

St. Mary's Catholic  
Primary School  
Ysgol Catholig  
Santes Fair



Health & Safety  
Policy

# Our Mission Statement



As a Catholic family,  
we will do our best to live and  
learn as Christ taught us.

Our aims are designed to allow us to live out the Mission Statement.

## School Aims

- a. To create a community where love, peace and joy are present and to be true to the values of the Gospel and to make our Catholic faith alive by building such a community.
- b. To develop a dynamic interaction between home, school and parish and provide a formation for each child to realise their full potential in all aspects of spiritual and moral development.
- c. To develop a zest for life and an enjoyment of learning.
- d. To allow children to respect all forms of life.
- e. To achieve high standards in academic learning.
- f. To develop creativity and a love of art, music and drama.
- g. To encourage children to learn physical skills and a knowledge and control over their own bodies to compete against themselves and others in order to raise their performance.
- h. To have experience of the Welsh Language and be introduced to Welsh culture and others from around the world to reflect the cosmopolitan nature of our school.
- i. To make sense of the world around them scientifically and by understanding other people, their history and their environment.
- j. To foster good attitudes and appropriate behaviour, manners and dress.

# Statement of Safety Policy

## For St. Mary's Catholic Primary School

1. St. Mary's recognises its legal and moral responsibilities to persons who may be adversely affected by school activities.
2. The School is committed to ensuring, by all reasonably practical means, the health, safety and welfare of its pupils, visitors, employees and contractors involved with the activities of the School. The School will seek to ensure that its legal duties and policy objectives are complied with at all times.
3. All foreseeable risks associated with the school's activities will be identified and removed or controlled through a process of risk assessment and management.
4. All employees will be given such information, instruction and training as may be necessary to enable the safe performance of their duties.
5. The school will seek to inform pupils' parents or guardians of any health and safety issues relevant to their child or children.
6. The arrangements for health, safety and welfare are detailed in the attached "Organisation and Arrangements" section
7. The School will ensure, as far as is reasonably practical, that this policy and its supporting documents are kept up-to-date. A formal review and re-adoption of this policy will be carried out in the Spring Term of 2022.

## Responsibilities

It is recognised that individuals and groups of individuals have responsibilities for health, safety and welfare in the school. The individuals and groups identified below are expected to have read and understood the School's policies and procedures for ensuring health, safety and welfare and to conduct their duties in accordance with them.

### Governors

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The governors are responsible for ensuring that mechanisms and procedures are in place for health, safety and welfare. The Governors will receive regular reports to enable them, in collaboration with the Head Teacher, to prioritise resources for health, safety and welfare issues.

The Governors have appointed a Safety Governor to receive information, monitor the implementation policies, procedures and decisions and feedback to the Governing Body on health, safety and welfare issues.

The Safety Governor is Mr. David Bolton, the chair of the Governing Body.

### Head Teacher

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The Head Teacher has responsibility for:-

- Day-to-day management of all health and safety matters in the school in accordance with the health and safety policy;
- Ensuring regular inspections are carried out;
- ***At least two people out of the Headteacher (or Deputy Headteacher), the Chair and the Caretaker*** will carry out an inspection each term.
- Submitting inspection reports to governors on request.
- Ensuring action is taken on health, safety and welfare issues;
- Passing on information received on health and safety matters to appropriate people;
- Carrying out accident investigations;
- Chairing the school health and safety committee;
- Identifying and facilitating staff training needs;
- Liaising with governors and/or the LEA on policy issues and any problems in implementing the health and safety policy;
- Co-operating with and providing necessary facilities for trades union safety representatives;
- Providing necessary facilities for all employees to be consulted on health and safety matters;

- Where contracts are negotiated directly between the school and the contractor, the Head Teacher is also expected to monitor purchasing and contracting procedures, to ensure that their employer's health and safety policy is complied with.

**The Headteacher** is responsible for liaising with contractors undertaking major works and for ensuring that the risk due to having contractors on site is monitored and controlled.

