

St Catherine's Catholic Primary School



'Let your Light Shine' Health and Safety Policy

Date reviewed: 1st April 24

Date of next review: May 25

Date ratified by the Governing Board: 20th April 24



Mission Statement

St Catherine's Catholic Primary School is a special learning community which strives for excellence, where everyone knows they are loved, where they feel happy and secure and have a positive self-image. As a Catholic school, based on the Gospel and teaching of the Church we recognise the equality and dignity of all people in the eyes of God.

The school's Catholic ethos, which brings a deeper understanding of the Gospel values of trust, respect and dignity, permeates our education endeavours. We aim to create an environment in which Gospel values are exemplified and live out;

- for the children and adults in our school community to achieve their full human potential in all aspects of school life, particularly as one of God's family.
- to develop and encourage effective partnerships and create meaningful interaction between home, school, parish and the wider community.
- to promote equal opportunities and the appreciation of cultural diversity.
- to provide a framework for a way of living within and without the classroom.
- by celebrating achievement at every level, so that all may feel valued as unique creations of God and recognise their self-worth.

Introduction

The following statement of St Catherine's general policy with respect to the Health and Safety of its employees and pupils while at work, and the organisation and arrangements presently in force for carrying out that policy, has been prepared in accordance with the Health & Safety at Work Act 1974.

A copy of this policy will be made available to all staff. In addition to the policy staff will have access to support and advice in order to implement and comply with the policy and procedures.

Purpose

St Catherine's recognises and accepts its legal responsibilities for the health, safety and welfare of its employees and the health and safety of any other person who may be affected by its activities. To this end it aims to apply and enforce all current legal requirements, together with appropriate safety measures. In addition, where practicable, the school will attempt to continuously improve the health and safety at work of all its members, by operating a proactive policy of reducing hazards over and above the requirements of legislation. This will be done within a clearly defined safety management structure by the dissemination of appropriate guidance, instructions and information and auditing procedures and will also:-

- ensure as far as is reasonably practicable, the health, safety and welfare at work of all employees, pupils and other people, including parents and visitors to the school.
- ensure that all employees receive all appropriate training, information, instruction and supervision on health and safety matters applicable to their activities.
- ensure the provision and maintenance of a safe and healthy working environment in the school buildings and the school grounds including the outdoor play equipment and trim trail.
- take all reasonable steps to ensure that all contractors employed by the school can satisfy the terms and conditions regarding health and safety as laid down by Newcastle upon Tyne Local Education Authority.
- ensure the provision and maintenance of effective fire precautions.

Health and Safety Policy Statement

The management of health and safety is regarded as being of the utmost importance for all pupils, staff and visitors to St Catherine's. Therefore, the school recognises and accepts its responsibility to



set standards at least as high as required by the Health and Safety at Work Act 1974 and supporting regulations. The school will so far as is reasonably practicable, aim to achieve zero work related fatalities, as well as an injury and incident free environment. The school will accomplish this target, in so far as is reasonably practicable, through adopting an approach to continuous improvement through:

- Providing and maintaining equipment and systems of work that are safe and without risks to health
- Making arrangements for ensuring safety and absence of risks to health in connection with the use, handling, storage and transport of articles and substances
- Providing such information, instruction, training and supervision as is necessary to ensure the health and safety at work of employees and pupils and visitors
- Maintaining any place of work under the school's control in a condition that is safe and without risks to health, providing and maintaining safe means of access to and egress from it
- The provision and maintenance of a working environment for employees and pupils that is safe and without risks to health and is adequate as regards facilities and arrangements for their welfare at work.
- Providing such protective equipment as is necessary for the health and safety at work of employees and pupils
- The encouragement of staff to set high standards of health and safety by personal example, in order that pupils leaving the school should take with them an attitude of mind which accepts good health and safety practice as normal
- Striving to monitor the effectiveness of health and safety provisions within the school
- Keeping the school's Health and Safety policy under at least an annual review in order to support the school's policy of continuous improvement and to duly publish any amendments
- Co-operating and co-ordinating its health and safety efforts to meet the safety objectives of the Trust

This statement will be issued to each new member of staff along with the Bishop Bewick Catholic Education (BBCET) Trust's Health and Safety policy statement

Supervision of Pupils inside the Building

All staff are reminded that children must never be left unsupervised in classrooms, cloakrooms, corridors etc. Children may work independently in corridor or other appropriate areas on given tasks. Teachers should however regularly monitor their work and if a child or group of children betray the trust given to them to work independently, then this privilege should be withdrawn. Children should be encouraged to visit the toilet at play times. However, in case of necessity children should only be sent one at a time.

Supervision of Pupils outside the Building

Teachers are reminded of the importance of completing risk assessments, via EVOLVE and of having adequate adult supervision when children are working outside the school buildings. If the work is taking place within the school grounds, it is usually acceptable to have the class teacher with on occasions one other responsible adult.

If the work takes the form of an educational visit the following ratio is recommended: -

Nursery: 1 adult to 3 children

Reception: 1 adult to 4 children

Year 1 - Year 3: 1 adult to 6 children

Year 4 – Year 6: 1 adult to 10 children

If the work is a short walk in the immediate vicinity of the school, for example to corner shop, the Head Teacher should be informed of the event, the children who are taking part and the names of the adults accompanying the group.



Other visits including longer walks or those requiring transport should be organised at least 10 school working days in advance. Information will be via the school website and a link will be sent via txt message and/ or email to the parent/carer. A First Aid Kit must be taken on these visits along with pupil emergency contact information. In the case of an accident, school staff will make appropriate arrangements, i.e. calling ambulance, contacting parents, informing school. A mobile phone is available for this purpose and should be taken on all visits.

