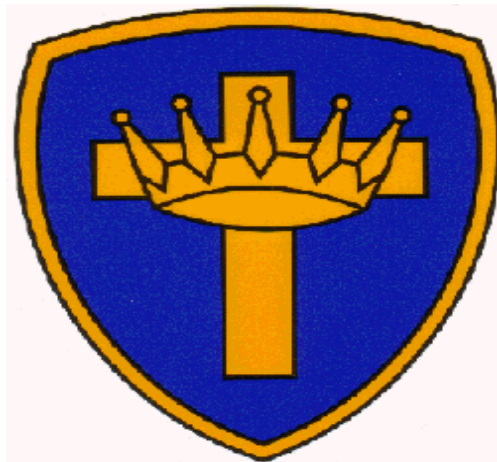


# St Oswald's Catholic Primary School

## Health & Safety Policy



Signed Dr A Wilkinson.  
Chair, Governing Body.

Dated Sept 2022

Signed Mrs J Hassan  
Head Teacher.

Dated Sept 2022

Review date: Autumn 2023

The health, safety and welfare of all the people who work or learn at our school are of fundamental importance. We aim to provide a safe, secure and pleasant working environment for everyone. The governing body, along with the LA, takes responsibility for protecting the health and safety of all children, members of staff and visitors to the school.

## **POLICY STATEMENT**

The Governors of St Oswald's Catholic Primary School recognise their corporate responsibility as employers for providing a safe and healthy environment for teaching staff, non-teaching staff, pupils and other persons who come onto the premises or who may be affected by the operations of the School. This health and safety policy document sets out the safety arrangements and procedures for achieving a standard that meets current legislation and the needs of the school. The document should be read in conjunction with the LA policy.

School governors will be responsible for ensuring, so far as is reasonably practicable, that sufficient resources are made available in order to carry out remedial work and to protect employees and other persons who use or visit the establishment. Governors should be aware of their responsibilities for maintaining the premises as detailed in the local requirements. The School Governors will carry out an annual/bi annual inspection of the school and report to the Headteacher any health and safety issues, jointly agreeing a plan of action.

In order to successfully implement the policy day to day management responsibilities for health and safety are delegated to the Head Teacher who in turn may assign specific tasks to other individuals.

The Headteacher in consultation with the Governors Premises and Health and Safety Committee draws up a written health and safety statement which is reviewed annually consulting with the school governors, staff and trade union safety representatives where necessary. In the absence of the Headteacher, the Deputy will take responsibility for day to day health and safety issues.

### **Our statement of general policy is:**

- ♦ to provide adequate control of the health and safety risks arising from our work activities;
- ♦ to consult with our employees on matters affecting their health and safety;
- ♦ to provide and maintain safe plant and equipment;
- ♦ to ensure safe handling and use of substances;
- ♦ to provide information, instruction and supervision for employees;
- ♦ to ensure all employees are competent to do their tasks, and to give them adequate training;
- ♦ to prevent accidents and cases of work-related ill health;
- ♦ to maintain safe and healthy working conditions; and
- ♦ to review and revise this policy as necessary at regular intervals.

*Signed:*  
*Chair of Governors*  
*Date Review Autumn 2021*

## **RESPONSIBILITIES**

## **RESPONSIBILITIES OF THE HEADTEACHER:**

The Headteacher is responsible for implementing and monitoring this policy and must ensure that health and safety considerations are always given priority in planning and day to day supervision of work activities.

### **The duties of the Headteacher include:-**

- Inspecting and checking work areas for which they are responsible ensuring that safety standards are being maintained.
- Monitoring compliance with safety rules and safe systems of work.
- Developing and enforcing any additional safety rules or guidance in order to reduce risk.
- Informing staff of safety rules and their legal duties, and identifying any training needs.
- Record any potential hazards, accidents or near miss situations.
- Assess workplace risks, where necessary reducing them to an acceptable level and reporting significant findings to Governors with details of action taken.