**The Deputy Headteacher** is appointed with the authority of the Head Teacher to request action from the Contractor where conditions are considered to be unsafe.

## Senior Management & Faculty/Department Heads

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Key Stage Leaders have responsibilities for:-

- Day-to-day management of health and safety in accordance with the health and safety policy;
- Drawing up and reviewing departmental procedures regularly;
- Carrying out regular inspections and making reports to the head teacher;
- Ensuring action is taken on health, safety and welfare issues;
- Arranging for staff training and information in co-operation with the Headteacher;
- Passing on health and safety information received to appropriate people;
- Acting on reports from staff, the Head Teacher, the LA or Governors.

## All Employees

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All employees have a general responsibility, as far as reasonably practical, to ensure the health, safety and welfare of themselves and others who may be affected by anything they do or fail to do. In particular, employees have a responsibility for:-

- Checking classrooms/work areas are safe;
- Checking equipment is safe before use;
- Ensuring safe procedures are followed;
- Ensuring protective equipment is used, when needed;
- Participating in inspections and the health and safety committee, if appropriate;
- Bringing problems to the relevant Line Manager's attention

In addition, all employees have a responsibility to co-operate with the employer on matters of health and safety.

## Volunteers

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Volunteers (such as parent-helpers, etc.) have a responsibility to act in accordance with the school's policies and procedures for health and safety and to report any incident or defective equipment to a member of staff immediately.

Volunteers are also expected to act only under the supervision of a qualified teacher.

# Specific Health, Safety and Welfare Policy and Procedures

## First Aid

### Coordinator:

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**Mrs. R. Azzopardi** is responsible for overseeing the arrangements for first aid within the school. Their duties include ensuring:-

- That first aid equipment is available at a strategic point in the school
  - **The Staff Room**
- that the correct level of first aid equipment is maintained in each first aid box
- that a sufficient number of personnel are trained in first aid procedures
- that first aid qualifications are, and remain, current (e.g. First Aid at Work Certificates are valid for 3 years)

This person will also regularly check first aid logs for indications of recurrent or frequently reported types of injury.

### First Aiders

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The school's trained first aiders will provide first aid treatment for anyone injured on site during the school day.

First aiders are responsible for ensuring that the necessary details are supplied for the reporting of accidents (see Reporting of Accidents section)

### Treatment of Injuries

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The School will rely on the knowledge and experience of its trained first aiders in order to administer appropriate treatment to injured persons.

In emergency situations, the first aider will call (or will instruct another member of staff to call) 999 and request that an ambulance and paramedics attend.

Where there is any doubt about the appropriate course of action, the first aider will be expected to consult with the Health Service helpline:-

NHS DIRECT                      0845 4647

and, in the case of pupil injuries, with the parents or legal guardians.

## Suspected Head, Neck & Spinal Injuries to Pupils

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In the event of a suspected head, neck or spinal injury to a pupil it is the policy of this school, in addition to the normal first aid procedures, that the pupil's parent/guardian is contacted and informed of the injury.

The attending first aider, in consultation with the parent/guardian, will decide the appropriate course of action in each case. The first aider will ensure that treatment is not delayed by difficulties in contacting the parent/guardian.

In any case where there is any doubt about the pupil's wellbeing, the first aider is expected to contact NHS Direct for advice or 'phone for an ambulance as appropriate.

## Other Significant Injuries

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Any other serious injury will be notified to the parents/legal guardian by the quickest means possible (normally by phone).

In addition to the procedures above, the School will notify parents/legal guardians of any other significant injury by way of

- a telephone call

## Escorting Pupils to Hospital

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When it is necessary for a pupil to be taken to hospital, they will be accompanied by a member of staff – unless the pupil's parent or guardian is in attendance.

The member of staff will stay with the pupil until a parent or guardian arrives and responsibility is "handed over".



# Medicines in School

The school follows Council and DfES guidance on the dispensing of medicines in school.

