

Holy Family Catholic Primary School



Health & Safety Policy

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Introduction

This document is a statement of aims, principles and strategies for ensuring Health and Safety at Holy Family Catholic Primary School.

The LA Health and Safety Statement has been taken into consideration in the formulation of this policy.

It was developed through a process of consultation between all members of the school community including, teaching and non-teaching staff, governors and pupils and will be reviewed on as the need arises.

PURPOSE OF THE POLICY

The School's aims are to 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; ensure that all members of the School community understand their own responsibilities in maintaining a healthy and safe environment.

PRINCIPLES

The establishment of a safe and healthy environment is an essential prerequisite for the work of the school. It depends upon sound management, vigilant supervision and the co-operation of the whole school community.

RESPONSIBILITIES

All members of the School community, teaching and non-teaching staff, parents, pupils and governors, work towards the school's aims by:

- carrying out regular risk assessments
- being fully aware of their own responsibilities for maintaining a safe and healthy environment;
- being familiar with all instruction and guidance on safety within the school;
- using common sense at all times and taking reasonable care for their own safety and the safety of others;
- reporting any identified hazards to the Senior Management team without delay.

The Governors with the Senior Management Team work towards the school's aims by:

- recognising their joint responsibility for ensuring that the Health and Safety Policy is implemented in the School;
- ensuring that all staff are familiar with the Health and Safety Policy of the school;
- making termly inspections to ensure that a safe and healthy environment is maintained;
- establish a system for reporting, recording and investigation of accidents and monitoring the implementation of the system;
- ensuring that all members of the school community are aware of their responsibilities;
- monitoring and reviewing the policy to take place annually at the Spring term meeting of the Environment Committee and ensuring that necessary revisions are undertaken;
- taking active steps to ensure that equipment, buildings, and grounds are safe, secure and well maintained and that any damage is quickly rectified;
- ensuring 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.

The **Headteacher** works towards the School's aims by:

- taking responsibility for the day to day operation of the Health and Safety Policy;
- maintaining a close liaison with appointed safety representatives e.g. Safety Officer, Police and Fire Officers and with the school nurse.

The **staff** work towards the School's aims by:

- carrying out risk assessments as needed
- being vigilant and careful role models;
- promoting a spirit of safety consciousness among children ensuring that they understand the need for codes of practice;
- helping children to understand their responsibilities in taking reasonable care for their own safety and that of others;
- taking quick , firm action to ensure that children are not allowed to jeopardise their own safety or that of others;
- providing opportunities for children to discuss appropriate Health and Safety issues.

The **children** work towards the School's aims by:

- developing a growing understanding Health and Safety issues;
- contributing to the development of codes of behaviour and conducting themselves in an orderly manner in line with these codes;
- taking responsibility for maintaining a safe and healthy environment for their own safe conduct within it.

The **parents** work towards the school's aims by:

- ensuring that the school has up-to-date contact addresses and telephone numbers so that parents may be swiftly contacted in emergencies;
- ensuring that children attend school in good health;
- providing prompt telephone messages or notes to explain all absences;
- providing support for the discipline within the school and for the teacher's role;
- ensuring early contact with school to discuss matters concerning the health and safety of their children and others;

- allowing children to take increasing personal and social responsibility as they progress throughout the school;
- accepting responsibility for the conduct of their children at all times.

HEALTH AND SAFETY PROCEDURES

Involvement of Adults

In order to ensure the involvement of all adult members of the School community, procedures will include:

- regular meetings of the Governors' Environment Committee which incorporates the Health and Safety Committee, in order to develop and monitor the Health and Safety Policy and its implementation;
- regular meetings of representatives of teaching and non-teaching staff to review health and safety issues;
- a programme of training for teachers and support staff as required;
- governor training, provided both centrally and in-school.

Involvement of Children

In order to provide opportunities for children to discuss Health and Safety issues, the School includes within the curriculum:

- a programme of PSHE designed to promote safety, mutual respect, self discipline and social responsibility (see PSHE Policy);
- the compilation of a set of Rules by each class at the beginning of Autumn term. These are discussed and revised termly.

