



# Holy Souls Catholic Primary School

## Health and Safety Policy

The aim of this policy is to create an atmosphere of carefulness both in and out of school, for all users of the school: children, staff, parents and the community.

### **This carefulness includes:**

- The ability of each individual to protect him/herself;
- Concern and consideration for the safety of others;
- Knowledge of what to do in certain situations;
- Alertness and control;
- Cultivation of good habits.

For children, good safety habits are taught as part of the whole curriculum. At our school, children are encouraged to develop healthy habits through good health and hygiene routines, for example regular exercise or care of themselves, personal hygiene etc. A positive attitude for healthy eating is maintained at school, menus follow strict nutrition guidelines. At break time snacks of fruit are available.

We believe that children learn best through practical experiences and active involvement in all areas of the curriculum. Children are taught to have care and consideration for themselves and others:

- In the classroom;
- When using equipment e.g. scissors, tools, PE apparatus;
- When moving around school;
- When carrying out investigations;
- When on educational visits.

For any physical activity, children change into shorts and T-shirts. They are expected to wear pumps for indoor activities and to wear pumps or trainers for outside activities. It is part of our school policy that children do not wear jewellery that would jeopardise their safety and the safety of others.

Educational visits are carefully planned in advance with risk assessments carried out that are approved by the Educational Visits Co-ordinator. Details are sent to parents. Children are asked to wear appropriate clothing for the activity planned.

Our school has set procedures in case of emergency in school, such as a fire alert when the building needs to be evacuated. These drills are carried out at least once per term. All staff and children are familiar with these procedures and know their own exit route, place of assembly and roll call procedure.

All children are taught to take care of themselves and each other but in a school environment, accidents do occur. Most accidents in school are minor and can be dealt with by any member of staff, although there are trained first aiders within the school. A first aid box is kept outside the secretary's office and the school's accident register, accident forms and a list of allergies children have is kept in the office. If the accident is more serious, the aim of the school is to ensure the child receives qualified medical attention as quickly as possible. Parents are informed straight away, and if necessary, an ambulance sent for.

The Site Manager, under the direction of the Head Teacher, is responsible for ensuring that the building provides a safe and healthy environment for the children. He and his cleaning staff maintain a clean and tidy building and grounds. Any minor repairs or maintenance are completed by the site manager or through the use of authorised contractors. Defective equipment should be taken out of use by relevant staff immediately. Any equipment/hazardous substance is kept locked away from the children. All equipment is maintained regularly.

### **Fire Drill**

Please see relevant signage for additional details.

As soon as the fire alarm sounds all children and adults must stop what they are doing and walk out of the building through the nearest exit.

### **FIRE PROCEDURE**

Any person discovering a fire is instructed to sound the alarm by pressing the nearest fire alarm panel.

*On hearing the alarm*

1. Head Teacher/Deputy Head Teacher or member of office staff will call the Fire Service immediately.
  - i) Office staff will then evacuate the building taking with them the class registers, visitor's book and external gate key. Registers are to be handed immediately to class teachers and the external gate opened.
2. Class teachers and teaching assistants (and any other adults) will lead the class quickly and calmly to the nearest door/fire exit – making their way to their designated assembly point on the top playground.

3. Upon receiving class registers the class teacher will take a register of the class to check all children have exited the building and are with the class.
4. When the register is completed and all children accounted for the register is held in the air for collection.
5. Children and adults are not permitted back into the building until given permission.

### **Lunchtime Fire Procedure**

- All dinner supervisors on duty in the playground shall on hearing the fire alarm, gather all children together away from the building and ensure no child re-enters the building.
- Dinner supervisors on duty in the dining area shall evacuate all children from the building and ensure on the way out that any toilets are evacuated.
- Staff in classrooms where children are working shall evacuate all children from the building and ensure on the way out that any toilets are evacuated.
- Staff will organise children into classes and take registers following 'normal' fire procedures.
- The Head Teacher or Deputy Head Teacher will ensure, as far as it is reasonably practicable, that the rest of the building is vacated.
- Children must not be left unattended in any working areas/classrooms.

### **Smoking Policy**

- It is the policy of the Governing Body that our school is a no-smoking school
- Smoking is not permitted in any area of the school by staff, parents or visitors to the school in line with LA guidelines

## **Car Parking**

In particular, the road markings near the school crossing should be observed at all times.

Visitors parking at the school, should leave a note of their car registration number when signing in on the electronic signing in system, in case the car has to be moved etc.

Where there is provision for disabled parking, only blue badge holders should use these spaces.

## **Electrical Equipment**

A portable appliance test is carried out annually to test the safety of electrical appliances.

## **PE Equipment**

The suitability and safety of PE Equipment is tested by an external provider annually and repairs made/items removed as appropriate.

It is the duty of teaching staff to remove from use or label clearly P.E. equipment unsuitable/dangerous for use and inform the P.E Leader.

## **Children Moving Equipment**

Chairs should be moved one at a time and children must be shown how to carry them correctly. They may carry single chairs on their own.

Tables need one child at each end. A child must not attempt to lift a table on his or her own.

Small items of equipment include tape players, CD players, PE trolleys etc. These can be moved freely by the children.

