Premises Management Officer	Site Manager
Fire	Headteacher/Site Manager
First Aid & Medication	Qualified First Aiders
Asbestos & L8 Management	Headteacher
Care and Welfare	All Staff
Catering	School Cook
Supervision (non-teaching)	All Teaching Assistants
Crossing Patrols	Crossing Patrol Officer
Swimming	All Teaching Staff
Education Visits Coordinator	Curriculum Leader
Teaching	All Teaching Staff

1. ARRANGEMENTS

The arrangements described below are the minimum standards that are to be achieved to maintain a safe environment, both for staff, children and others visiting the school.

Additional information is contained from the LA's HR&OD Business Advisor HSW who will keep the safety guidance up to date and bring to the attention of the Headteacher, the arrangements for staff to receive training on issues of Health and Safety.

If any member of staff has a health and safety concern, they should ensure they contact their Line Manager or the school designated Health and Safety Officer.

2.1 Accidents

When an accident occurs, the person will be attended to by a qualified first aider and if hospital or other medical attention is required, in the case of a child the child's parents will be informed immediately.

Serious accidents must be reported to the Headteacher as soon as possible. The Headteacher or other senior leader will investigate the incident immediately. All serious accidents, requiring treatment or investigation by a doctor or at hospital, must be recorded on a serious accident form which is available from the general office. Completed copies are kept in a file in the school office and an online version is completed and sent to the LA Health & Safety Officer.

Minor injuries, where basic first aid has been administered, must be recorded in the first aid file relevant to the child's year group. Parents must be notified as soon as possible via a note in the child's planner and in the case of head injuries, parents must be informed immediately.

2.2 Contractors

All contractors will abide by the school's safety and emergency procedures. Everyone must book in, consult and sign the Asbestos Register form and sign out when leaving the premises.

2.3 Control of Substances Hazardous to Health (COSHH)

Site Manager and cleaners to store all substances in a safe manner and keep products out of reach of children. Staff must not bring unauthorised chemicals into the school. COSHH assessment to be conducted and recorded by the Site Manager.

2.4 Communicating Health and Safety Information

General safety information and the statutory poster to be displayed on the notice board located at the Reception Office.

2.5 Electrical Equipment

All portable electrical equipment will be tested by a competent person periodically. All staff are to inspect electrical equipment before and after use. No unauthorised equipment is to be brought into the school without the Headteacher's permission.

2.6 First Aid and Medication

Parents must complete a 'Medicines Administration Form' before medication will be administered by school staff. Medication will be administered according to the 'Administering Medication Policy'.

First aid boxes are located as follows:

KS1 – resource area

KS2 – Year 6 classroom

All children requiring first aid treatment are to report to a first aider.

The current First Aiders are:

	Paediatric First Aider (expiry dates)	First Aid at Work (expiry dates)
Catherine Cloake	October 2028	October 2028
Vicky Moffatt	November 2027	
Jeanette Hollinghurst	February 2026	February 2026
Joanne Hewitt	October 2028	October 2028
Lauren Dobson	October 2028	October 2028
Mia Petfield	October 2028	October 2028

2.7 **Fire Prevention**

- Please refer to the school's emergency fire plan.
- The school Fire Officer is to conduct a fire drill once per term.
- The fire alarms are to be tested weekly by the Site Manager.
- All fire drills and tests to be recorded.
- All flammable materials to be correctly stored in the steel cupboard in the Site Manager's room.
- All staff and visitors must sign in and out of the building each day on the Inventory system.
- In the event of a fire, the Admin Officer will print the Inventory sheets and take them to the Fire Assembly Points (FAPs). Once everyone is assembled at the FAPs a roll call will be taken.

2.8 **School Field Trips and Visits**

- Please refer to the Educational Visits Policy & Guidance Document.
- The Curriculum Leader is the Educational Visits Co-ordinator.
- Parents must be advised of visits, children briefed and put into group's etc.
- Risk assessments to be carried out, recorded on the Council's EVOLVE system and helpers briefed.
- Details of the residential trips are to be entered onto the Council's EVOLVE system and EVA authorisation obtained.