## **SPECIAL RESPONSIBILITIES OF TEACHERS/CLASSROOM ASSISTANTS STAFF**

The safety of pupils in the classroom, and during all other school activities is the responsibility of the class teacher or person in charge of the group.

### **Such persons are expected to:**

- Exercise effective supervision of pupils
- Ensure that they have addressed any potential emergencies, where necessary familiarising pupils of the procedures.
- Give clear instructions and warnings as often as may be necessary.
- Set an example by using safe working methods and abiding by any safety rules.
- Ensure that where personal protection is required for themselves or for pupils, that it is worn, kept in good condition and replaced as necessary.
- Make recommendations for additions or improvements where problems or risks are identified.

## **RESPONSIBILITIES OF EMPLOYEES**

### **Employees have a duty to:-**

- Work safely and efficiently and in accordance with any training given.
- Use equipment and items of personal protection so that they can carry out work safely and meet statutory obligations.
- Report incidents or hazards that may lead to injury or damage to the Headteacher.
- Observe the safety rules and comply with legislation.
- Not misuse equipment or endanger themselves or others by their actions.
- Safely store or remove immediately after use any item which, though necessary for a task could cause damage or injury to others if used without appropriate supervision.
- Report all accidents and damage in their work area to the Headteacher at the time of the occurrence whether a person has been injured or not.

## **SAFETY ARRANGEMENTS**

### **GENERAL HOUSEKEEPING**

Many injuries in schools occur as a result of slips, trips and falls. Please be aware of potential hazards such as:-

- Litter.
- Electrical cables lying across a walkway.
- Loose or torn carpets.
- Wet floors.
- Objects left on the floor in cloakrooms, resource areas, or class bases.
- Hurrying or running by adults or children.
- Cupboard doors and filing cabinets left open.
- Obscured vision when carrying bulky items.
- Makeshift methods of reaching heights e.g. standing on tables, chairs or stools. Never overreach or stand with one foot on the steps and the other on a fixed surface.
- If a ladder is needed it must be of sufficient length to allow it to be set up properly. The ladder must either be tied at the top or an assistant must "foot" the bottom. The foot must be on firm ground. Once a term, ladders and steps should be checked by the Site Supervisor for defects. If they are found to be unsafe, they should be taken out of service. Ladders should be checked every 6 months and results recorded. Faulty equipment must not be used until repaired.

This list is not exhaustive.

### **LIFTING AND MANUAL EQUIPMENT**

If required, staff are to carry out a manual handling risk assessment before lifting/moving equipment, furniture etc. Where possible staff are to work in pairs or to use mechanical equipment.

## **MOBILE PHONES**

The use of mobile phones by pupils is prohibited. Staff should not use mobile phones when supervising children unless in an emergency and phones with a photo facility should not be used in the presence of pupils unless permission has been given by the headteacher.

## **PERSONAL PROTECTIVE EQUIPMENT**

Appropriate PPE should be provided and used by pupils and staff. Any faults to be reported to the teacher in charge.

## **SMOKING**

All smoking is prohibited on school premises and during visits or field trips in the presence of pupils.

## **CLEANLINESS**

All furniture, furnishings and fittings will be kept 'sufficiently clean' and waste materials will be removed daily by the cleaning staff. Litter, besides being unsightly, can cause slips and falls. Each teacher is responsible for the tidiness of their own base and all school users share responsibility for keeping the school clean and tidy.

## **FLOORS**

All floors and traffic routes must, as far as is reasonably practicable, be kept free of obstructions and from any article or substance that may cause someone to slip or fall.

## **FIRE PROCEDURES**

Procedures for evacuating the premises are displayed in every room throughout the school. These are also displayed around the building. All staff must familiarise themselves with details of escape routes and assembly areas. The fire Risk Assessment is carried out annually by the Headteacher. Further Fire evacuating information is available in the Staff Handbook.

