

# Our Lady Queen of Peace R.C. Primary School

In our school we believe that each person is unique and created to flourish in God's image. We aspire to excellence through a nurturing environment in which every child takes Jesus Christ as their model and develops their individual gifts so that they live fully and serve others.



## Health and Safety Policy

Agreed:

Date:

20.3.18

Review Date:

Spring 2019

## Introduction

The health, safety and welfare of all the people that work or learn at our school are of fundamental importance. We aim to provide a safe, secure and pleasant environment for everyone where people are supported to fulfil their potential. The governing body, as an employer, takes responsibility for the health & safety of all our pupils, members of staff and others who visit our premises.

### **Section 1 – Statement of intent.**

The Governing Body of the school recognise their responsibility as employers under the Health and Safety at Work Act 1974 to provide a safe and healthy environment for the teaching and non-teaching staff, the pupils and other people who come onto the premises.

The Governing Body will take all reasonably practicable steps within their power to fulfil this responsibility.

The Governing Body will, where reasonably practicable, apply all health and safety instructions and advice issued by the Local Authority and other enforcing bodies and, when required, the Governing Body and/or Head Teacher will seek competent Health & Safety advice.

The school will ensure that risk assessments are conducted, recorded and implemented to guarantee, so far as is reasonably practicable, the provision and maintenance of:

- safe premises, plant and systems of work;
- safe methods of using, handling, storing and transporting of articles and substances;
- suitable and sufficient information, instruction, training and supervision to enable all employees to avoid hazards and contribute positively to their own safety and health at work;
- a safe working environment with adequate arrangements for the welfare of employees and;
- safe access to, and egress from, places of work including procedures for evacuation in an emergency.

Adequate facilities and arrangements will be maintained to consult with employees, trade union representatives and the relevant internal and external safety agencies, to encourage a joint approach to the management of health, safety and welfare.

All employees have a legal obligation to take reasonable care for their own health and safety, for the safety of others and to co-operate with the Governing Body and Head Teacher in fulfilling the schools' statutory duties.

The Governing Body will review this policy statement annually and update, modify or amend it as it considers necessary to ensure the health, safety and welfare of staff, pupils and others.

## **Section 2 - Organisation of Health & Safety Responsibilities**

### **Governing Body**

The Governing Body has responsibility as an employer for Health & Safety and has chosen to adopt and implement the health and safety management system of the Local Authority. In order to fulfil its responsibilities the Governing Body will, as far as reasonably practicable, ensure that:

- Health and Safety management procedures and systems are incorporated as an integral part of their overall school management system, and are adequately given a level of consideration equal to other school issues;
- the School Health & Safety Policy and Procedures, as it relates to areas, activities and persons under the schools control are understood, implemented, maintained and monitored;
- pro-active health and safety risk management is implemented, and reviewed to meet statutory, best practice and Local Authority advice;
- where health, safety and welfare duties and responsibilities are delegated to school staff, appropriate and sufficient information, instruction and /or training is identified and organised;
- communication and liaison is maintained with all those who may need to be aware of the requirements of this policy and it's procedures;
- the school cooperates with Local Authority auditing and monitoring of Health & Safety;
- A member of the governing body will be delegated the role of monitoring health & safety performance within the school; and that;
- should the Governing Body be unable to meet its duties and responsibilities it will seek competent health & safety advice.

### **Headteacher**

The Headteacher will co-operate with their Governing Body to ensure that:

1. adequate health and safety management systems and procedures are implemented within the school;
2. where duties and responsibilities are to be delegated, necessary information, instruction or training is identified and organised;
3. systems are in place to monitor the application and effectiveness of the health and safety procedures;
4. at intervals agreed with the Governing Body, a review of Health & Safety in the school is carried out; and,
5. they take an active and visible part in communicating and encouraging a positive attitude to health, safety and welfare.

The Headteacher will receive reports, formal or informal, from any employee, child or parent who notices hazards around the school. Qualified inspectors will be employed to examine, report on and, where possible, repair:-

- all portable electrical equipment.
- all major P.E. equipment.
- all fire fighting equipment.