\*This school will dispense medication which has been prescribed by a medical practitioner with written instructions for its use.

\*This school will dispense non-prescription medication to pupils only if it supplied by a parent or guardian with written instructions for its use.

The School does not keep any other medication.

## Dispensing of Medicine

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All requests for the dispensing of medication must be accompanied by a consent form completed, signed and dated by the pupil's parent or guardian.

**The Headteacher** is responsible for receiving medicines, checking consent and dose information, checking "use-by" dates and dispensing medication.

**The Deputy Headteacher** will deputise when necessary.

All medication will be kept in a secure location:- in the Headteacher's office.

Medication for personal use by members of staff must also be kept in a secure location. E.g. handbags, etc containing such items must be locked away and not be left in the classroom where pupils could gain access to them.

## Medical Log

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Consent forms will be kept in the Medical Log and will be kept for the duration of the pupil's attendance at the school.

## Medical Procedures

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The school has provided a suitable place for the dispensing/application of medicines. Where necessary, arrangements have been made for pupils with particular conditions and these are detailed in individual care-plans.

## Off-Site Activities

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The school has a policy and procedure for off-site activities which includes the assessment of medical needs of all involved in the trip.

# Accidents

## Reporting Officer

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The reporting of accidents will be completed in line with current LA guidance.

## Accident Investigation

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All accident reports will be seen by **the Headteacher** or the Deputy Head in his absence) who will decide if an investigation is necessary. LA guidance will be followed.

## Accidents Reportable to the Health and Safety Executive

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Reports of fatalities, major accidents and over-three-day incidents are forwarded to the Health and Safety Executive (HSE) as required by the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR). The Council's Health and Safety Services section will liaise with the HSE on these incidents.

# Fire

## Fire Officer

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The person responsible for organising the school's fire precautions is **the Headteacher**

In his/her absence, **the Deputy Headteacher** will fulfil this role.

The fire officer is responsible for:

- Arranging a fire evacuation drill at the beginning of the school year and at least once every term thereafter.
- Recording the significant results of the fire evacuation drills
- Ensuring that the Fire Log is kept up-to-date (arranging for alarm tests every week, emergency lighting every month, fire extinguisher checks, etc.)

## All Staff

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All staff are responsible for ensuring that pupils and visitors evacuate in an orderly and timely fashion in the event of the alarm sounding.

## Evacuation and Registration Procedures

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*These will follow the Evacuation Plan which is displayed throughout the school.*

# Electricity

The school will undertake to inspect and test all portable electrical appliances by a competent person at least once per year.

The school has arranged for these tests to be carried out by **the Local Authority**.

All test certificates will be kept in **the school office** for the duration of the life of the appliance.

## All Staff

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All staff will visually inspect electrical equipment before use for obvious defects.

Defective equipment will not be used and will be reported to **the Headteacher** for repair/replacement.

# Work Equipment

**The Headteacher** will be responsible for overseeing the purchase of all work equipment.

All work equipment must be purchased from a reputable supplier for the type of equipment that is required.

Before purchase consideration must be given to

- the installation requirements,
- the suitability for purpose,
- the positioning and or the storage of the equipment,
- maintenance requirements (contracts & repairs);
- training and use of the equipment

Staff must not use new items of work equipment unless appropriate training has been given.

## Working Alone

It is recognised that, from time to time, it may be necessary for school employees to work in situations or locations which are remote from other members of staff. This will include employees working in the evenings, weekends or during the holiday in the school on their own.

Any staff wishing to work outside normal school hours must have prior agreement/permission from **the Headteacher or Key Stage Leader**.

## School Security

**The Caretaker** is the appointed person who is responsible for the security of the school at the end of the day by ensuring that doors, windows, skylights etc are secured.

**The Caretaker** is also responsible for carrying out checks of the premises during the school holidays.

## SCHOOL STAFF/GOVERNORS RESPONDING TO CALL OUTS

Staff nominated as out of hours key holders are sometimes required to attend site following the activation of the alarm.