### **The Headteacher is responsible for fire related matters which includes:-**

- Organising at least one fire drill each term
- Reviewing fire procedures as necessary
- Checking that fire notices are displayed in prominent positions throughout the building
- Organising weekly checks of fire alarms and exits ensuring that they open easily and are free of obstruction on either side.
- Organising the checking of smoke detectors and emergency lighting at least monthly.
- Ensuring that newly appointed staff and students receive induction training in emergency procedures.
- Identifying and arranging any additional training requirements. Arranging for annual testing of systems and maintenance of fire fighting appliances.
- Maintaining records of all tests, inspection checks and evacuations carried out.
- Co-ordinate fire arrangements with contractors on site.

## **ACCIDENT REPORTING**

All accidents and work related illness to both to employees and pupils must be reported to the Headteacher. Employees must ensure that details of accidents are entered in the workplace accident book kept in the school office. Major injury accidents and over 3 day absences will be made known to the Headteacher who is responsible for informing the LA representative in accordance with the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995. Other incidents which fall into the various categories of the Regulations must also be reported to the Headteacher and where necessary to the LA Safety Officer. Separate forms are available for employee accidents, pupil accidents, members of the public, violence to staff, occupational ill health and dangerous occurrences. Further details are provided in the Wigan Employment Handbook.

## **FIRST AID**

There are a number of designated first aiders responsible for the administration of first aid, for recording treatment given. Names of first aiders are displayed on Health and Safety notice outside the office.

When pupils are taken on visits and trips staff should check with the designated first aider that travelling first aid kits are available.

## **PLAYGROUND SAFETY**

Over one half of all injuries to children occur in the school playground. The surface of the playground should be kept in good condition and any uneven paving slabs corrected. As far as possible pupils should not play near steps, or changes in level. Children and staff should be aware of potential risk such as throwing hard rubber balls a long distance. Long ropes for group skipping and best employed along the edges of the yard to avoid the rope hitting other children.

Children are not allowed to play in areas where they are out of sight of the staff member on duty.

Site Staff and teaching staff will inform the Headteacher of any hazards or problems which occur to play equipment and play surfaces.

## **COSHH**

The Control of Substances Hazardous to Health Regulations can affect every employee. Hazardous substances should only be purchased and used if there is no safer alternative. These items should always be under the direct control of the teacher and stored in a place which is not accessible to pupils. Where protective clothing is provided it is the responsibility of employees to look after items and to report any defects. Requests for any data sheets relating to items ordered should accompany relevant orders and where provided the information should be passed on to relevant staff and the original sheets retained in the school office.

## **PORTABLE ELECTRICAL APPLIANCES**

The Headteacher will arrange for formal testing of all portable electrical equipment including leads and plugs on a bi-annual basis and ensure that records are maintained. This is carried out under EC Harris buyback agreement.

Staff are responsible for carrying out visual checks before using any equipment, for reporting defective items and for ensuring that they are taken out of use until repaired or disposed of.

## **HAZARD REPORTING**

The Caretaker is responsible for carrying out checks in the following areas:- waste disposal; playing fields; school grounds; boiler house. Any faults or hazards which she is not deemed competent to rectify should be reported to the Headteacher. The caretaker will also inspect annually all ladders used in the school and record findings. In addition, all employees have a duty to report any hazard or potential risk to the Headteacher who will arrange repair and where necessary take temporary safety measures.

## **DISPOSAL OF WASTE**

All persons must ensure that materials, substances or items are disposed of in a safe manner and in accordance with legislation relating to health and safety, the environment and pollution.

## **TRAINING**

The Headteacher is responsible for measuring the safety performance of staff and for identifying any training needs. School governors will offer support by providing training opportunities for staff at all levels and for allocating finance so as to meet the principal aims of the Wigan LA health and safety training policy. The Headteacher will ensure that training is extended where necessary to volunteer worker, that new staff undergo health and safety induction and that up to date records of training are maintained.

