



St Anne's Catholic Primary School

Health and Safety Policy

1 Introduction

- 1.1 The health, safety and welfare of all the people who work or learn at St Anne's are of fundamental importance. We aim to provide a safe, secure and pleasant working environment for everyone. The Governing Body takes responsibility for protecting the health and safety of all children and members of staff.

2 Statement of Intent

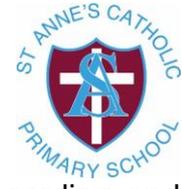
- 2.1 The Governing Body of St Anne's Catholic Primary School is the employer of all teaching staff and non-teaching staff at the school, other than contractors engaged by the Governing Body.
- 2.2 The Governing Body considers that one of its primary objectives is the achievement and maintenance of a high standard of health and safety at the school.
- 2.3 The Governing Body also recognises and accepts its corporate responsibility to provide a healthy and safe working environment for all its employees, all the children and for members of the public visiting the school. It also recognises and accepts its corporate responsibility both in ensuring the well-being of children through the day and ensuring that they are supervised at all times and are encouraged to act in a responsible and sensible manner.
- 2.4 The Governing Body will take all reasonably practicable steps to fulfil this responsibility and will pay particular attention to meeting the requirements of the Health and Safety at Work, etc. Act 1974 and all relevant statutory requirements. The Governing Body will apply all health and safety advice and directions issued by the Department for Education and Skills and other relevant bodies. The Governing Body will also give priority to the provision of appropriate training for school staff.
- 2.5 The Governing Body requires the Headteacher and senior staff to display a positive attitude towards health and safety. The Headteacher will draw up the necessary arrangements and will write them down and provide copies of this information to the Governing Body and to all employees. The Headteacher will monitor the implementation of the arrangements.
- 2.6 The Governing Body requires employees to pursue its objectives in respect of health and safety.



- 2.7 The Governing Body will consult professionally qualified safety advisers to advise on the effective implementation of its policies and objectives.
- 2.8 It will maintain arrangements with staff safety representatives for joint consultation on and participation in measures for promoting health and safety.

3 Roles and Responsibilities

- 3.1 The Headteacher shall:
 - 3.1.1 Pursue the objectives of the Governing Body in respect of health and safety.
 - 3.1.2 Set up arrangements in the school to cover all health and safety legal requirements, produce a written statement of those arrangements and bring it to the attention of the staff.
 - 3.1.3 Revise the statement, republish as necessary and monitor its implementation.
 - 3.1.4 Be available to any member of staff to discuss and to seek to resolve health and safety problems not solved at a lower level or through the established arrangements.
 - 3.1.5 Report to the Governing Body those instances where s/he does not have the authority to take action to eliminate a hazard; however, in the meantime, will take short term measures to avoid danger pending a full solution.
 - 3.1.6 Note all health and safety instructions and advice issued by the Department for Education and other relevant bodies and ensure that they are brought to the attention of the staff.
 - 3.1.7 Remind all staff of their duties and responsibilities in relation to health and safety.
 - 3.1.8 Keep a list of the safety representative(s) appointed to represent the staff at the school, be readily available, and co-operate as far as is reasonable with the safety representative(s) in efforts to carry out their functions.
 - 3.1.9 Ensure that all areas of the school are inspected once per term and keep a written record of any concerns and action required, sharing this with staff members as appropriate.



- 3.1.10 Ensure that a system is established for the reporting, recording and investigation of accidents, and ensure that all reasonable steps are taken to prevent recurrences.
- 3.1.11 Ensure that all visitors, including maintenance contractors, are informed of any hazards on site of which they may be unaware; ensure that consideration is given to the possibilities of maintenance work affecting pupils and staff.
- 3.1.12 Ensure that the Premises Officer has received appropriate training required for the discharge of his duties (e.g. Asbestos management, legionella management) and that this training is up-to-date.
- 3.1.13 Ensure that recommendations made by the local authority are carried out.

