



# St Martin de Porres Primary School



St. Alban's Catholic  
Schools'  
Partnership

## Health and Safety Policy

May 2015

This policy was written in the light of our Mission Statement, "Working Together in the Light of the Lord".

St Martin de Porres Catholic Primary School is a voluntary aided school and therefore the Governing Body is the employer of staff and is responsible for ensuring the health and safety of all staff, pupils and visitors at all times.

### Key legislation underpinning this policy is:

- the Health and Safety at Work Act 1974
- the Occupiers' Liability Act 1957 and
- the Management of Health and Safety at Work Regulations 1999.

The Health and Safety Executive's inspectors enforce the 1974 Act in schools. Depending on the circumstances, the courts could hold the Governing Body to account for failure to comply with health and safety legislation.

***Health and safety: Advice on legal duties and powers -For local authorities, school leaders, school staff and governing bodies (February 2014)***

***Document Reference: DFE-00035-2014***

This advice document is the replacement for a number of guidance documents on health, safety and security in schools, including Health and Safety: Responsibilities and Powers (2001)

***In conjunction with this advice document you should read the following policy statement from the Health and Safety Executive (HSE) 'School trips and outdoor learning activities: Tackling the health and safety myths'.***

### Rationale

The purpose of this statutory policy is to further our aim to provide a secure, safe, healthy and stimulating environment for all pupils, staff and visitors to the school. Parents need to know that every measure will be taken to keep their children safe. We believe that the prevention of accidents and hazards is a key responsibility for every member of the school community. All staff, pupils, parents, and governors have contributed to this policy, which is based on the Luton Local Authority model. The content has also been influenced by guidance from the DFE and the Health and Safety Executive.

The aim of the statement is to ensure that all reasonably practicable steps are taken to secure the Safety, Health and Welfare of all persons using the premises:

- to establish and maintain a safe and healthy environment throughout the school;
- to establish and maintain safe working procedures among staff and pupils;
- to make arrangements for ensuring safety and absence of risks to health in connection with the use, handling, storage and transport of articles and substances;
- to ensure the provision of sufficient information, instruction and supervision to enable all people working on site and pupils to avoid hazards and contribute positively to their own safety and health at work and to ensure that they have access to health and safety training as and when provided;
- to maintain a safe and healthy place of work and safe access and egress from it;
- to formulate effective procedures for use in case of fire and other emergencies and for evacuating the school premises;
- to lay down procedures to be followed in case of accident;
- to provide and maintain adequate welfare facilities;
- to make special arrangements to ensure the health and safety of any disabled person using the school site.

**This is a non-smoking site.**

### **Roles and responsibilities of Head Teacher, Governors and all staff**

The **Head Teacher** is responsible for ensuring that all health and safety procedures are followed. She/he will ensure that:

- all members of staff understand and fulfil their responsibilities to ensure a safe learning environment;
- staff are aware of their responsibilities and receive appropriate supervision, instruction and training;
- staff, pupils and others are encouraged to promote health and safety;
- risk assessments are carried out for activities on and off the school site;
- LA and DFE guidance is followed for all school trips and visits;
- sufficient resources are allocated to meet health and safety priorities;
- all defects and/or hazards are made safe in a timescale commensurate with the risk they pose;
- specialist advice is sought as and when necessary;
- a log is maintained of all activities relating to ensuring health and safety, including dealing with accidents and incidents.

**The Governing Body will:**

- promote high standards of health and safety within the school
- assign responsibilities, including designating a Governor for health and safety
- establish a committee for health and safety
- monitor the allocation of funds based on effective and comprehensive risk assessments
- ensure that regular health and safety inspections are carried out following guidance from the LA
- ensure that there are risk assessment procedures in place to identify all risks relating to the premises, school activities and school-sponsored activities
- provide appropriate resources from the school's delegated budget to ensure that risks and hazards are minimised or eliminated
- ensure that all staff receive supervision, instruction and training appropriate to their duties and responsibilities
- evaluate the measures taken to minimise or eliminate risks and hazards
- ensure that there is designated space for medical or dental examination and treatment and for caring for sick or injured pupils during the school day
- ensure that hirers are aware of their duty to arrange insurance cover for their activities
- take all reasonable steps to ensure that the principal person in charge of hirers, contractors and others makes sure they conduct themselves and carry out their operation in such a manner that all statutory and advisory safety requirements are met at all times. (When the premises or facilities are being used out of normal school hours for an activity, then, for the purposes of this policy, the organiser of that activity, even if an employee, will be treated as a hirer and expected to comply with the requirements of the policy).
- Review this policy and update it at least biannually.