## **CONTRACTORS**

Where services such as catering and playing field maintenance are contracted out, the Contractor is responsible for setting, monitoring and enforcing their own health and safety standards and for ensuring that work practices do not put other people at risk. The Headteacher should liaise with Contractors in order to assess risks associated with the proposed work and to ensure that their supervisory staff set up systems for reporting health and safety matters.

## **NATIONAL CURRICULUM**

The school follows Health and Safety advice as published in National Curriculum subject documents.

## **DISPLAYS**

Staff should take note of the position of burglar alarm sensors when fixing displays and ensure that displays and posters are firmly fixed. After 4 false alarms Police will refuse to attend any security alerts.

## **ASBESTOS**

A full survey has been undertaken by Wigan LA. The complete document is available at reception – no contractor is allowed on site to undertake any work with out reading and signed the Asbestos survey.

## **WORK EXPERIENCE**

The school welcomes and supports students on work placement. The school will make available information to students on placement either verbally or in writing according to the status and length of placement.

## **INTRUDERS**

It is the responsibility of all staff to request information from anyone in the building who is not accompanied by a member of staff, whose visit has not been previously indicated by a member of staff or who has not signed in at the office.

Where intruders are present outside the building supervising staff should, if in doubt bring children back into the building and inform the Headteacher/ SLT in order to resolve the problem. Police will be called where there is concern.

## **SAFETY ADVICE AND ASSISTANCE**

The Headteacher will bring to the attention of staff any publications or relevant information in respect of health and safety activities undertaken at the school. Copies of such documents will be retained by the Headteacher and can be accessed by staff.

It is in everyone's interest to foster a safe and healthy working environment and with the support of all concerned, the highest possible standards can be achieved and maintained.

## **HEALTH AND SAFETY ADDITIONAL GUIDANCE TO BE INCLUDED IN STAFF HANDBOOK**

- All staff should identify and control hazards in their own areas and report faulty or dangerous equipment immediately to the appropriate person, usually the caretaker.
- Each member of staff regardless of seniority has a duty to take care of themselves and others that might be affected by their acts or omissions. Staff should use equipment and working methods approved by their supervisor/senior colleagues/co-coordinators and take note of safety issues identified in individual policy documents. Special care should be taken with health and safety of any new venture or expedition.
- When working alone in the building staff are advised to maintain regular contact with a family member by mobile phone or school extension lines.

**Hot drinks should not be taken into classrooms or teaching areas where children are present unless in a closed cup**

**Dirty cups and mugs should not be left out on view in classrooms or in sinks.**

## **EVACUATION PROCEDURE**

When the alarm sounds the children should be taken out immediately through the nearest outside door.



Children should line up at the designated KS1 / KS2 assembly point at least 2m apart from other lines and the register taken. Adults must remain socially distanced.

Children on KS2 little field assembly point should not access or touch the trim-trail equipment.