4 Arrangements and Procedures

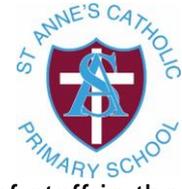
- 4.1 Training. Health and safety training is considered a high priority. Appropriate training will be provided for both existing and new staff bi-annually.
- 4.2 New Staff. New members of staff have access to a Staff Handbook setting out the school's arrangements, including those for safety.
- 4.3 Hazards. Under the Health and Safety at Work, etc. Act 1974 all employees have a responsibility for their own safety and welfare. It is the responsibility of all members of staff to bring hazards to the attention of the Administration Officers (AO). The Premises Officer is responsible for interim measures and for arranging remedial work.
- 4.4 Environment. Every member of staff is responsible for reporting defects in heating, lighting, ventilation, etc. to the premises officer, who will in turn report them to the AO. Every member of staff is responsible for reporting other hazards to the health and safety representative, who will report them to the AO. The Premises Officer is responsible for arranging repairs where possible and the Headteacher is responsible for arranging any longer term work.
- 4.5 Risk Assessments. As required by the Management of Health and Safety at Work Regulations 1992, formal assessments will be carried out to identify any risks to employees and others, for example, resulting from the handling of loads and the use of visual display screens. The assessments will be recorded in writing and, where reasonably practicable, action will be taken to minimise or remove the risk.
- 4.6 Classroom risk assessments will be carried out by the teacher responsible for the class / area at the start of each academic year and passed to the headteacher.



- 4.7 Control, Use and Storage of Substances. COSHH Regulations (Control of Substances Hazardous to Health) require the school to keep assessments of any substances likely to be hazardous to health. The Premises Officer maintains a list of such substances, which includes bleach. The health and safety representative is also responsible for ensuring that members of staff are made aware of the precautions to be taken to keep hazardous substances from misuse. Any member of staff who wishes to use a substance that may be hazardous must consult the Headteacher before bringing that substance into the school. Wherever possible, safe substitutes will be used in place of substances creating a hazard.
- 4.8 Information. Relevant booklets are held by the Health and Safety Representative/Premises Officer, who also holds COSHH assessments and is responsible for ensuring that they are brought to the attention of relevant members of staff.
- 4.9 Fire and Bomb Evacuation. An evacuation practice is held half-termly. This is logged by the Premises Officer. The procedure is displayed prominently on a notice in every classroom. It is the responsibility of the class teacher to ensure that the notice remains intact and in place. Escape routes and fire-fighting equipment are maintained by the Premises Officer. In our school fire exit doors may be locked (approved by Fire Service). The Finance Officer is responsible for ensuring that maintenance contracts (currently with the LA) are kept in force. In the case of a fire, the AO will call the fire brigade. For bomb evacuation see 'Business Continuity Management Plan' (BCMP).
- 4.10 The Premises Officer will carry out random inspections to ensure that extinguishers are in good order and will arrange for any necessary maintenance to be carried out without delay.
- 4.11 Fire doors will be kept in the closed position.

4.12 Arrangements at the start and end of the school day

- 4.12.1 At the start of the school day, children in Early Years Foundation Stage (EYFS) and Key Stage 1 (KS1) must be supervised by a carer until the bell rings at 9am. At the end of the school day, children who have not been collected will be supervised by their class teacher until 3.45pm when they will be taken to the school office and supervised by a member of staff (see rota). At this point their parent/carers will be contacted.
- 4.12.2 Children in Key Stage 2 (KS2) remain the responsibility of their parents / carers until the bell rings at 9am. Parents who leave their children unsupervised do so with this understanding and the school encourages parents / carers to wait with their children or to make arrangements for



their children to be supervised. Whilst there is a member of staff in the playground from 8.45am the school does not accept responsibility for the children until 9am.

