

St Mary's Catholic Primary Schools Trust



'Aspire not to have more, but to be more'
(Oscar Romero)

Health & Safety Policy

HEALTH & SAFETY POLICY

1. The Health and Safety at Work Act 1974 (HSW Act 1974) places duties on employers to safeguard, so far as 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.

2. The Governors and CEO of St Mary's Catholic Primary Schools Trust recognise and accept their responsibilities, within the framework of the Health and Safety Policy of the Council of the London Borough of Croydon, for ensuring a safe and healthy working environment for all its staff, pupils and visitors. The school has adopted the Health & Safety Policy of Croydon.

3. The Governors and CEO will take all steps within their powers to meet these responsibilities. To this end they delegate to the CEO as Health and Safety Manager with:
 - the responsibility for managing health and safety matters within the school;
 - direct control of whole-school procedures, resources and co-ordination of departments/areas.

4. The Governors and CEO have appointed a Governor responsible for Health and Safety on the Board of Governors.

The aim of the school policy and statement of intent is to ensure that all reasonably practicable steps are taken to secure the health, safety and welfare of all persons using these premises and in particular to:

- establish and maintain a safe and healthy environment throughout the school;
- establish and maintain safe working procedures among the staff and pupils;
- make arrangements for ensuring safety and avoiding risk to health;
- ensure the provision of sufficient information, supervision and training.

St Mary's Catholic Primary Schools Trust has

- a policy
- an appointed Governor
- a Health and Safety file containing L.A. documents;

The Board of Governors

The Governing Body has a duty to become familiar with the requirements of the Council policies for Health and Safety and Welfare. They will ensure that the CEO and Senior Teams are fulfilling their responsibilities for establishing, implementing, managing and monitoring the School Health and Safety Policy.

The Governors will ensure that the roles and functions of staff in relation to Health and Safety and Welfare are clearly set out and written into individuals' job descriptions; that the CEO will ensure that staff, pupils and visitors are made aware of their responsibilities and that staff are competent to carry out their duties. The Governing Body will encourage a culture of co-operation of Health and Safety and Welfare by complying with legal requirements and acknowledging the importance of well-established structures, and effective communication, for example, in written guidance, through Health and Safety representatives, Health and Safety committees or through training and information.

The CEO (Chief Executive Officer)

The CEO is responsible to the Governing Body and the Director of Education for the implementation, management and monitoring of the Health and Safety and Welfare policies and procedures of the London Borough of Croydon and the school. The CEO has responsibility for day to day management and for making clear any duties for Health and Safety which are delegated to members of staff. As far as is reasonably practicable, the CEO will ensure a safe and healthy work place and working environment for all employees, pupils, contractors, visitors and others who may be affected by the work of the school.

The CEO will require contractors and others, when working on the school site, to take all reasonable care for their own employees and others who may be affected by their work. He / she will co-operate with and provide relevant information to the school Health and Safety representative and keep the Governing Body informed, where necessary, making recommendations to the Governing Body for it to consider appropriate action.

The CEO, involving staff with special responsibility or other competent persons will, where practicable, administer a systematic assessment of the risks involved in order to carry out work safely. All staff should know that codes of practice are available in the Health and Safety file. In the absence of the CEO from the school sites, the responsibilities of this role are delegated to the relevant Heads of School.

Staff with special responsibility

Staff who have been delegated by the CEO as managers of others, having responsibility for particular aspects of the school, (for example as head of year or as caretaker) have a duty to take all practicable measures to ensure that those under their management, or working in the areas for which they have responsibility, maintain all relevant legal requirements. They should contribute to the implementation and monitoring of the Health and Safety policies and procedures of the school. Staff with special responsibility should report all accidents, defects and dangerous occurrences to the CEO or Head of School.

Site Definition

St. Mary's Catholic Primary Schools Trusts has two adjacent sites.

The entrance to the Junior school is on Sydenham Road. Access to the school is by entry phone connected to the office. The car park is for the use of staff only.

The Junior School has a swimming pool that is locked when not in use.

The Junior School has one playground. The main playground is of tarmac and small grass areas. There are additional play facilities to the rear of the site next to the swimming pool.

There is also a pond for use in science lessons and this area is kept locked when not in use. No child is permitted to enter this area without adult supervision.

The entrance to the Infant School is on Bedford Park. Access to the school is by entry phone connected to the office. The car park is for the use of staff only.

The Infant School has two playgrounds that are tarmacked and have climbing frames which are regularly checked and maintained.

The Infant School has a garden and a wild forest area.

Health and Safety Representative and overall responsibilities

Miss Linda O'Callaghan CEO

Responsibility for premises Mr Robert Williams - Caretaker

Qualified First Aiders

Juniors: Mr Andrew McDonald, Miss Adelle Hasson, and all Learning Support Assistants

Infants: Mrs Saunders, Mrs Asokantha, Mrs Marsh, Mrs Miguel, Mr Farmer, Miss Fuller, Mrs Nabeel, Mrs Anilal.

All teachers and office staff have also had basic first aid training.