## Site Manager

The Site Manager in consultation with the Headteacher will arrange for Health and Safety assessments to be carried out when and where appropriate and will

- be the focal point for day-to-day references on safety.
- maintain contact with approved agencies who can offer advice.
- report all known hazards immediately to the relevant authority.
- stop any practice or use of any equipment which is dangerous or potentially dangerous.
- arrange for regular investigations of the premises and working practices.
- be informed of accidents and hazardous situations.
- review the provision of first aid and emergency regulations.
- keep governors informed about the safety procedures of the school.

The Site Manager will ensure that:-

- temperature in all working areas is suitable.
- suitable and sufficient lighting is maintained in all working areas.
- the school is clean.
- floors are kept, as far as is reasonably practical, free from obstructions and free from any substance which is likely to cause a trip, slip or fall.
- arrangements are made to minimize risks from snow and ice.

## Employees

The Health and Safety at Work Act 1974 states that:-

*“It shall be the responsibility of every employee, while at work, to take reasonable care for the health and safety of himself, and of any other persons, who may be affected by his acts or omissions at work”.*

*“No person shall intentionally or recklessly interfere with or misuse anything provided in the interests of health, safety or welfare”.*

All employees have a responsibility to -

- 1 observe the health and safety policy and procedures in school;
- 2 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;
- 3 observe the schools systems of safe working and take any precautions necessary to ensure the safety of themselves and others affected by their work;
- 4 co-operate with the school or any other duty holder so far as is necessary to enable any duty or requirement imposed on the school to be performed or complied with;
- 5 use the correct tools and equipment appropriate for the job and ensure that they are kept in good condition, and not adapted for unauthorised use;
- 6 make use of safety aids, appliances, equipment and protective clothing provided;
- 7 report and seek advice, without delay, on any unsafe conditions, defects in the premises or equipment, or any shortcomings in health and safety arrangements;

- 8 do not intentionally or recklessly interfere with or misuse anything provided in the interests of health, safety or welfare;
- 9 notify immediately any accident, injury, illness, disease, dangerous occurrence or near miss associated with the carrying out of their duties and responsibilities;
- 10 do not interfere with any plant or equipment which has been involved in an accident, or has been taken out of use pending an investigation;
- 11 familiarise themselves with the action to take in the event of fire or other emergency;
- 12 seek advice at the earliest opportunity if they have any concerns regarding health & safety of staff or pupils in the school.

## **Pupils**

Our school promotes the spiritual growth and welfare of pupils, and aims to equip pupils with the skills, knowledge and understanding to live positive, safe and healthy lives.

Pupils will be encouraged to participate in helping to create a safe learning environment in school.

## **Section 3 – Health & Safety Procedures**

The following health & safety procedures are considered:

- Accident / incident / ill-health reporting
- Asbestos
- Biological Hazards including infected sharps
- Building Related Projects
- Design & Technology
- Display Screen Equipment/Workstation Equipment
- Electrical Safety
- Fire Safety
- First Aid
- Food Safety
- Hazardous Substances (COSHH)
- Induction
- Lifting Operations & Lifting Equipment
- Lone Working
- Moving & Handling (Objects)
- Moving & Handling (Pupils)
- New & Expectant Mothers
- Noise at Work
- Outdoor Play Equipment
- Personal Protective Equipment (PPE)
- Risk Register
- Science Teaching
- Traffic Management
- Violence and Aggression
- Work Equipment
- Work at Height
- Workplace (Health, Safety and Welfare)
- Young Employees

Competent, relevant persons will be appointed to assist in the implementation of the necessary health and safety provisions when appropriate.

A “competent” person means someone who has sufficient training and experience or knowledge and other qualities to be able to assist the governing body effectively in the discharge of its health and safety responsibilities. The Site Manager will primarily undertake the task of identifying the hazards.

Records of accidents, near misses and ill health will help to identify the severity of risks that have been identified. Significant risks that have been identified will be prioritised and then, within the limitations of budget and manpower, opportunities should be found to either eliminate the hazard, eliminate the risk, or to control the risk to such an extent that its opportunity to be harmful is very unlikely.