2.9 **General Housekeeping**

All materials and equipment to be put away and stored safely after use. Where possible cleaning, maintenance and repair activities should not be carried out in the presence of pupils. All walkways, paths, stairways, etc. are to remain clean and unobstructed to provide a safe means of access. Also all classrooms to be kept tidy and resources stored appropriately to avoid risks of trips and falls.

2.10 **Jewellery**

Pupils are allowed to wear a watch and small stud earrings only. These must be removed during physical activities, contact sports and swimming.

2.11 **Ladders and Access Equipment**

To be checked every six months by the Site Manager and results recorded. Faulty equipment will not be used until repaired. Standard for step ladders is EN131.

2.12 **Lifting and Handling**

If required, staff will carry out a manual handling risk assessment before lifting/moving equipment, furniture, etc. Where possible, staff will work in pairs or mechanical equipment to be used.

2.13 **Mobile Phones**

- The use of mobile phones by children is prohibited.
- Staff are able to use their phones in an emergency only.
- Mobile phones and other personal electronic devices must not be used within the classroom environment or when working with children within formal school time.
- Staff must ensure mobile phones are securely held away from the classroom setting using the lockers provided by school.

2.14 Personal Protective Equipment

Appropriate PPE, where provided, for use by children and staff, must be worn and used correctly. Any faults to be reported to the teacher in charge

2.15 PE Activities

Supervision, conduct and use of equipment to be used within the guidelines stated in the BAALPA publication. Staff are to supervise children using the outdoor play equipment during school time. Parents are informed that they are responsible for children using this equipment outside of school hours.

2.16 Risk Assessments

All staff are to carry out appropriate risk assessments of the activities they undertake, record, and where necessary, inform other colleagues and the Headteacher.

Further Information: The Management of Health and Safety Regulations 1999.

2.17 Supervision of pupils during Non-Curriculum Time

Supervision ratio during play/lunch break will be 1:60 or less. The Headteacher is responsible for appointing and briefing staff for supervision/welfare duties and responsibilities.

2.18 No Smoking Policy

All smoking is prohibited on school premises and during school visits/field trips. This includes the use of E-Cigarettes by staff and visitors.

2.19 Security/Visitors

All visitors are to report to the school reception and must book in and out using the Inventory system. They must also wear a visitor's badge for identification purposes. All visitors will be escorted whilst on school premises. Confirmation of the individuals DBS certification to be provided by visitors upon request of the Reception office staff.

2.20 Premises/Safety Committee

The school governor with responsibility for Health and Safety, Miss P Bold, will inspect and monitor the maintenance of the premises and report to the Headteacher and Assets Committee who will develop and implement appropriate safety procedures.

2.21 Swimming

During swimming activities, the staff/pupil ratio will not be greater than 1:20. At least one adult will be female. Transport arrangements will be in line with LA guidance.

Further Information: BAALPA.

2.22 Transport

At all times, whenever vehicle transport is required to be used by the children and staff, all passengers, regardless of age, will be provided with one seat each, and seat belts will be worn. Booster seat regulations will be adhered to.

2.23 Training

All staff employed at, or by the school, will receive appropriate instruction and training to carry out all tasks/activities requested of them.

2.24 VDU/DSE Users

Regular users are to have a risk assessment of their workstation and appropriate measures taken to minimise any hazard/risk. Appropriate information and training provided.

2.25 Violence to Staff

School leaders are to conduct a risk assessment and keep under regular review any risk of injury, physical or verbal, to the health and safety of staff. Appropriate control measures to be taken. All violent

incidents are to be investigated by the Headteacher or other senior leader and reported to the LA Health & Safety Officer.

2.26 Winter Gritting

The Site Manager must order grit/rock-salt, prior to the winter season and when necessary grit the following areas to ensure safe access and egress.

- Foot paths
- Door entrances
- Fire Exits and escape routes.
- Playground(s)
- Car Park.

The school may be opened early to receive pupils on days of very poor weather conditions.

Please refer to the school's 'Adverse Winter Weather Plan'.

Health and Safety Policy

The LA Health and Safety Manual is located in the school office for your reference.

Please sign below to confirm that you have received this policy and have knowledge of where to access information about Health and Safety.