



St William's Catholic Primary School Health & Safety Policy



2016/2017

Mission Statement:

*"By following Jesus' example, standing side by side,
we will nurture each other to fulfil our hopes and dreams."*

1. The Headteacher and Governors of St William's Catholic Primary school recognise that they have overall responsibility for the organisation and implementation of a Health and Safety Policy, and that key personnel within the management structure are identified and their health and safety roles defined within their areas of employment

The employee's duty to co-operate with the employer is recognised. The school management accepts responsibility for ensuring all necessary arrangements for maintaining a safe environment are implemented and monitored.

St William's Primary School recognises the importance of health, safety and welfare regarding the successful operation of its activities and believe the active participation of all staff is essential in maintaining the highest standards in preventing accidents. All activities will be conducted using appropriate control measures to minimize the risk to the health and safety of all staff, pupils and others, who may be affected by our activities.

The School Health and Safety Policy details herein will be brought to the attention of all staff, and will be subject to regular reviews to ensure it reflects the school's activities.

.....Headteacher
St William's Catholic Primary School

SignatureDate.....

.....Chair of Governors
St William's Catholic Primary School

SignatureDate.....

Revised

SCHOOL ORGANISATION

2.1 The Headteacher and Governors recognise the need to identify organisational arrangements in the school for implementing, monitoring and controlling of Health and safety matters. Where possible the Governors will ensure the school budget reflects the necessary funding to provide suitable and sufficient training for those with Health and Safety responsibilities.

A summary of individual duties, including reporting arrangements, are contained in the CYPS's Health and Safety Manual, a copy of which is held in the school office.

2.2 Designated persons with Safety Responsibilities

	Staff name/designation	Date
Competent person appointed to advise on Health and Safety	Mrs. E Ellis	
Premises Officer	Mrs. J Gaskell	
Fire	Mrs. E Ellis	
First Aid and Medication	Mrs. J Yates	
Asbestos & L8 Management	Mrs. E Ellis	
Care and Welfare	Mrs. E Ellis Miss H Eccles	
Catering	Mrs. Y. Unsworth	
Supervision Non teaching	Miss. H Eccles	
Crossing patrols	Mrs. R Gale CYPS Mrs. E Ellis	
Swimming	Mr. D Orrell	
Visits/ activity holidays	Mrs. E Ellis	
P.E.	Mr. D Orrell Miss. N Magee	
Science	Miss. H. Eccles	
Design & Technology	Miss. B. Speakman	
Art	Mrs. L Greenall	
Information Technology	Miss H Eccles	

ARRANGEMENTS

The arrangements described below are the minimum standards that will be achieved to maintain a safe environment, both for staff, pupils and others visiting the school. Additional information is contained in the CYPS's Safety Manual. The Headteacher will keep the manual up to date and ensure the arrangements for staff to receive training on issues of Health and Safety.

If staff have any concerns about Health and Safety, they should ensure they contact the Health and Safety Officer or their line manager.

3.1 Accidents

School procedures

3.2 Contractors

All contractors will abide by the school's health and emergency procedures. Everyone books in and out when on site. The asbestos register is provided to all contractors and signed

3.3 Control Of Substances Hazardous to Health (COSHH)

Caretaker and cleaners to store all substances in a safe manner. Keep out of reach of children. All staff are not to bring unauthorised chemicals into school. COSHH assessment to be conducted by the caretaker and recorded.

3.4 Communicating Health and Safety Information

General safety information and the statutory poster to be displayed on the notice board located in the staff room. Further information is contained in the CYPS's Safety Manual, a copy of which, is available in school

3.5. Electrical equipment

All portable electrical equipment will be tested by a competent company commissioned through EC Harris annually. All staff are to inspect electrical equipment before and after use. No unauthorised equipment is to be brought into school

3,6 First Aid and medication

First Aid boxes are located at

- First Aid room located by the disabled toilets
- Lower Junior kitchen area
- Infant Corridor
- Staff room
- Upper junior

All children requiring first aid treatment are to report to one of the qualified First Aiders. Details of the injury must be recorded in the school accident book. First Aiders are

Mrs. J. Yates
Miss C. Taylor
Mrs. L. Fitzsimmons
Miss. P Guthrun

Mrs L Beardsworth
Mrs C Lavin
Mrs L Cottom
Miss. C Rodgers
Mrs AM Jolley
Miss J Ellison
Mrs S Latham
Miss B Speakman
Miss R Farrell
Miss H Eccles
Mrs L Kaviany
Mr D Orrell
Mrs E Stack
Mrs D Walls

No medication will be given to pupils without the Headteacher's authorisation.
Parents will usually be present when medication is administered.