The caretaker checks the building and grounds on a regular basis with regard to Health and Safety. The school grounds and building are checked regularly in conjunction with the cleaning monitoring. Any potential hazards or problems are reported to the Head of School and appropriate action taken.

Staff are trained to look for hazards [see Staff handbook]. Any potential hazard must be referred to the Caretaker / Health and Safety Representative / Admin. Officer who will take appropriate action and report matter to the Executive Headteacher.

First Aid

First aid boxes are checked regularly, the contents updated and ordered when needed. All First Aid incidents are seen by the First Aider and procedures indicated in policy are followed closely.

Emergency Procedures

The CEO organises regular fire drills on a termly basis. These fire drills are timed and logged by the caretaker and kept in the Health & Safety field in his office. The timings are reported in the CEO's report to Governors at Full Governors Meetings.

(a) Accident reports and Investigations

Procedure

- Any child who is hurt is seen by the teacher or a supervisor on duty and may be sent to receive medical attention from the First Aider on duty.
- All Injuries e.g. bump to the head, are recorded in the accident book by the first aider on duty– dated and signed. The child also receives a note to inform the parents/carers of their injury. In the event of a head injury the child will be given a sticker to wear so all staff are aware of the injury.
- The first aider will determine the need for an ambulance and will accompany the pupil to hospital in the absence of a parent.

Parents/carers will be contacted at home or work if:

- Their child has received an injury that causes concern – hard knock to head / body.
- Their child presents themselves to a member of staff complaining of feeling unwell.
- Their child has a rash of unknown origin.
- Their child vomits. {Children suffering from vomiting / diarrhoea should be kept away from school for a period of 48 hours after the last episode}
- If a child is taken to hospital by parent or school the Executive Headteacher will fill out an online form to RIDDOR if the hospital stay exceeds 24 hours. A copy is kept in the school office. <http://www.hse.gov.uk/riddor/online.htm>
- Accidents of a potentially serious nature are fully investigated by the Executive Headteacher/Deputy Executive Headteacher and reported to the Governors.
- Accidents resulting in major injury or deaths must be reported to the Health and Safety Executive within 24 hours and followed up in writing. This is accessible from the RIDDOR website as detailed above.
- All accidents involving staff are recorded in school and reported to RIDDOR should a hospital consultation take place.

(b) First Aid: Provision and the Administration of Medicines

Procedure

- Any child who has an accident on the playground is brought to a First Aider to attend to the injury.

- Mrs D’Souza (Infants), and Mrs Lord (Juniors), will monitor the first aid stock and will order more contents when needed.
- First Aid kits are available for outings. (see below para. (l))
- Medicines see Managing Medicines Policies.

(c) Fire Safety

Procedures

- Fire alarms are checked every six months by Ensure.
- Fire extinguishers are checked annually by Chubb.
- Fire drills are held termly; these are recorded in the fire drill book.
- The fire alarm system is checked weekly.
- In the event of a fire alarm, the school will follow the emergency evacuation procedures (see ‘p’).

(d) Storage and Use of Hazardous Substances

Procedures

- All cleaning fluids are kept in the caretaker’s cupboard at the back of the car park and this is kept locked.
- All personal protective equipment is kept in the caretaker’s office and is kept locked.
- All other hazardous substances are kept in locked areas, including those used for the maintenance of the swimming pool.

(e) Cleaning

- The caretaker manages this on site. Cleaning of the whole school is undertaken by him plus 3 other cleaners.

(g) Safety Training

Procedure

- All staff and helpers are given a copy of the Fire Drill and procedures in their information file, and this information is updated annually.
- The school is willing to send staff on Health and Safety Training to keep up with developments.

(h) Design Technology, P.E., Art Practices

Procedure

- P.E. Apparatus - the large apparatus both indoor and outdoor is inspected annually by Firstsports Ltd. The outdoor playground is maintained by Boardman, Gelly & Company.
- Borough Policy for Technology Code of Practice in Health and Safety File (5(1)).

(i) Maintenance of Building and Equipment

Procedure

- The caretaker will check the school and grounds on a regular basis and notify the CEO of any concerns. The Senior Team conduct a weekly walk of the site.
- All portable electrical equipment is tested annually.
- The caretaker is detailed with maintaining regular electricity testing.
- The boilers are serviced annually.
- The school employs Rentokil for pest control.
- The School Security Alarms are serviced annually.
- The annual kitchen maintenance includes shutters and extractor fans.

(j) Playground Safety

Procedures

- The caretaker checks playgrounds regularly for animal mess and glass.
- Children are not allowed to use the playground without adult supervision

(k) Sun Safety

Procedures

- Children are encouraged to wear sun-hats and to play in the shade.
- The children are encouraged to drink plenty of water during play / lunchtimes. Water fountains are available in the playgrounds
- The application of sunblock to a child by a member of staff and school helpers is not permitted in accordance with general child protection terms. Parents are encouraged to apply sun-cream before the school day begins.

(l) School Trips

Procedures

- All coaches for our school trips are hired with seat belts and are from a reputable, established company.
- All Parents are asked to complete a consent form and are given details of the trip in advance.

