



Health and Safety Policy

School Mission Statement and Values

Our mission at St Elizabeth's Catholic Primary School is to educate our children to reach their full potential in the context of a Catholic community in which each individual shares, or is in sympathy with, the teachings of the Catholic Church and the Christian way of life.

Our core values of **equality, excellence, kindness, forgiveness, perseverance, friendship, courage, service and respect** were chosen by our pupils to be the overriding principles to which the whole school aspires, together with our golden rule, "Love one another as I have loved you" (John 13:34).

We seek to make St Elizabeth's School a secure, happy and inclusive environment that is a place:

- of the highest quality teaching and learning;
- of compassion, co-operation and reconciliation;
- where each child is seen and appreciated as a unique individual;
- in which every child's talents are developed and their needs met;
- where mistakes are learning opportunities;
- in which each child is empowered to keep themselves safe and healthy;
- where endeavour and excellence are encouraged and celebrated;
- in which cultural diversity is respected and valued;
- where we worship together, share our Christian witness, draw strength from our local parishes and serve our wider community.

Policy Review

This policy will be reviewed in full by the Governing Body every two years. The policy was last reviewed and agreed by the Governing Body in June 2017. It is due for review in June 2019.

Health and Safety Policy

Introduction

THIS DOCUMENT IS a statement of the aims, principles and strategies for ensuring Health and Safety at St Elizabeth's Catholic Primary school.

THE LA HEALTH AND SAFETY POLICY has been taken into consideration in the formulation of this policy.

IT WAS APPROVED by the governing body in 2010 and is updated regularly.

THIS POLICY WILL BE REVIEWED in the light of new Health and Safety legislation, as the need arises.

Purpose of the Policy

THIS HEALTH AND SAFETY POLICY should be read in conjunction with the LA statement of policy and intent which sets out the authority's policy and attitude towards health and safety. The school operates within this framework and follows all instructions and advice issued by the Education Department

THIS DOCUMENT provides a framework for the creation of a safe environment in which to work and learn. It is written for the benefit of all members of the school community, to allow each to understand the policy of the school and their own responsibilities within this.

Aims

OUR AIMS FOR HEALTH AND SAFETY are to

- Provide a safe and healthy environment for children, teaching and support 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 HEALTHY AND SAFE ENVIRONMENT is an essential prerequisite for the work of the school. It is also a statutory requirement. It depends upon sound management, vigilant supervision and the co-operation of all personnel (children and adults).

Responsibilities

ALL MEMBERS OF THE SCHOOL COMMUNITY (teaching and support staff, parents, pupils and Governors) work towards the school's aims by

- Being fully aware of their own responsibilities for maintaining a safe and healthy environment.
- Being familiar with all instructions and guidance on safety within the school.
- Using common sense at all times to take reasonable care for their own safety and that of others.
- Reporting any identified hazards to the Headteacher and entering these in the caretaker's 'Hazard Book' without delay.

GOVERNORS AND HEADTEACHER work towards the school's aims by

- Having a named Governor for Health and Safety.
- Recognising their corporate responsibility for ensuring that the Health and Safety Policy of the Education Department is implemented in the school.
- Ensuring that safe working practices and procedures are applied within the school.
- Making termly inspections to ensure that a safe and healthy environment is maintained.
- Maintaining a system for the reporting, recording and investigation of accidents and ensuring that this is applied rigorously.
- Ensuring that all members of the school community are aware of their own responsibilities.
- Taking responsibility for devising and implementing a school Health and Safety Policy.
- Monitoring and reviewing this policy and ensuring that necessary revisions are undertaken.
- Ensuring that all staff are familiar with the Health and Safety Policy of the school and of the LA, and any other relevant codes of practice.
- Facilitating safety training for staff.
- 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.
- Close liaison with any trade union appointed safety representative, with the school nurse, the school welfare assistant and the school caretaker.
- Organizing a Health and Safety focus week each year.

THE SCHOOL CARETAKER works towards the school's aims by

- Checking the 'Hazard Book' daily.
- Taking prompt action to deal with hazards.
- Maintaining a clean school.
- Being vigilant in noticing and removing hazards.
- Reporting hazards to the Headteacher.

TEACHERS work towards the school's aims by

- Promoting a spirit of safety consciousness amongst children, ensuring that they understand the need for codes of practice and are conscious of their responsibilities in taking reasonable care for their own safety and that of others.
- Being good role models – vigilant and careful.
- 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.

