



St John's Catholic Primary School

Health and Safety Policy

Aims

- to establish and maintain a safe and healthy environment throughout the school.
- to establish and maintain safe working procedures among staff and pupils.
- to ensure the provision of sufficient information to ensure that all employees and pupils are aware of hazards and contribute positively to their own health and safety.
- to ensure that all employees have access to health and safety training as appropriate.
- to formulate effective procedures for use in the case of fire and for evacuating the school premises.
- to formulate effective procedures to be followed in the case of an accident.
- to teach safety as part of the pupils' duties where appropriate.

Responsibilities of the Head Teacher and the Governing Body

- to monitor the effectiveness of the Health and Safety policy and revise and amend as appropriate. (at least yearly).
- prepare an emergency evacuation and arrange for periodic practice evacuation drills to take place and for the results to be recorded.(see Fire safety folder).
- to make arrangements for the implementation of the Authority's accident reporting procedure.
- make arrangements for informing staff and pupils of relevant safety procedures.
- ensure that regular health and safety inspections are undertaken and risk assessments produced.
- arrange for the withdrawal, repair or replacement of any items of furniture, fitting or equipment identified as being unsafe.
- To take overall responsibility for the management of health and safety systems in the school.

Duties of the named Health and Safety Officer

The delegated person Lorna Buchanan shall:

- implement, monitor and develop the Health and Safety policy within the school.
- monitor general advice on safety matters given by the Authority and advise on its application to the school.
- Co-ordinate arrangements for the implementation of safe working practices within the school.
- investigate any specific health and safety problem identified within the school and take remedial action as appropriate.

Duties of Caretaker / Site Manager

- See job description

Responsibilities of staff towards pupils and others in their care

All staff are responsible for the health and safety arrangements in relation to staff, pupils and volunteers under their supervision. In particular they will monitor their own work activities and take all reasonable steps to:

- exercise effective supervision over all those for whom they are responsible.
- be aware of and implement safe working practices at all times.
- ensure that any equipment or tools used are appropriate to that use and meet accepted safety standards.
- investigate any accident or incident where personal injury could have arisen and take appropriate corrective action.

Responsibilities of all employees.

All employees have a responsibility to:

- take reasonable care for the health and safety of themselves and of any person who might be affected by their actions.
- make themselves aware of all safety rules and safe working practices and when in doubt they must seek immediate clarification from the Head Teacher.
- ensure that tools and equipment are in good condition and report any defects to the Head Teacher.
- Ensure that accidents, whether or not an injury occurs, and potential hazards are reported to the Head Teacher.

Responsibilities of Pupils

All pupils are expected, within their expertise and ability to:

- exercise personal responsibility for the safety of themselves and their fellow pupils.
- observe standards of dress consistent with safety and/or hygiene.
- observe all safety rules of the school and in particular the instructions of staff in the event of an emergency.

Fire and Emergency Procedures

- emergency fire drill notices are placed in every classroom and teaching space.
- fire drills will take place at least four times a year and will be recorded in the fire safety folder.
- all 'break glass' alarms are accompanied by instructions of the emergency procedures. These are tested on a regular basis.

Fire Prevention Equipment

Arrangements are made to regularly monitor the condition of all fire prevention equipment.

First Aid and accident reporting procedures

- First aid is available in the stock room in the admin block.
- All teaching staff have been First aid trained. (see First Aid Policy)
- An accident book kept in the secretary's office is filled in when necessary.
- If a child requires further medical treatment s/he will be taken to the Horton hospital after the parents have been informed.
- Where a child sustains a minor injury a letter, informing parents is sent home.

Internet Safety

The school takes the subject of internet safety very seriously and every child has signed an E Learning code of conduct.

Electrical Equipment

All electrical equipment used in school will be tested annually as laid down by OCC. Any items that fail will be withdrawn from service until they have been repaired.

Water temperature testing

Hot and cold water testing takes place on an annual basis. (see water service hygiene manual)

P.E Equipment

Large items will be inspected on a regular basis by OCC. Netball posts will only be transported and erected by adults.

Jewellery

The only items of jewellery that are permitted in school are wrist watches and stud earrings (one in each ear). These must be removed or covered during P.E. sessions.

E.V.C

Kate Maclean is the EVC co-ordinator and has attended the relevant training. Teachers are asked to complete a risk assessment form (found in secretary's office and on Teachers' Drive) for all trips out of school. A sheet containing relevant emergency contact details is taken on every trip out of school.

Date of Review: October 2015

Date of next review: October 2017

Signed: _____ Head Teacher

Signed: _____ PFP Chair