The safety of pupils is the responsibility of class teachers; teachers have traditionally in law carried responsibility for the safety of pupils when they are in charge.

**All staff will:**

- be familiar with the health and safety policy and all safety regulations laid down by the Governing Body
- take reasonable care for their own health and safety and that of others who may be affected by their actions
- take an active interest in promoting health and safety and suggest ways of reducing risks
- as a member of staff proactively discourage risky behaviour by any pupils and staff
- Ensure that no class of primary age children to be left unattended for any reason, including; classroom, playground, dining hall or anywhere else in the school, except in an emergency and even then a colleague or the Head Teacher should be made aware of the situation and asked to keep an eye on them
- all staff must use lidded cups for hot beverages outside of the staffroom. Hot beverages should only be consumed during allocated break and lunch times
- teachers with the responsibility of KS2 classes must escort their class at the end of school day to the KS2 playground and remain in the area until the last child under their supervision has left the playground and is under the supervision of a parent/carer. Any children who are not collected must be escorted to the office area

- collect their class from the playground at the end of morning break and escort the children to the classroom
- class teachers to be back in the classroom at 1.20 pm ready to take over the responsibility for their class from the midday supervisors
- during wet weather, it may be considered that a class of children will be kept in with full supervision. Support staff will remain in their classrooms and supervise their classes
- make regular safety inspections of their areas of work and report to their line manager in addition to filling out either a job request form or log book (held centrally) in the office. All relevant information concerning any danger to health and safety, whether serious and immediate or not must be reported immediately
- if for any reason, e.g. the condition or location of equipment, the physical state of the room or the splitting of a class for practical work, a teacher considers he/she cannot accept this responsibility; he/she should discuss the matter with the Head Teacher before allowing practical work to take place
- to follow safe working procedures personally
- only use equipment that is safe and you are competent to use
- only allow children to use equipment that is safe
- follow instructions when using any machinery, equipment, dangerous substances or safety devices
- a particular high level of supervision must be exercised when children are assisting in the movement of equipment
- to exercise effective supervision of the pupils and to know the emergency procedures in respect of fire, bomb scare and first aid, and to carry them out
- to know the special safety measures to be adopted in their own teaching areas and to ensure that they are applied
- to give clear instructions and warning as often as necessary around health and safety
- to ask for protective clothing, guards, special safe working procedures, etc. where necessary
- no child must be allowed out of school during school hours unless there is clear evidence or a request from the parent or guardian. The Head Teacher must be notified and any letter making such a request and should be handed into the School Office
- in all but exceptional circumstances, agreed by the Head Teacher and the parents, all children leaving during school hours must be collected by an adult and not sent unaccompanied. The adult must complete the signing out book in the office and must be over 16 years of age
- parents are asked to make sure that children do not bring items to schools, which are hazardous or dangerous. If such items are found by any member of staff they will be confiscated and the parents asked to come into school to collect them.

### **Supervision Before and After School**

Full-time teaching staff are expected to be in classrooms from 8.40 am and are expected to leave no earlier than 4 pm unless an earlier time has been agreed by the Head Teacher. This is to ensure the safe arrival egress of pupils.

Parents are requested to ensure that children arrive at school between 8.45 am and 8.55 am and collect their children at 3.20 pm for KS1 and 3.30 pm for KS2.

Pupils attending care club cannot be signed in before 8.00 am and must be signed out by 6.00 pm.

## **The Pupil**

The pupils are expected:

- to exercise personal responsibility for the safety of self and class-mates;
- to observe standards of dress consistent with safety and/or hygiene (this would preclude unsuitable footwear, knives and other items considered dangerous);
- to observe all the safety rules of the school and in particular the instructions of staff given in an emergency;
- to use and not wilfully misuse, neglect or interfere with items provided for their safety.