## **ASSEMBLY POINTS**

<b><u>CLASS</u></b>	<b><u>DOOR USED FOR EXIT PURPOSES FROM THE CLASSROOM</u></b>
<b>EAGLES</b>	<b>CLASSROOM DOOR TO KEYSTAGE <u>TWO</u> ASSEMBLY POINT</b>
<b>OWLS</b>	<b>CLASSROOM DOOR TO KEYSTAGE <u>TWO</u> ASSEMBLY POINT</b>
<b>SEAGULLS</b>	<b>CLASSROOM DOOR TO KEYSTAGE <u>TWO</u> ASSEMBLY POINT</b>
<b>MAGPIES</b>	<b>CLASSROOM DOOR TO KEYSTAGE <u>TWO</u> ASSEMBLY POINT</b>
<b>STARLINGS</b>	<b>CLASSROOM DOOR TO KEYSTAGE <u>TWO</u> ASSEMBLY POINT</b>
<b>BLACKBIRDS</b>	<b>CLASSROOM DOOR TO KEYSTAGE <u>TWO</u> ASSEMBLY POINT</b>
<b>MEDICAL ROOM</b>	<b>EIXT OUT OF <u>WAGTAILS</u> CLASSROOM DOOR TO KEYSTAGE <u>TWO</u> ASSEMBLY POINT</b>
<b>WAGTAILS</b>	<b>CLASSROOM DOOR TO KEYSTAGE <u>TWO</u> ASSEMBLY POINT</b>
<b>ROBINS</b>	<b>CLASSROOM DOOR TO KEYSTAGE <u>TWO</u> ASSEMBLY POINT</b>
<b>AVIARY 2</b>	<b>EIXT OUT OF <u>SPARROWS</u> CLASSROOM DOOR TO KEYSTAGE <u>ONE</u> ASSEMBLY POINT</b>
<b>SPARROWS</b>	<b>CLASSROOM DOOR TO KEYSTAGE <u>ONE</u> ASSEMBLY POINT</b>
<b>AVIARY 1 – CARE LOVE LEAN</b>	<b>EXIT OUT OF THE <u>MAIN ENTRANCE</u> DOOR TO KEYSTAGE <u>ONE</u> ASSEMBLY POINT VIA THE MAIN CLASSROOM DOOR OR OUTSIDE DOOR</b>
<b>EAGLETS</b>	<b>CLASSROOM DOOR TO KEYSTAGE <u>ONE</u> ASSEMBLY POINT</b>
<b>SPARKLE ROOM</b>	<b>EIXT OUT OF <u>SPARROWS</u> CLASSROOM DOOR TO KEYSTAGE <u>ONE</u> ASSEMBLY POINT</b>
<b>LITTLE OFFICE</b>	<b>ALL VISITORS EXIT <u>MAIN ENTRANCE</u> TO KEYSTAGE <u>ONE</u> ASSEMBLY POINT</b>
<b>STAFF ROOM</b>	<b>EXIT VIA <u>MAIN ENTRANCE</u> TO KEY STAGE <u>ONE</u> ASSEMBLY POINT</b>
<b>MAIN OFFICE</b>	<b>EXIT VIA <u>MAIN ENTRANCE</u> TO KEY STAGE <u>ONE</u> ASSEMBLY POINT</b>
<b>HALL</b>	<b>EXIT DOOR AT THE <u>FAR END OF THE HALL</u> ONTO KEYSTAGE <u>ONE</u> ASSEMBLY POINT</b>

## **SWEEPERS**

Headteacher / Assistant Head      Sweep of EYFS, Aviary 1, Sparrows, Aviary 2, Medical Room, Robins, Blackbirds and Wagtails

Office Manager Sweep of Admin Area, Ladies, Gents, Hall, Starlings, Magpies, Seagulls, Owls and Eagles  
(In the absence of the Headteacher and Assistant Head Office Manager to sweep all areas)  
Care Love Learn Sweep Aviary 1 and CLL outdoor area

## **TOILETS**

Near Medical Room Teaching Assistants from Wagtails and Blackbirds  
Near Sparrows Teaching Assistants from Sparrows  
EYFS Teaching Assistants from Eaglets  
Near Starlings Teaching Assistants from Starlings, Magpies and Seagulls

## **REGISTERS BROUGHT OUTSIDE BY:**

Mrs Asquith, Mrs Crompton or Classteacher dependant on the time of day.