3.7 Fire Prevention

Annex A states School emergency procedure. The School Fire Officer is to conduct a fire practice once per term. Fire alarms to be tested weekly by the caretaker. All drills and tests to be recorded. All flammable materials to be correctly stored in a steel cupboard.

3.8 Field trips and Visits

The Headteacher is the nominated EVC Coordinator. Parents advised of visits, pupils briefed and put into groups etc. Risk Assessments to be carried out, recorded and helpers briefed. Further information see Educational Visits Policy.

3.9 General Housekeeping

All materials and equipment to be put away and stored safely after use. Cleaning, maintenance and repair activities should not be carried out in the presences of pupils. All walkways, paths etc to remain clean and unobstructed to provide a safe means of access.

3.10 Jewellery

Pupils are prohibited from wearing jewellery, which may cause them and others injury, particularly during physical activities and/or contact sports.

3.11 Ladders and access equipment

To be checked every six months by the caretaker and results recorded. Faulty equipment will not be used until repaired.

3.12 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 mechanical equipment to be used.

3.12 Mobile Phones

The use of mobile phones by pupils is prohibited. Staff to use phones in an emergency or where access to a phone is required for teaching e.g. video conferencing. Phones must be switched off during teaching time. Phones with a photo facility must not be used in the presence of pupils. Please see mobile phone policy and staff code of conduct.

3.13 PE activities

Supervision, conduct and use of equipment to be used within the guidelines laid down in the CYPs manual and BAALPA publications

3.14 Risk assessments

All staff are to carry out appropriate risk assessments of the activities they undertake, record and where necessary inform other colleagues and the Headteacher.

3.15 Supervision of pupils during non- curriculum time

Supervision ratio during playtime will be at least 2 members of staff

Infants 1: 45

Juniors 1: 76

At lunchtimes ratio is 1:30 in the infants and 1:35 in the juniors.

The Headteacher is responsible for appointing and briefing staff for supervision duties. Welfare duties and responsibilities are contained in the job descriptions and duties.

3.16 Smoking

All smoking is prohibited on school premises and during school visits/field trips

3.17 Security

All visitors are to report to the school reception, to book in and out. A yellow badge will be provided and must be worn at all times All visitors will be escorted whilst on school premises.

3.18 Premises Committee

The Premises Committee will conduct inspections and monitor the maintenance of the premises, develop and implement appropriate safety procedures.

3.19 Swimming

During swimming activities the staff/pupil ratio will be not greater than 1:20. At least one adult will be female.

3.20 Transport

At all times, whenever vehicle transport is required to be used by the pupils and staff, all passengers, regardless of age, will be provided with one seat each, and seat belts will be worn

3.20 Training

All staff employed at or by the school will receive appropriate instruction and training to carry out all tasks/ activities requested of them.

3.21 VDU/DSE Users

Regular users to have a risk assessment of their work station and appropriate measures taken to minimize any hazard/risk. Appropriate information and training provided.

3.22 Violence to staff

Conduct a risk assessment and keep under regular review any risk of injury, physical or verbal to the health and safety of staff. Appropriate control measure to be taken. All violent incidents to be investigated and reported to the LA Health and safety Officer.

3.23 Visitors

All visitors to report to the school reception office at both the start and finish of their visit and sign the visitor's book. A visitors badge must be worn at all times. During the visit they will be escorted around the school unless authorized by the Headteacher. The school confidentiality policy will be issued to visitors working with children.

3.24 Winter gritting

The caretaker to order grit/rock salt, prior to the winter season and when necessary grit the following areas to ensure safe access and egress

- Footpaths
- Door entrances
- Playground
- Car park

The school may be opened early to receive pupils on days of very poor weather conditions.

HEALTH AND SAFETY INFORMATION FOR EMPLOYEES

THE PERSON RESPONSIBLE FOR

- FIRST AID Mrs. J Yates
- EMERGENCY EVACUATION Mrs. E Ellis
- ACCIDENT REPORTING Mrs. E Ellis
- THE SCHOOL'S ASBESTOS SURVEY Mrs. E Ellis
- LEGIONELLA Mrs. E Ellis
- OUT OF SCHOOL TRIPS Mrs. E Ellis