Accident prevention, reporting and investigation

Agreed practice:

- vigilance by all staff and children to identify potential causes of accidents and to take action to prevent these wherever possible;
- immediate response to such reports involving investigation and rectification of the hazard;
- reporting of all accidents to the Senior Management Team;
- recording all accidents, for children on the Accident sheets and for adults, in the School Accident Book in accordance with LEA regulations;
- prompt investigation of all accidents by Senior management in order to establish cause and adopt remedial measures.

First Aid

Agreed practice

- the use of hygienic first aid practices at all time;
- the provision of disposal equipment which is regularly serviced by outside contractors;
- the presence of trained first aider in the school at all times; (see appendix for current list of First aid personnel)

- the provision of a fully stocked First Aid box located in each department. These are regularly checked and maintained the designated TA.
- the completion of accident slips for parents if a child has sustained a minor injury;
- the notification of a parent (or an alternative, nominated, responsible person) if a School First Aid officer thinks it be necessary;
- the summoning of an ambulance in an emergency where necessary by any responsible adult. If the school is unable to contact a parent, (or an alternative, nominated, responsible person) a member of staff will accompany a child to hospital.

Fire Precautions

Agreed Practice:

- a set of written regulations for emergency evacuation;
- a termly fire drill which is monitored and timed in accordance with LA guidelines;
- weekly checks and maintenance of fire alarms and fire fighting equipment by the school caretaker;
- annual checks of equipment
- risk assessments.

Hazardous Substances

Agreed Practice:

- careful siting of equipment to avoid trailing leads or other hazards;
- visual checks of plugs for cracking or loose wires;
- annual checks on portable appliances;
- Inclusion of curriculum time to discuss electrical safety with children.

Special Medical Conditions

Agreed Practice:

- the use of hygienic first aid practices by all staff;
- regular liaison with the School nurse and doctor;
- informing of staff by Senior Management about any special medical conditions of children in the school and about what response may be required in an emergency;
- a statement in the School Prospectus with regard to medication; stating that only in exceptional circumstances should medicines be brought into school and they must always be accompanied by a letter from parents
- a requirement that all medicines (including inhalers) brought into school should be clearly labelled with the child's name, the dosage and frequency of dosage.

Road Safety

Agreed Practice

- for parents to observe parking restrictions in the roads outside the school buildings;
- for children to observe the directions of Crossing Patrol Officers whose responsibility it is to ensure children's safety from kerb to kerb at the crossing points outside the school building;
- for parents to collect all Nursery, Infant and year 3 children from within the school premises;
- for children to receive visits from the LA Road Safety Officers and Police when available

Personal Hygiene

Agreed Practice

- the encouragement of a high standard of personal hygiene for all staff and children. This involves teaching all children to wash their hands after using the toilet and the provision and maintenance of suitable facilities for this;
- coverage of menstruation in the programme of Sex Education for year 6 children;
- the maintenance of a stock of sanitary towels in the MI room;
- the provision of sanitary disposal equipment in the ladies toilets and in the girls' toilets in the years 5 and 6, which is serviced by an external contractor.

Food and Drink Hygiene

Agreed Practice:

- regular inspection of drinking machines;
- a rigidly enforced code of practice for hygiene in the school kitchens.

Promoting Healthy Food Choices

Agreed Practice

- a carefully balanced diet offered by the school meals service;
- a request to parents in the school prospectus for the children to bring in fruit only for playtime;
- information for parents on the range of healthy options available at lunchtime;
- a programme of Health Education which includes the study of diet in Years 2 and 5 with revision in other years

Playground Safety

Agreed Practice:

- conscientious supervision of playgrounds before School, at break and at lunch time;
- School rules about playground behaviour designed to maximise playground safety.
- Following the guidelines for the use of the fitness trail.

Safety within the Curriculum

Agreed Practice:

- a statement about healthy and Safety within each curriculum policy which identifies potential problems specific to that subject of the curriculum;

A Safe Environment

Agreed practice:

- a termly inspection of both School buildings and premises by members of the Environment Committee;
- a No Smoking requirement in all areas of the school buildings and grounds;
- the provision of furniture of the appropriate height for each group of children;
- the teaching of children to dispose of rubbish appropriately;
- the prompt collection of any litter by the caretaker;

- the involvement of children, parents, governors and representatives of the wider community in the planning and where practical, the implementation, of developments to the School 's environments;
- a variety of security measures including movement sensitive lighting, alarms and door entry systems.

By means of these formal procedures and many other informal ones the School promotes the health and safety of all the children.