First Aid Arrangements

Below is a list of all qualified First Aid staff members within the school setting:-

Mrs Banks*
Mrs Johnson
Mrs Kearns
Mrs Trattles
Ms Philips
Ms Calvert

*Paediatric First Aid Trained

First Aid Boxes are located in the small kitchen and all classrooms. The contents of the boxes are checked regularly to ensure that the boxes contain the necessary equipment and are easily accessible to all staff. Supervisory Assistants also carry first aid medical supplies if required during lunchtime.

Illness at School

School includes any other place where the child is under the control and supervision of a member of staff for authorised educational sporting social or leisure purposes. If a child should be taken ill at school, parents will be contacted and may be asked to collect the child.

If a parent or emergency contact is unable to be contacted and the illness is such that a member of staff is concerned for the wellbeing of the child, the child will be transported by the most appropriate means to hospital accompanied by a responsible adult. The adult will stay with the child until the parent arrives. Efforts to contact the parent or named adult will continue until successful. The same procedures will apply in the case of an accident involving a child.

IN AN EMERGENCY THE CHILD WILL BE TRANSPORTED IMMEDIATELY TO HOSPITAL BY AMBULANCE AND OTHER PROCEDURES WILL OCCUR SIMULTANEOUSLY OR AS SOON AS POSSIBLE AFTERWARDS.

Parents are informed and reminded from time to time that it is essential to inform school of any change of address, telephone number, emergency contact, or doctor. Parents are also encouraged to keep school informed of any particular health problem their child/children might suffer from, which might affect their well-being at school.

Medicine at School

If a child requires medicine to be administered during the school day the Parent/Carer will be asked to complete a 'Parental agreement for setting to administer medicine' form which can be obtained on the school website or via the school office. Medication will only be administered if this is required 4 or more times per day and will be done by a member of the Senior Leadership Team or a qualified First Aider.



Accidents to Children

These will initially be reported to the class teacher who will refer to a school First Aider who will decide on any treatment that may be necessary. All minor injuries requiring treatment should be recorded in the accident book, which will be found beside the first aid box in the small kitchen and school office.

Should the accident be of a serious nature, appropriate action will be undertaken and the Head Teacher or Deputy Head will be informed.

In the case of bumps to the head or head injuries, the class teacher should ALWAYS be informed and should monitor the child throughout the rest of the day. If the child shows any signs of head injury symptoms (i.e. sleepiness, sickness, blurred vision) the Headteacher should be informed immediately and arrangements made to contact the parents. When a child is not sent home following a head bump or injury, a text/phone call will be made to parents with details of the incident. Serious accidents will be recorded Every system and a copy retained for school records.

Accidents to Employees, Students on Placement or Visitors

These must be reported to the Headteacher or Deputy Head and referred to First Aider or other treatment if required. It is the duty in law for an employee to inform their Employer as soon as possible of any injury incurred at work. It is recommended that this is done verbally initially, followed by the recording of the incident on Accident Form and in the school accident book.

Moving of Heavy Equipment

Staff should always take care when moving equipment and should be aware of their own lifting capacity. If heavy equipment, boxes etc. need to be moved the caretaker should be contacted. They will arrange to move the equipment, organising the appropriate help or lifting equipment whichever is appropriate. A course on handling and moving heavy equipment correctly is available for those members of staff who are required to undertake these duties.

Safety in Primary Science

There are occasions during science lessons when safety will be a major consideration. It is particularly important that staff supervise children appropriately during these particular lessons, ensuring that safety rules are discussed with the children and implemented during the lessons. Staff should ensure that any safety equipment that may be needed (e.g. fire blanket) is available before the lesson begins.

Safety in P.E. Lessons

It is particularly important that staff supervise children throughout Physical Education lessons. All staff should be familiar with the apparatus and equipment they are to use and the safe ways of using it. Staff should ensure that all apparatus and equipment is safe and secure before children are allowed to use it. At the end of each lesson staff should ensure that apparatus and equipment is put safely away. If staff notice any equipment is unsecure or unsafe this should be reported to the school office.

Fire Procedures

Fire evacuation procedures are displayed in all classrooms and other rooms including the dining rooms within the school. Staff should familiarise themselves with these procedures and be aware of the nearest fire exit should they need to evacuate the premises and should be followed on all occasions and when the fire alarm rings (a continuous ringing sound).

Fire Drills

A fire drill will be arranged once each term and feedback forms will be issued to staff to address any concerns or comments that may arise from the fire-drill. Staff must ensure they treat every sounding of the alarm as a fire and always use the emergency exit given for your area. Fire doors must never be blocked by furniture or any other items, and if a staff member notices any issue with a fire exit



door this should be reported immediately to the School Business Manager or member of the Senior Leadership Team.

Maintenance & Care of Small Electrical Equipment

All electrical equipment is PAT tested (on a 2 year cycle) and the safety certificate obtained and displayed in the school office. All necessary electrical repairs will be carried out by qualified personnel only and any defects/issues must be reported to the school Caretaker and or School Business Manager.

Reviewing the Policy

This policy will be available to view on the schools website and will be included on induction for any new staff members. All staff must ensure they read and follow this guidance and will be uploaded onto the teachers drive on renewal.

The implementation of this policy will be audited by the school's Health and Safety Advisor and will be reviewed on an annual basis by the Local Governing Committee. If there are reasonable changes to the structure and major personalities of the school the review may be conducted at an earlier period than the agreed annual date.