## **LINING UP ( each class in two short lines)**

Keystage One Assembly Point: Near to the Railings  
Keystage Two Assembly Point: The grassed area, away from the trim trail  
Secondary Evacuation Point (if required): School Field  
Critical Incident Evacuation: Children to be walked across to St Edmund Arrowsmith High School and parents to collect from the High School

## **KEY POINTS**

Count all pupils  
Wheelchair exit points: The Main Entrance / Magpies / Blackbirds  
Return to the Building When Informed by the Senior Leadership Team (safe and orderly lines)  
Students, Volunteers, Parent Helpers should always be informed by the classteacher of the fire procedure

## **EVACUATION PROCEDURE – LUNCHTIME – ROLE OF MID-DAY ASSISTANTS**

- All Children in class having lunch - exit through the classroom doors with Lunchtime Assistants and line up at the designated assembly point.
- Keystage One children on the Playground to line up near the railings with the Lunchtime Assistants
- Keystage Two children on the Playground to line up near the Hedge with the Lunchtime Assistants
- Assistant Head sweeps Keystage 2 side of the building and KS2 toilets (if absent School Office Staff)
- Headteacher sweeps Keystage 1 side of the building and toilets (if absent School Office Staff)
- Staff on the premises in the staff room to leave the building via the main entrance. Staff in the Hall to leave the building via the Hall doors. Staff around school to leave using the nearest classroom exit – join class, pupils and lunchtime assistants.
- All staff leaving site at lunchtime must sign in and out
- Registers will be brought out to staff by Office staff
- Office Manager to check all Lunchtime Assistants present
- Kitchen staff to evacuate the building via the kitchen door and assemble by gate on the car park
- Cleaning staff to evacuate via the Main Entrance to Keystage 1 area or Door at the end of corridor to Keystage 2 area

## **FIRST AID**

- Qualified first-aiders – including responsibility for first-aid equipment and resources:

- Minor accidents which occur at times other than lunchtime should be dealt with by staff using first-aid boxes located as follows:

**EYFS - Classroom Base**  
**Library – End of Corridor**  
**(First aid resources available from the office.)**

**NB:** If there is blood spillage, rubber gloves should be worn.

Any headbumps must be reported to home with a phone call and via an accident form / word at the end of the day at the classroom door.

In the event of a more serious accident a qualified first-aider should be sent for and if not available another member of staff. The Headteacher or Deputy should be informed immediately and a decision made regarding further action, i.e. informing parents, hospital treatment.

All accidents should be entered in the accident books and an accident form sent home signed by the person dealing with the injury. In the case of headbumps if possible, speak to the adult collecting the child at the end of the school day. If the injury requires an overnight stay in hospital or surgery then an LA Accident Report Form should be completed.

However teachers should not send children to the office, with minor injuries, which can and should be dealt with speedily and effectively by the class teacher. If a child is deemed unwell staff should speak to the Headteacher / Deputy.

## **MEDICINES IN SCHOOL**

### **Occasional Requests:**

Parents/Guardians requesting the completion of a course of medication in school should come to the school office and complete a medication administration form. The office will pin a ribbon on the child and this will be removed once the medication has been administered. Teaching and non teaching staff do not administer medication. Medication can only be administered by Headteacher / Deputy / School Business Manager.

Children should not carry medicines or tablets in school.

### **Regular / Emergency Medication**

Parents/Guardians must complete a consent form from the office, Asthma Care Plan must be completed and Inhalers are then kept in the classroom cupboard.

## **CHILD PROTECTION PROCEDURES**

The Governors have an agreed Policy and Guidelines for Child Protection. A copy of the policy is available on our website and in the shared area all staff have signed to prove they have received a paper copy. The designated person for Child Protection is the Headteacher

## **JEWELLERY**

**Pierced Ears:** For reasons of Health and Safety, children should not wear ear studs or earrings to school. If parents are unable or unwilling to take this advice then only studs and not rings or sleepers will be acceptable.

**Other Jewellery:** Many items of loose jewellery are unsuitable for wearing in school but there are some items that parents wish their children to wear for personal, religious and family reasons. In the case of this jewellery, it is recommended that on days when the class is participating in swimming, PE or games, all items of jewellery, including watches, are taken off and left at home. The school is unable to accept responsibility for any loss or damage to items that have been taken off at school and teachers should not be approached to look after these items.