4.12.3 With the exception of Y6, KS2 children who have not been collected at the end of the day will be supervised by their class teacher until 3.45pm when they will be taken to the school office and supervised by a member of the senior leadership team. At this point their parents / carers will be contacted.

4.12.4 Children in Y6 may travel home alone with parental consent. When there is an after-school club, however, Y6 children may not travel home alone during the second half of autumn term or the first half of spring term and they must be collected by someone aged 15 years or older (See paragraph 4.12.5).

4.12.5 During the summer term children in Y5 may travel home alone with written parental consent. The school will ensure children have received appropriate safety training.

4.12.6 Children who need to be collected at the end of the school day or following after-school clubs must be collected by someone aged 15 years or older. However, see exceptions for Y6 as outlined in paragraph 4.12.4.

5 Safety Representatives

5.1 The school Safety Committee consists of the Headteacher, the School Business Manager and the Premises Officer. The Committee will meet once each term to discuss any accidents and notified hazards and to determine what action should be taken, in addition to any immediate action taken at the point of discovery.

5.2 The current safety representatives are:

- Headteacher
- School Business Manager (SBM)
- Premises officer

6 Inspections

6.1 The Headteacher and Premises Officer will carry out an inspection each term. A report of the inspection will be compiled by the Headteacher, who is then responsible for any follow-up action required. The report will be passed to the Resources Committee.



7 School Entrances

- 7.1 Children and adults entering the school must do so through the pedestrian gates and not the vehicle gates.

8 Accidents

- 8.1 The AO, who is also a First Aider, is to be informed in the first instance of all accidents. The Headteacher is notified immediately of any accidents that cannot be dealt with by school staff. Statutory notification of accidents is made by the AO or Headteacher, initially by phone but with written confirmation. All accidents, however minor, are recorded in the school accident book. Notifiable accidents are recorded on form HS1. The cause of an accident must always be investigated by the teacher on duty, with the assistance of a Learning Support Assistant. In cases where the cause cannot be determined readily or where the accident requires referral outside the school for medical help, the Headteacher will be involved in determining the cause of the accident.
- 8.2 If any child receives a bump to the head this must be recorded in the accident book and the child must take a bumped head letter home to inform their parents / carers.

9 First Aid

- 9.1 All staff receive basic first aid training.
- 9.2 In addition, the school ensures that a core group of staff are qualified first aiders.
- 9.4 There are first aid boxes in the following locations:
- near the resource room
 - near the history cupboard
 - near the staff toilets on the first floor
 - in the Nursery
- 9.3 The AO is responsible for maintaining these. The AO is also responsible for summoning an ambulance when necessary; in their absence or if the AO is involved in tending injured children, another first aider or Headteacher will summon the ambulance. Children are always accompanied by an adult in the ambulance. In case of a serious accident, the head will inform the Chair of the Governing Body.
- 9.4 If a child requires medication, it must be prescribed by a doctor and brought into school by a responsible adult in a labelled package with dosage instructions. Members of the school staff will not give other drugs, for example, aspirins for headaches. All medication must be



kept in the school's office; medicines are administered only at the written request of parents.

- 9.5 When taking a school trip, teachers will carry out a risk assessment. Part of this will involve ensuring first aid is available. Teachers will arrange for a qualified first aider to accompany the trip as appropriate.
- 9.6 Every class has a first aid bag which should be taken whenever the class leaves the school premises. This should be clearly visible in class.
- 9.7 Children's medical equipment (e.g. asthma inhalers, epi-pens) should be stored in a clearly marked box inside the class cupboard. KS2 children will have their equipment with them at all times; for younger children the class teacher will take any equipment with them if the class travels outside school.
- 9.8 Photographs of children with medical conditions are displayed in the staff room and discretely in the dining hall.