All risk assessments will be carried out daily, weekly or termly as deemed appropriate by the Site Manager, in consultation with other agencies where appropriate.

The following areas will be checked daily; floor surfaces, pedestrian access, outside areas – free of litter, dog fouling, excess water, snow, etc., heating, first aid facilities, windows, doors, lighting, toilets and basins and sinks, pupils for hazardous clothing eg., jewellery.

The following areas will be carried out termly; fire practices, drainage, walls, furniture, roof, gutters.

The following will be checked annually; P.E. equipment, fire fighting appliances, electrics, radiators.

All risks will be identified and recorded on separate sheet.

The school will keep up to date with additions and changes to the advice provided by the LA and other relevant partners.

### **First Aid, Accidents and Administration of Medicine**

Refer to separate documentation.

### **Fire**

A fire drill will be carried out once per term at a time when the maximum number of children and adults are in school. Staff will ensure that Fire Procedure notices are clearly displayed in classrooms, and that children are fully acquainted with the correct evacuation procedure.

Staff take every precaution against fire:-

- material should be correctly stored away from any source of ignition.
- stock cupboards should not be stacked with materials near lights.
- decorations should not be hung near lights.
- paper should be neatly stacked as this makes combustion more difficult.
- flammable materials must be stored in a secure place.
- staff should know where the fire extinguishers are.

### **Lockdown Procedures**

Lockdown procedures are tested once per term at a time when the maximum number of children and adults are in school. Staff will ensure that windows and doors are closed and that children are fully acquainted with the correct lockdown procedure.

### **Control of Infectious Diseases**

Advice on illness, procedures and contact points can be found in the health authority poster which is kept in the office. Parents should inform school of the reason for every absence. This enables us to monitor illness in school.

### **Security**

It is the responsibility of every individual to ensure that internal security is as tight as possible. Handbags, money etc., should not be left in an unoccupied room. All visitors must report to the office, in the first instance. Our Lady Queen of Peace Primary School has an exterior fence, a fire alarm and intruder alarm.

The Site Manager is responsible for the security of the building each night.

Every morning from 8.45 am, the Site Manager patrols the school entrance and ensures that all visitors are “checked” and then directed into the school entrance. Children, parents and visitors use the main entrance, into the school grounds. The side entrance is locked at all times. Children are escorted into the building by staff at the start of the day and then the playground gates are locked.

All visitors are directed to the main office and entry to the main building during the day is through a secure door. At night, children are escorted from the building, by the class teacher. All children are collected by a suitable adult unless written notification has been provided by a parent of a Year 6 child that they are permitted to walk home.

The car park at the bottom of the school driveway and the church car park may be used by parents and visitors. Signage is in place regarding restrictions.

Drivers of cars parked on the road should observe the Highway Code.

Once the children are in the school building in the morning, playground doors are locked from the inside. All access to school during the day is through the reception area and further access to the building is gained through a secure door, managed by a member of staff. After morning play and lunchtime, two of Y6 monitors check that all doors are closed.

**Staff Procedures in Identifying and Dealing with Suspect, Explosive Packages** – handbook is kept in the school office.

In the event of a suspect bomb, the police will be informed and the Head (or deputy head) will decide whether it is expedient to evacuate the building or to activate lockdown procedures



## **Section 4 – Other school arrangements**

### **The School curriculum**

- We teach children about health and safety in order to equip them with the skills, knowledge and understanding to enable them to live positive, successful and health lives. Teachers take every opportunity to educate children in this regard in the normal school curriculum. For example, through the science curriculum we teach children about hazardous materials, and how to handle equipment safely and the PSHCE curriculum, about drugs.
- We teach children respect for their bodies, and how to look after themselves. We discuss these issues with the children in science lessons and we reinforce these points as part of our PHSCE programme, where children learn about eating and hygiene. We also show them how to move and play safely in PE lessons.
- Health and safety issues also arise when we teach care for the environment and awareness of the dangers of litter. Key Stage 2 children's receive relationships and drugs education. ( See the Drugs Education Policy and Relationships Education Policy)
- Our school promotes the spiritual growth and welfare of the children through the RE curriculum, through special liturgical events and through the daily act of collective worship.
- Each class has the opportunity to discuss problems or issues of concern with their teacher. Teachers use circle time to help children to discuss and overcome any fears and worries that they may have. Teachers handle these concerns with sensitivity.