PUPILS work towards the school's aims by

- Developing a growing understanding of health and safety issues.
- Contributing to the development of codes of practice.
- Conducting themselves in an orderly manner in line with these codes.
- Taking growing responsibility for maintaining a safe and healthy environment and for their own safe conduct within it.

PARENTS work towards the school's aims by

- Ensuring that children attend school in good health and well rested.
- Providing prompt 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 of 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.
- Ensuring that the school has up-to-date contact addresses and telephone numbers so that parents may be swiftly contacted in emergencies.
- Collecting their children at a reasonable time.

Procedures

FOR ENSURING INVOLVEMENT OF ALL MEMBERS OF THE SCHOOL COMMUNITY include

- The discussion of Health and Safety issues at staff meetings and at the termly meeting between the Deputy Headteacher and support staff.
- Training for the caretaker, teachers, classroom assistants, midday supervisors and administrative staff.
- Governor training, both centrally provided and in-school.
- Frank and open debate about Health and Safety issues at Governors' meeting.

FOR PROVIDING CHILDREN WITH OPPORTUNITIES TO DISCUSS HEALTH AND SAFETY ISSUES include

- A programme of Personal and Social Education designed to promote mutual respect, self-discipline and social responsibility (see PSHE Policy)
- A programme of Health Education (see PSHE Policy)
- School Council/Pupil Parliament meetings at KS2.
- Circle Time, a forum for discussion held regularly in every classroom.
- The compilation of a Classroom Code by each class as the beginning of the Autumn Term ('Our class is happy when/because...').

FOR ACCIDENT PREVENTION, REPORTING AND INVESTIGATION include

- Vigilance by all staff and children to spot potential causes of accidents and take action to prevent these where possible.
- Promptness in reporting any potential hazards to the relevant person (class teacher, caretaker, Headteacher).
- Immediate response to such reports involving investigation and rectification of the hazard.
- Reporting all serious accidents to the Headteacher.
- Recording all accidents in the school Accident Book in accordance with LA regulations.
- Notifying parents as soon as possible in the case of accidents to children.
- Prompt investigation of all accidents by the Headteacher in order to establish cause and adopt remedial measures.

FOR FIRST AID PROVISION include

- The use of hygienic first aid practices by all staff.
- The presence of a trained first aid officer in the school at all times.
- A record of First Aid renewal dates is kept in the school log.
- Provision of a fully stocked first aid box which is located in the medical room. This is regularly checked and maintained by the school welfare assistant.
- Summoning of an ambulance 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.
- Provision of suitable first aid kits for off-site games, educational visits and school journey. The school Welfare Assistant is responsible for these.

FIRE PRECAUTIONS include

- A set of written regulations of emergency evacuations.
- A termly fire drill which is monitored and timed in accordance with the LA guidelines.
- Weekly checks and maintenance of fire alarms and fire-fighting equipment, by the school caretaker.
- Periodic checks of equipment, procedures and exits by the local fire brigade.
- Yearly check of fire-fighting equipment by a specialist through the Borough contract.

FOR THE USE AND CONTROL OF SUBSTANCES HAZARDOUS TO HEALTH include

- Storage of such substances, clearly labelled, in locked cupboards or in places which are not accessible to children.
- The wearing of appropriate protective clothing when such substances are used (e.g. rubber gloves).

FOR ELECTRICAL SAFETY include

- Careful siting of equipment to avoid trailing leads or other hazards.
- Annual checks by the LA electrical safety officer on all electrical installations and equipment.
- A code of practice for pupils using electrical equipment.
- A school rule which states that children may not bring any mains powered electrical equipment from home for use in school.

FOR GAS APPLIANCE SAFETY include

- Periodic checks of apparatus by staff.
- Reporting a smell of gas promptly.
- Informing school meals personnel of any problems or queries with canteen gas appliances.

FOR DEALING WITH SPECIAL MEDICAL CONDITIONS include

- The gathering of information by the school on medical conditions of pupils
 - On admission
 - Annually
 - Before school journeys
- The use of hygienic first aid practices by all staff.
- Regular liaison with the school nurse and doctor.
- Informing all staff about any special medical conditions of all children in the school and about what response may be required in an emergency.
- A statement in the school prospectus explaining that no child may bring medicines (including inhalers) to school unless parents have consulted with the school Welfare Assistant and requiring parents to advise the school promptly, and in writing, of any medical condition which develops after admission and which requires medication or may require a particular response in an emergency.
- A requirement that all medicines (including inhalers) brought to school must be lodged with the school welfare assistant, in the bottle in which they were dispensed and clearly labelled with the child's name, the dosage and the frequency of dosage.
- Storage of all medicines in a locked cabinet. Keys should be readily accessible, as inhalers in particular may be needed at short notice.
- (See the school's separate Supporting Children with Medical Conditions Policy)