10 Electrical Safety

- 10.1 The Headteacher is responsible for ensuring that all electrical plant and equipment is checked in accordance with statutory requirements.
- 10.2 All portable electrical equipment used at the school must meet the relevant British Standard and will be inspected and tested at least annually, as required by the Electricity at Work Regulations. The Headteacher will keep a written record in the Finance office of the results of the tests and any equipment found to be defective will be removed from use until repaired and re-tested. Before the beginning of each term the Premises Officer will inspect visually all equipment and rectify any defects or arrange for them to be rectified. The Premises Officer will lodge a written record of their visual inspection with the Headteacher not later than the end of the first day of each term, which will be amended as appropriate to show the results of any rectification work subsequently carried out.
- 10.3 It is the responsibility of each member of staff to inspect visually each piece of equipment as he or she uses it in order that any defects arising during the course of the term may be rectified.
- 10.4 Every member of staff must ensure that any trailing electrical leads are covered to prevent tripping and in a manner that will not lead to damage of the lead and consequent danger.
- 10.5 Electrical equipment belonging to staff, parents and visitors must not be used in the school without approval of the Headteacher and appropriate PAT testing



11 Playground and PE Equipment

11.1 The PE post holder, in consultation with the Premises Officer, will arrange for all playground and PE equipment to be inspected annually by appropriate outside contractors. A written record of the results of inspections and any necessary work carried out will be kept in the Finance Office. Staff supervising PE and Nursery play activities will also carry out a brief inspection each day before the equipment is used. The Premises Officer will inspect playground equipment and benches on a weekly basis and will keep a log, which he will give to the AO each term to store.

11.2 Any defects found will be reported by the person responsible for the inspection to the AO for urgent repair; defective equipment will be taken out of use. The responsibility for doing so lies with:

- the teacher(s) responsible for EYFS in respect of EYFS equipment
- the Premises Officer in respect of playground equipment
- the teacher responsible for PE in respect of PE equipment

12 Playground Safety

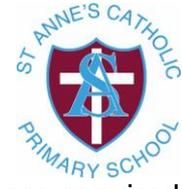
12.1 Children are supervised at morning and afternoon break times by members of staff and at lunch times by the school meals supervisory assistants. At wet break times and lunch times children are supervised in groups of an appropriate size to ensure one adult for each group. Teaching staff are on call on a rota basis from 8.45 a.m. to 9am for playground supervision. At the end of the day, teachers will remain with any children who have not been picked up until 3.45pm. At 3.45pm these children will be taken to the school office.

13 Vehicles

13.1 Only members of staff, school buses, official visitors to the school and Delivery Vehicles are allowed through the main gates. Three parking spaces are available for the parish church. In exceptional cases, carers of children may be allowed to drive vehicles into the school. This may be in the case of medical or EBD needs. Such instances will be reported to the headteacher and supervised by the premises officer. Parents and carers may not drive their vehicles through the main gates when collecting children from after-school clubs.

14 Visitors

14.1 All visitors are required to report to the school office and to sign in. Signs displaying this requirement will be maintained. All visitors will be



given a copy of the school's "visitor guidance" leaflet and are required to read it. All visitors are to wear visitor lanyards when on site.

15 Infectious Diseases

15.1 Parents are informed in writing about those diseases of which they must notify the school. The school adheres strictly to national and local guide-lines regarding exclusions of children from school, fumigation of clothing and premises and isolation of children with infectious diseases pending their being collected by parents.

16 Advice

The school seeks advice from the following:

| | |
|-------------------------------------|---|
| Area health authority | Health related matters, including illness and disease |
| Environmental health officer | Food hygiene, pest control and water quality |
| Health and safety executive | All other matters |
| Police | Vandalism, outdoor safety |
| Fire officers | |

17 Current roles and responsibilities at St Anne's

Headteacher: Peter Hilton
Premises manager: Anthony Enyoisi
AO: Lorraine Johnson

| | |
|--|---|
| Date agreed by governing body on 26 th March 2024 | Signature of Chair or Vice Chair |
| Date agreed for review Reviewed due to change in HT | Frequency of Review Annual |
| Responsibility for Review Resources Committee | |