### **School meals**

- Our school provides the opportunity for children to buy a meal at lunchtimes. We do all we can to ensure that the meals provided have a suitable nutritional value and work with school meal providers to achieve this.
- Care is taken to ensure pupils with food allergies are given meals that are safe and of nutritional value.
- If children choose to bring their own packed lunch, we provide them a suitable place to eat their lunch, and we supervise them during this time.
- Our school promotes a healthy lifestyle and achieves the Healthy School Standard.

### **Safeguarding**

- There are three named persons responsible for safeguarding in the school. This is the head teacher, deputy head teacher and Key Stage 1 Lead Teacher. (See safeguarding policy for details.
- We require all adults employed or having contact with pupils in school (eg staff, volunteers, contractors etc) to have been DBS checked before being allowed access to pupils. This includes adults accompanying Educational Visits.

### **Visitors in school**

- All visitors enter the school via the reception area.
- All visitors sign the visitors' book on entering the school and wear a visitors badge at all times.
- Staff should report any potentially unauthorised visitors to the Head Teacher as soon as possible. Staff should not put themselves at risk challenging intruders, but should ensure pupils are moved to a place of safety.

## **Seat belts**

Our school only uses coaches and mini-buses that have seat belts provided. We instruct pupils to wear seat belts at all times when the vehicle is moving.

## **Educational visits and Off-Site Activities**

Our school recognises the educational benefit of educational visits and off-site activities and the valuable contribution such activities can play in supporting the curriculum.

The school will follow the Local Authority guidance on Educational Visits and seek Local Authority approval for all visits where LA approval is required.

Governors delegate the Head teacher authority to approve all visits on behalf of the school with the exception of overseas visits and those involving adventurous activities requiring an AALA licence. Approval for such visits, other than those to LA approved venues such as Derwent Hill and Sunderland Ski slope, will be made by the governing body. Risk assessments for all visits are completed on the online EVOLVE system.

**OUR LADY QUEEN OF PEACE R.C. PRIMARY**

**FIRE DRILL**

If you discover a fire, you should sound the nearest fire alarm.

1. On hearing the alarm, teachers must evacuate the children immediately by the nearest available exit.
2. The children should line up on the edge of the field by the side of the playground where they are counted by the class teacher. The class lists will be used; the school administrator will take these to the assembly point, along with the "Signing In/Out Book". Under no circumstances is anyone allowed to remain in or return to the building until the "All Clear" is given. The Head/Deputy Head must ensure that all children and staff are accounted for.
3. All staff must become familiar with the positioning of the Fire Extinguishers, and their operating instructions.

**A. WATER FIRE EXTINGUISHER (wood, paper and textile)**

Outside Year 1 classroom in the corridor

left hand side of stage, before fire exit

Outside main electrical cupboard on the wall

Outside Y3 classroom, on wall

Outside cupboard in year 6

Outside Y3 classroom, on wall

**B. FOAM SPRAY EXTINGUISHER (wood, paper and textile)**

one in kitchen, on wall

one in Y6 cloakroom, on wall

**C. CARBON DIOXIDE EXTINGUISHER (liquids and Electrical Equipment)**

Outside main electrical cupboard on the wall

Outside Y3 classroom, on wall

Outside Y3 classroom, on wall

## Appendix B

### OUR LADY QUEEN OF PEACE R.C. PRIMARY SCHOOL

#### First Aid

There are two First Aid boxes held I school; one stored centrally in the foyer outside the kitchen, and a portable First Aid Box stored in the General Office.

The contents of First Aid Boxes are detailed in the following table.

