

**St Vincent's RC Primary School
Health and Safety Policy**

Consultation that has taken place	Autumn 2014		
Date Formally Approved By Governors	30.09.14		
Date policy Became Effective	06.10.14	Date Reviewed	08/2016, 08/2017, 08/2018
Next Review Date	Autumn 2020		
Person Responsible for Implementation and Monitoring	Ms Ness (Headteacher) Mrs Bates (H&S Representative)		
Other Relevant Policies	Security Statement	Alcohol & Tobacco	Administration of medicines

Rationale

St Vincent's RC Primary School recognises the importance of sound and well regulated Health and Safety Systems. Through adherence to these systems all members of the school community and all school users will be kept safe. Additionally the building will be kept in good repair with appropriate understanding of strategic spending in the area of maintenance.

Roles and Responsibilities

The Governing Body, primarily through the Premises Committee, shall monitor risk assessment of the school buildings and premises, and ensure, as far as is practicable, that they are safe for people to use and do not pose a risk to the health and well-being of those who enter them.

The Governing Body recognises and accepts its responsibilities, under the Health and Safety at Work etc. Act 1974 and other health and safety legislation, to ensure, so far as reasonably practicable, the health, safety, and welfare at work of all employees, pupils, and other persons, including visitors, contractors, and the general public, who may be affected by the school's activities.

Governors and all staff shall provide and maintain a positive health and safety culture within the school. Individual employees have a duty to take reasonable care for the health and safety of themselves and of other persons who may be affected by their acts or omissions at work.

Governors and all staff, as those, who whilst undertaking their duties, are committed to the promotion of the health and safety of others, as well as themselves, shall neither intentionally nor recklessly interfere with nor misuse any equipment or fittings within the school that are provided in the interests of the health, safety, and welfare of all who enter the school building and premises.

The Governing Body, primarily through the Head Teacher and the H&S Representative, shall ensure that all employees are effectively consulted on health and safety matters and that prior to the allocation of any particular health and safety function to an individual the individual is consulted.

The Governing Body, primarily through the Head Teacher and H&S Representative, shall ensure that sufficient information (including all relevant documentation from the local authority), and training relating to the risks to their and other school users health and safety within the school, is provided to all employees.

The Governing Body, Head Teacher and H&S Representative, shall ensure that risk assessments on all activities associated with the school, both on and off site, are carried out and recorded so as to promote and maintain the health and safety of employees, pupils, and others involved in them.

The Governing Body, through the Premises Committee, Head Teacher and H&S Representative, shall ensure that issues which arise in inspection reports, accident reports, and action plans are appropriately addressed and implemented.

The Governing Body, Head Teacher and H&S Representative shall ensure that the best practice advocated by the City Council and Local Authority (LA) are adopted and implemented within the school.

The Governing Body shall ensure that Health and Safety checks are carried out and reported on and that any recommendations are appropriately actioned.

Specific Arrangements in school

Accidents shall be reported to the Administrative Officer who will ensure that an accident form is completed. Minor accidents shall be recorded in the accident books attached to first aid kits.

Accidents that result in an injury to a person, which requires that person to be either treated in hospital, taken to a GP or dentist shall be recorded on an LA accident report form and the completed form shall be forwarded to the LA after a copy has been made of it.

Serious accidents shall result in an on site investigation by the Head teacher and H&S Representative and recommendations made to the LEA, Health and Safety Body.

Parents should always be informed of any accidents by telephone or letter. For further guidance refer to the school First Aid Policy.

Vehicles on Site

Only staff and visitors may use the staff/church car park, except on special occasions.

To ensure the safety of children at the beginning and end of the school day, the gates will be closed 10 minutes before and 5 minutes after the start and end of the day. Deliveries to and collections from the school shall not be made between 8.45am and 9.15am, between 11.45am and 1.15pm, and between 2.45pm and 3.15pm.

To ensure the segregation of pupils from vehicles, all cars shall be parked within the areas provided.

Safety Checks

Electrical and Fire Equipment Tests

Fire and Electrical equipment is tested annually and records kept by the H&S Representative.

In the event of an electrical fault, fire, flood, gas leak or other emergency, the school shall be evacuated in line with the procedures followed in all evacuation drills. If an evacuation of the school is not necessary but the closure of the school is, parents and carers will be contacted and pupils will be sent home, but no pupil will be allowed to leave the school unless accompanied by a responsible adult.

Practice evacuation drills will be carried out at least once per term and the results shall be recorded in the Health & Safety File.

All testing with relation to school premises will be reported to the Premises committee who will monitor the outcome of such services.