When they are called out they will not know what situation they will find and consequently systems need to be established which reduce the potential for them to be harmed.

It is considered that it is foreseeable that when attending a call out there is potential for injury due to assault (which is rare) or as the consequence of an accident.

The following persons: Headteacher, Deputy Headteacher and Caretaker are the school's nominated representatives who will respond in an out-of-hours call out.

The school will assess the risks to these individuals and introduce suitable control measures to ensure that all risks are minimised.

### 1 – CALL OUT ARRANGEMENTS

The school will introduce call out arrangements that will reduce the possibility of injury to staff and which ensures that if an incident occurs support will be provided.

#### a) Police Attendance –

In any call out situation it is preferable to meet the police on site or at a police station before travelling to site. This ensures that there will be at least two people present on site and with a direct link to support, e.g. police radio, should it be required.

#### b) Call Out by Security Firm –

For personal safety reasons, two of the designated key holders should meet at the school if at all possible. They will normally keep in touch via telephone.

An employee should not enter a building alone unless there is an urgent and important need to do so before assistance arrives.

**No employee is expected to enter a building where it is believed that there is a significant risk.**

# Violence

The School follows the LA's policy and guidance on Violence at Work.

**The Headteacher** is responsible for ensuring

- All staff are aware of the policy
- All staff are aware of the procedures for avoiding violence at work
- All staff are aware of the procedures for dealing with violent incidents
- All staff are aware of the procedures for reporting violent incidents
- All staff are aware of the support facilities available to victims of violence at work
- All incidents of verbal and physical abuse to be recorded using the on-line accident reporting system.



# Arrangements for Supervision of Pupils

The school will be open to pupils from 8.40am to 3.25pm pm on weekdays during term times. Between these times supervision will be provided. Pupils will not be allowed on site outside these times apart from those taking part in extra-curricular activities or those attending the Breakfast Club and after school Sunbeam Club (it is permissible for children to be on site if accompanied by an adult at times when children are being collected from school).

*Appropriate supervision ratios will be maintained at all times. In the event of a pupil not being collected from school a member of staff will contact parents and will supervise the child for as long as is necessary. If no contact is possible, social services will be contacted.*

# Risk Assessment

The school will carry out risk assessments whenever it is pertinent to do so.

Copies of risk assessments are available from **the school's office**.

## Personal Protective Equipment (PPE)

Personal protective equipment must be supplied to control the hazard as a last resort; i.e. where the hazard cannot be reduced to an acceptable level of risk by other means.

Where identified by the process of Risk or COSHH assessment, personal protective equipment will be supplied to staff or pupils.

Examples – eye protection, hearing protection, gloves, high visibility wear, helmets, footwear.

**The Headteacher** will be responsible for the purchase of PPE ensuring that it is of the correct type, is suitable for the purpose and of the correct size to ensure that the fit is comfortable for the wearer. (Where specialist PPE is required you may wish to refer to H&S Services for advice)

## Staff

When issued with PPE, persons are required to wear it where identified by Risk / COSHH assessments, keep it clean, store it correctly and report any faults so that replacements can be provided.

## COSHH Coordinator

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**The Headteacher** is responsible for ensuring that, before any new substance/chemical is used, a COSHH assessment has been obtained from the LA, who will be consulted as a matter of course.

The coordinator is responsible for ensuring that COSHH assessments are seen and understood by those staff who are exposed to the product/substance.

The coordinator is also responsible for ensuring that any updated COSHH assessments received are seen and understood by those who are exposed to the product/substance and that the COSHH file is kept up-to-date..

## All Staff

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All staff must ensure that they do not use any potentially hazardous substance without first familiarising themselves with the requirements of the COSHH assessment.

Medication for personal use by members of staff must also be kept in a secure location. E.g. handbags, etc containing such items must be locked away and not be left in the classroom where pupils could gain access to them.