ITEM	FIRST AID BOX	PORTABLE
Guidance Card	1	1
Individually Wrapped Sterile :-		
Adhesive Dressing (Assorted Sizes)	20	6
Sterile Eye Pads with Attachment	2	0
Individually Wrapped Triangular Bandage	6	2
Safety Pins	6	2
Medium Sized Individually Wrapped Unmedicated:-		
Wound Dressings (approx 10cm x 8cm)	6	0
Large Sized Sterile Individually Wrapped Unmedicated:-		
Wound Dressings (approx 13cm x 9cm)	2	1
Extra Large Sized Sterile Individually Wrapped		
Unmedicated Wound Dressings (approx 28cm x 17.5cm)	3	0
Individually Wrapped Moist Cleaning Wipes	10	6

The First Aid Boxes are checked on a regular basis by Mrs Dickman. A Portable First Aid Box should be taken on any educational outing, including Sports Events.

There is a list of First-Aiders and Paediatric First –Aiders in the school office.

Minor Accidents Small wounds and cuts are to be cleaned with water only. They should be covered with waterproof or other suitable dressings. For injuries involving spillage of any body fluids, protective gloves should be worn at all times. Dispose carefully of any soiled bandages, etc. These should be put into plastic bags (held in cupboard) and placed in the bin and the cleaners notified of their presence.

Major Accidents If there is any doubt as to the severity of the injury, ring for an ambulance immediately, and then, in the case of a child, for a parent. All children's records are stored in the General Office, via the SIMS database. A member of staff will accompany a child in the ambulance if the parents are available. Accident log books are held in the school office.

Staff Accidents In the event of an emergency, a list of all staff and emergency contact numbers are held in their personnel file.

Appendix C

**Medicines**

See the Medicines in School Policy

Appendix D

**OUR LADY QUEEN OF PEACE R.C. PRIMARY SCHOOL**

**SAFETY AND RISK ASSESSMENT AUDIT**

<b>ITEMS</b>	<b>TERMLY</b>	<b>ITEMS</b>	<b>ANNUALLY</b>
Fire Practice		P.E. Equipment	
Electric Repairs		Fire Fighting Appliances	
Windows		Furniture for Damage	
Storage			

**OUR LADY QUEEN OF PEACE R.C. PRIMARY SCHOOL**

**SAFETY AND RISK ASSESSMENT AUDIT**

<b>ITEMS</b>	<b>DAILY W/E</b>	<b>ITEMS</b>	<b>WEEKLY W/E</b>	<b>ITEMS</b>	<b>MONTHLY W/E</b>
Boiler		Stairs		Test Fire Alarms	
Toilets (inc soap / toilet rolls)		Glazing			
Floors		Gutters			
Sockets		Drains			
Cables		Light Bulbs			
Water					
Doors					
Locks					
Décor/Cleanliness					

OUR LADY QUEEN OF PEACE R.C. PRIMARY SCHOOL

RECORD OF RISK ASSESSMENT

Hazard Assessed	
Location	

Date of Assessment			
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Description of Risk (including likely persons involved)

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Risk Significance

Not Significant	
Low	
Moderate	
High	
Very High	

Action Required

Immediate	
Short Term	
Long Term	

Action to be taken by \_\_\_\_\_ (Name)

Review Date			
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Assessment undertaken by \_\_\_\_\_ (Responsible Person)



**OUR LADY QUEEN OF PEACE R.C. PRIMARY SCHOOL**

**Report Fault Form**

**Please list faults below under appropriate heading:-**

**1. FABRIC**

**2. FURNITURE**

**3. EQUIPMENT**

**4. ICT EQUIPMENT**

**5. OTHER AREAS**

**Signature:\_\_\_\_\_ Date:\_\_\_\_\_**

## Appendix E

### Key People

Site Manager	Geoff Pullen
Head Teacher	Barbara Reilly-O'Donnell
Special Interest Governor (Health and Safety)	John Hindmarch
SAMO	Geoff Pullen
First Aid (Lead)	Elizabeth Maher
Fire Warden	Geoff Pullen Elizabeth Maher
EVC	Barbara Reilly-O'Donnell

### Equality statement

- The governors and staff are committed to providing the full range of opportunities for all pupils, regardless of gender, disability, ethnicity, social, cultural or religious background. All pupils have access to the curriculum, and the right to a learning environment, which dispels ignorance, prejudice or stereotyping.
- This policy has been impact assessed by governors in order to ensure that it does not have an adverse effect on race, gender or disability equality.