FOR ENSURING ROAD AND RAIL SAFETY include

- A pelican crossing is situated outside the main school entrance, this ensures safe crossing of the main road outside the main school entrance.
- Parking restrictions in the roads outside the school which parents are regularly urged to obey.
- Visits from the LA Road Safety Officer, the British Rail Safety Officer and the Home Beat Police Officer who speaks to all children on a number of issues including road and rail safety.
- The participation by Y6 in the 'Junior Citizen' programme.
- Y3 annual Road Safety training, Y5 and Y6 annual Cycling Proficiency training and Y2 Scooter Training

FOR ENSURING PERSONAL HYGIENE include

- 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 lavatory and the provision and maintenance of suitable facilities for this.
- Coverage of menstruation in the programme of Health Education for Y4 and Y6 pupils.
- The maintenance of a stock of sanitary towels adjacent to the first aid cupboard in the medical room.
- The provision of sanitary disposal equipment.
- The use of a shower cubicle.

FOR ENSURING FOOD AND DRINK HYGIENE include

- Regular inspections of drinking fountains by the caretaker.
- A rigidly enforced code of practice for hygiene in the school kitchen.

FOR PROMOTING HEALTHY FOOD CHOICES include

- A school meals service which offers a balanced diet.
- A statement in the school prospectus which encourages parents to supply snacks and packed lunches which are healthy and well balanced.
- A programme of Health Education which includes the study of diet (PSHE Policy).
- Milk provision

FOR ENSURING PLAYGROUND SAFETY include

- The provision of well-designed playground layouts and seating.
- Conscientious supervision of playgrounds involving at least two staff for each playground at lunchtime.
- School rules about playground behaviour designed to maximise playground safety.
- Daily Premises checks by caretaker
- Regular playground risk assessments by Governors

FOR ENSURING SAFETY WITHIN THE CURRICULUM include

- A statement about health and safety within each curriculum policy which identifies potential problems specific to that subject of the curriculum.
- Training children to use tools and other equipment safely and properly.
- School uniform regulations which prohibit the wearing of jewellery (other than a simple medal or cross and plain earrings for girls) and require that long hair be tied back at all times.
- A code of practice for safe working in all areas of the curriculum.

FOR PROMOTING A SAFE PHYSICAL ENVIRONMENT include

- A limit on pupil numbers to prevent overcrowding with its attendant risks of accidents and the transmission of infections.
- Termly inspection of the school by two members of the designated Health and Safety Committee.
- A No Smoking Policy in all areas of the school buildings and grounds.
- A No Dogs Policy in all areas of the school buildings and grounds (guide dogs excepted).
- Provision of furniture of the appropriate height for each group of children and storage of all items in suitable containers and at a height appropriate to the user so as to reduce bending and stretching.
- Teaching children to dispose of rubbish appropriately and the prompt collection of any litter by the caretaker.
- Prohibition of the use of toxic weed killers.
- Involvement of children, parents, Governors and representatives of the wider community in the planning, and, where practical, the implementation of developments to the school environment (such as making a pond or redesigning the play space).
- A variety of security measures including movement sensitive lighting and alarm systems.
- The work of the residential caretaker and casual handyman who maintains the premises to a high standard, responding rapidly to rectify damage, and whose constant presence deters intruders.

FOR ENSURING SECURITY ON THE SCHOOL SITE include

- All visitors being required to enter by the main school doors.
- All visitors being required to wear 'Visitor' badges and sign the visitors' book.
- Parent helpers wearing 'Parent Helper' badges.
- School staff challenging any visitors who are not wearing badges.
- The playground gates being closed at 9:00 a.m.
- The main school door being locked and the entry system being used.
- All other main entrance doors being closed (access from the outside by key code only).
- The intruder alarm being set whenever the building has been vacated.
- The CCTV video tape being changed daily and back copies being kept for ten days.

Roles and Responsibilities

Health and Safety in the school is the responsibility of all members of the school community. Special responsibility lies with the Governors, the headteacher, the school caretaker and the school welfare assistant.

The named responsible people for the current year are as follows:

Chair of Governors: Dr. Oona Stannard

Governor with responsibility for Health and Safety: Mrs Hannah Parker

Headteacher: Mrs. Jane Hines

School Staff Contact: Mrs. L. Newman

School Caretaker: Mr. P. Romain (Bruce)

School Welfare Assistant: Mrs. D. Meade