Information Sharing and Training

On joining the school staff team, all new members of staff shall be given copies of the school's Health and Safety Policy, school specific risk assessments and copies of appropriate LA risk assessments. Relevant LA codes of practice will also be brought to their attention and codes of practice.

Staff are expected to report to the Head teacher or H&S Representative any health and safety issues immediately.

The school caretaker, Head teacher and the H&S Representative attend training on Health and Safety and this training is disseminated to staff where relevant.

Medication

Reference should be made to the school's guidance on Managing Medicines in Schools and Early Years Settings.

Maintenance and Contractors in School

Whenever maintenance or construction work is needed in the school the Governors shall select contractors whose competence has been vetted by either the school architect or the city council.

Before maintenance or construction work takes place within the school building or premises a meeting of the Head Teacher with the contractor shall be held at which health and safety method statements will be discussed and agreed.

All construction work shall be fenced off so as to prevent pupil access to the danger area.

The Head Teacher shall intervene with the contractors and stop the work if and when any health and safety concerns arise.

Risk Assessments and School Visits

Risk assessments required for activities in the school shall be carried out by relevant staff and sanctioned by the Head Teacher with guidelines followed by activity leaders concerned.

Risk assessments required for educational visits shall be carried out by the visit leader, the findings entered on an LA Educational Visit form, and handed to the EVC / Head Teacher two weeks before the date of the visit.

Security of the school premises

The doors of the school building shall be unlocked when pupils enter or leave the building at the beginning and close of the school day but at all other times the doors shall be locked so as to preclude all unauthorised access to the school and to provide a warning to staff when a pupil leaves the building without permission.

The side gates of the school building shall be unlocked when pupils enter and leave at the beginning and close of the school but it shall remain locked at all other times.

All visitors shall be admitted to the school building only by a member of the school staff and all visitors shall sign the visitors' book at the reception desk of the School Office when they enter and leave the building. All visitors ID will be checked and visitors must wear a school visitor lanyard.

Snow and Ice

In the event of adverse weather conditions, such as snow and ice, the Caretaker shall ensure that pathways are cleared and made safe before staff, parents, and pupils enter the school grounds.

Parents and carers shall be given notice of the school's closure due to adverse weather conditions by means of text messages and an announcement on local radio stations.

If the school needs to be closed during the working day parents and carers shall be contacted and pupils will be sent home, but no pupil will be allowed to leave the school unless they are accompanied by a responsible adult.

Waste Disposal

Waste disposal arrangements shall be carried out by LA service providers as part of the school's Service level Agreements.

ICT

Staff and all school stakeholders will follow the school's guidance on the correct usage of ICT equipment and the storage of sensitive data. All stakeholders must register with the school's Internet and ICT Policy agreements and follow the correct procedures.

Review and Monitoring

The Head teacher and caretaker will carry out termly checks on the school premises and report any concerns to the premises committee.

The Governing Body along with the Headteacher and H&S Representative shall monitor the implementation of the safety policy to assess whether the policy is being effectively pursued and whether satisfactory standards of safety performance are being achieved.

DBS and Vetting Arrangements

School will follow the latest LA guidelines for DBS and safety checks on the employment of staff in schools.

St Vincent's RC Primary School Infection Prevention Policy

This policy forms part of the school health and safety policy.

Rationale

The chance of infection spreading from person to person in a school environment is high. This can result in high levels of pupil and staff absence.

This policy sets out to limit the risk of infection spreading throughout the school or a class.

Environmental cleanliness

Staff should ensure all surfaces and equipment is cleaned regularly and maintain a record of this.

- Sand trays should be cleansed daily with anti bacterial or other suitable spray
- Water trays should be cleaned with anti bacterial spray and water renewed daily
- Any spillages (including human) should be cleaned up immediately using the agreed appropriate school measures.

Personal cleanliness

Hands should be washed

- Before eating (snack/lunch)
- After going to the toilet (adult and child)
- After coming in from outdoors
- Practical activity resulting in dirty/messy hands

Children and staff in EY's should have an annual hand washing session organised by School Health

Sickness

Any member of staff or child should not return to school until 48hrs after the last bout of bug-induced sickness. All absences to be reported to the Headteacher.

Infectious diseases

All pupils and staff should follow incubation periods for infectious illnesses e.g. chicken pox impetigo. All first aid trained staff should be able to advise parents, pupils and staff on the length of incubation for the different infectious illnesses. They should also be able to signpost parents and staff to seek further advice where necessary from health professionals.

Communication with parents

Staff are responsible for informing parents of their concerns regarding a child's personal hygiene and any signs of infectious illness. Signposting them to health professionals if necessary.

If an infectious illness has spread in the class/school staff must inform all parents to enable them to take preventative measures with their own children.