Always make sure when any item of equipment or furniture is being moved from one room to another, that there is another child available to open and close doors.

P.E. equipment is carried as directed by the responsible adult.

## **Items Children Should Not Move**

For example items that are unsuitable for children to carry due to size/weight etc.

- Computers - monitors can easily fall off trolleys or wires get caught
- Paper cutters - sharp blade although on wheels, can tip
- Laminators – too heavy

## **Security of the Premises**

The Site Manager and Diamond Facility Ltd are designated key holders and are responsible for the security of the building.

### **Class Teacher**

It is the responsibility of the class teacher to ensure that their classroom is secure, windows are closed and equipment switched off before leaving the premises.

### **Site Manager**

It is the responsibility of the site manager to check daily that:

- All locks and catches are in working order
- The emergency lighting is working
- The fire alarm has no faults
- The security system is working properly

Before leaving the premises, to check:

- All windows are closed
- The doors are locked and secure
- The security alarm is set
- All gates are locked.

### **Head Teacher**

It is the responsibility of the Head Teacher to perform the above functions in the absence of the Site Manager.

In addition, the Head Teacher is responsible for the security of the premises during the school day.

**All visitors are required to report to the general office and sign in on the electronic signing in system and wear an appropriate badge for identification.**

All parents and other adults are requested, when bringing children to school or collecting them afterwards, to walk around the outside of the premises so that the children are able to enter or exit the school by the correct door.

Any parent or visitor is welcome in school but is asked to report to the office first.

These points must be adhered to, but in no way detract from the open door policy of the school.

## **Contractors on Site**

- Contractors are required to telephone and make appropriate arrangements prior to visiting the school. They must contact the Site Manager who must inform the Head Teacher.
- All contractors must report to the general office. The Site Manager will then be informed of their arrival
- Contractors will work under close supervision of the Site Manager so as not to endanger the health and safety of children or adults in the area which children or adults are occupying including cloakroom and toilet areas.
- If contractors are working near the children's play areas, then all equipment and machinery must be cleared away during this time, and the contractors must leave the area.

## **Policy on the Use of Hazardous Substances in School**

All substances which may be hazardous are kept in a locked store.

Any staff ordering chemicals must only order those covered by the COSHH register.  
(Control of Substances Hazardous to Health)

Any member of staff using chemicals must:

- Check the substance against the COSHH register;
- Follow procedures laid down for use;
- Be aware of procedures for avoiding exposure and for control;
- Inform the Head Teacher or Deputy Head Teacher of any difficulties.

## **Administration of Medicines during School Hours**

From time to time, parents request that the school should dispense medicines which need to be administered at regular intervals to children.

If it is unavoidable that a child has to take medicine in school for treatment for a long term illness to be effective, then each individual case will be considered.

For the school to assist in long term medication:

- Parents must come into school and complete a form, giving authorisation for medicines to be administered to their children. This needs to include instructions regarding the quantity and frequency of administration. (Forms available from the office).
- The medicines must be brought into school in a properly labelled container which states:
  - a) The name of the medicine
  - b) The dosage and
  - c) The time of the administration
- Medicines to be kept in First Aid locked cupboard in the Deputy Head's office in accordance with safety requirements.

Where long term needs for emergency medication exist, the school will require specific guidance on the nature of the likely emergency and how to cope with it while awaiting paramedical assistance.

Detailed written instructions should be sent to the school and the parent/guardian should liaise with their child's class teacher. If the emergency is likely to be of a serious nature, emergency contact numbers must be given where an adult is available at all times and reviewed/updated periodically.

## **First Aid in School**

If an accident occurs and specific first aid is required, then the member of staff should request the assistance of another member of staff who is a school 'First Aider'.

## **General points when dealing with First Aid**

### **Safety Protection**

Always wear disposable gloves when treating any accidents/incidents which involve body fluids. Make sure any waste (wipes, pads, paper towels etc.) are placed in a disposable bag and fastened securely. Any children's clothes should be placed in a plastic bag and fastened securely ready to take home. Medical waste bins are provided.

### **Recording Accidents**

All accidents are recorded in the accident register. All details need to be filled in, including any treatment given and a copy slip is handed to the parent/guardian at the end of the day.

### **First Aid Resources**

Location: School Office and main building at lunchtimes.

Contents e.g.

- Menolin pads
- Micropore bandages
- Alcohol free medi-wipes
- Disposable gloves

### **Additional First Aid Supplies available e.g.**

- Bandages/slings
- Sterile Gauze



## **Allergies/Long Term Illnesses**

A record is kept in the School Office on individual record cards of any child's allergies to any form of medication (if notified by the parent) any long term illness or specific allergy's, for example asthma, and details of any child whose health might give cause for concern.

If the accident is more serious than a minor one, it is reported immediately to the Head Teacher and designated First Aider who will send for an ambulance if needed and contact parents.

Certain accidents arising out of or in connection with work are reportable to the Health and Safety Executive under the requirements of the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1985. The following gives practical advice to schools on compliance with this duty.

It is not a complete statement of the duty.

## **Employee Accidents**

Any accident to an employee resulting in injury must be recorded in the accident book.

Ratified on: 12<sup>th</sup> December 2018

To be reviewed on: 1st April 2019