**NB** All pupils and parents should be made aware of the contents of this section.

## **Reporting Defects**

Any member of staff or child, discovering a defect in the building should report the matter to the designated person. The designated person should take immediate steps to render the area safe or out of bounds and should contact the Site Agent. He/she should inform the Head Teacher of his/her action. He/she should note the date of contact with the Site Agent in the Defects Book, which should be examined by the Head Teacher monthly.

All **pupils and visitors** to the school will be expected to take reasonable care for their own health and safety and that of others who may be affected by their actions.

## **First Aid**

The arrangements for first aid provision will be adequate to cope with all foreseeable major incidents.

The number of certified First Aiders will not at any time fall below the number required by law i.e. 1 to 100.

We also have a number of paediatric first aiders.

Supplies of first aid material will be held in the first aid room. All medicines and supplies will be prominently marked and all staff will be advised of their position. The material will be checked regularly and any deficiencies made good without delay.

Adequate and appropriate first aid provision will form part of the arrangements for all out-of-school activities.

A record will be made of each occasion that any member of staff, pupil or other person receives first aid treatment either on the school premises or as part of a school related activity. This record is kept centrally in the first aid room. Parents will receive a green slip detailing any first aid which has been administered to their child.

## Visitors and Contractors

When school premises are used for purposes not under the direction of the Head Teacher then the principal person in charge of the activities for which the premises are in use will have responsibility for safe practices.

The Head Teacher or the co-ordinator will seek to ensure that hirers, contractors and others who use the school premises conduct themselves in such a manner that all safety requirements are met at all times.

When the school premises or facilities are being used out of normal school hours for a school sponsored activity then, for the purposes of this policy, the organiser of the activity, even if an employee, will be treated as the hirer and comply with the requirements of this section of the Health and Safety Policy.

When the premises are hired to persons outside of the employ of the Governing Body, it will be a condition for all hirers, contractors and others using the premises or facilities that they are familiar with this policy, that they comply with all the safety directives of the Governing Body and they will not, without the prior consent of the Governing Body:

- a. introduce equipment for use on the school premises
- b. alter fixed installations
- c. remove fire and safety notices or equipment
- d. take any action that may create hazards for persons using the premises or the staff or the pupils of the school.

## Relationship to other policies

This policy should be read in conjunction with the Safeguarding Policy, Teaching and Learning Policy, and the policies for Lettings, Code of Conduct and Educational Visits. In addition, detailed guidance for any or all of the areas listed below is available as follows:

- Fire and other emergencies – *See 'Emergency procedures' in Staff Handbook (Available on the 't' drive)*
- Hazard reporting – All staff should complete job sheets and forward to Site Agent.
- Accident, violent incidences and other incident reporting procedures – *See sections in the Staff Handbook on:*
  - Care and Control Policy
- Medical Emergencies should be reported to the school office
- Premises Emergencies should be reported to the Business and Premises Manager
- Security and Maintenance of the premises should be reported to the Business and Premises Manager
- Provision of information and training – *See the CPD Coordinator*
- Specific risks associated with curriculum areas, visits, taxi or coach travel, etc. – *See 'Educational Visits Policy' and individual Risk Assessments*

- All compliance inspections and tasks – carried out in line with statutory regulations – *Site Agent and records*
- Litter – *Site Agent*
- Use of premises outside of school hours – *See 'Lettings Policy'*
- Waste management – *Site Agent*
- Trespassers and intruders – *See section in the Staff Handbook on: 'Emergency Procedures'*
- Use of force to control or restrain pupils - *See 'Care and Control' and 'Promoting good Behaviour' policies*
- Supplies – purchasing/procurement and deliveries – *See School Business Manager*
- Catering and nutritional standards – *See LBC Catering Department*
- Administration of medicines – *See 'Medicines Policy'*
- Bullying or harassment – *See 'Anti-Bullying' Policy*
- Snow and Gritting Procedure – *Site Agent*

### **Arrangements for monitoring and evaluation**

The nominated person will report on a termly basis to the Governing Body. During out of school hours any issues should be reported to the Site Agent.

The Governing Body will evaluate those outcomes and will consider whether any further action should be recommended.

**Policy to be reviewed biannually, unless there are any changes to any Health & Safety statutory legislation or regulations.**