- The ratio of adults to children is 1 adult to 15 children as a minimum. Teachers frequently ask additional helpers to accompany them on educational visits. The adult helpers are given a list of the children in their group and the children know who is responsible for them, a copy of each list is kept in the school office. Mobile phone contact numbers are also given to the administration staff.
- The children are always reminded of the conduct expected of them on a trip and any particular behaviour required i.e.: if travelling by foot and crossing roads.
- The class teacher has overall responsibility for the class outing, children and adult helpers.
- Class teachers undertake a risk assessment and complete a risk assessment form, prior to the outing and a record is kept in the Executive Headteacher's office.
- A first aid kit is available for all trips and is taken on each visit

(m) Contractors on School Premises

Procedures

- All contractors meet with the Executive Headteacher prior to their visit to discuss school regulations and use of school involved. Fire exits/alarms, etc., timetable etc. They will be notified of fire regulations and fire exits in the building.
- The school has adopted Croydon LA guidance on the management of Contractors.
- Contractors on site are not allowed to smoke, play radios, or talk to children.
- All contractors have to report to the office and sign the visitors' book during school hours.
- In the event of major building works the Executive Headteacher will ensure that a DBS check form is completed for the foreman. No other worker will move around the building unless with the DBS checked foreman.
- A type 3 asbestos survey is carried out prior to any building work taking place.

(n) Vehicle Movement

Procedures

- Parents are informed on a regular basis, by newsletter and by the CEO not to park on zigzag lines outside school and not to use the staff car park, unless they are helping in the school.
- The CEO regularly encourages parents and children to walk to school to reduce congestion.
- Contractors - are asked to report to the office each visit to ensure pupil safety.
- Approved on-site vehicle movement has to be pre-agreed by the CEO taking into consideration the risk to all members of the school. Emergency service vehicles will be accompanied by members of staff who will have arranged for the area to be cleared.
- In exceptional circumstances the Air Ambulance lands on the site without pre-warning. However, there is an agreement with the school that no landing takes place when the playground area is in use by children.

(o) Security

Procedures

- Locks are fitted to external doors so that people cannot enter without using the entry phone or ringing the doorbell especially after school hours.
- Exterior lighting has been fitted to main school entrance and staff car park.
- The pedestrian gate to the school is locked at 9.20 and opened at 3.20. Between these times entry is only possible through the electronic gates by using the entry phone system.
- Electronic Gates are installed at the entrance to the staff car park.

(p) Emergency Evacuation

Procedures

- In the event of an emergency, the children and staff evacuate the far end of the playground. Executive Headteacher would inform staff.
- Please also see the Critical Incident Policy & the Emergency Plan.

(q) Body Fluids

- These are cleaned up by the Caretaker or Teaching Assistant
- Staff is reminded of the importance of hygiene and of using disposable gloves. These are available in the first aid area, the school office and the teachers' desks.
- Waste bags are used in the first aid area and office for "body fluid" waste.

(r) Head Lice

- When the school is notified of a child with head lice an item is included in the school's weekly newsletter which is sent out to all parents notifying them of "head lice" and asking them to check the child/children's hair.

(s) Manual Handling

- The main manual handling needs at the school involve movement of the T.V. and video (which is on a wheeled trolley); the setting up and taking down of apparatus; high level display work; movement of furniture in the classrooms; putting away stock.
- Staff has received guidance in this area and are in possession of the document 'Working at Height'.

(t) Stress

The school has adopted the Health & Safety Executive Management Standards and will use Croydon H.R. for advice, guidance and support.

(u) Violence to staff

A risk assessment has been carried out for staff who are likely to encounter aggression or violence. The school has adopted the Croydon LA violence and red file guidance.

(v) Asbestos

An annual asbestos survey is carried out by an approved Local Authority company.

RISK ASSESSMENT FOR HBV (Hepatitis B Virus) , HIV AIDS (Human Immunodeficiency Virus) AND FIRST AID

For all Staff involved in First Aid please use the following procedures:

- cover all broken skin, to avoid contact with blood and other body fluids, with a waterproof dressing or use rubber gloves before giving first aid. Unbroken skin is a natural barrier,
- wash hands before and after applying dressings.
- when mopping up blood or body fluids with paper towels always wear gloves.
- do not use teeth when putting on or removing rubber gloves,
- removed gloves so that they are inside out and the contaminated side is not exposed.
- dispose of gloves by putting them in a plastic bag and placing in a closed bin,
- wash hands and other surfaces immediately after contact with blood/body fluids and after removing gloves,
- disposable towels should be placed in a plastic bag,
- blood stained clothing should be changed for clean ones once wound has been treated. Handle blood stained clothes with rubber gloves and soak them in cold water before washing in washing machine on a hot cycle,
- when handling needles/sharp objects, take care to avoid accidental piercing of skin, anyone who has direct contact with another person's blood/body fluids should wash the exposed part of his/her body immediately with soap and water,
- if lips, mouth, tongue, eyes or broken skin are involved wash with clean, cold tap water and seek medical advice,
- reinforcing the procedures the reporting and managing of accidents.
- Please also refer to the Risk Assessment File.

Date approved by Governors	
Date that this policy is active	
Date of next review by Governing Body	