



St. Edmund's Catholic Primary School Health & Safety Policy

September 2024

**If you can't do it safely,
don't do it.**

St Edmund's Catholic Primary School Health & Safety Policy

Mission statement

To Love, To Care, To Share

St. Edmund's Catholic Primary is a community of faith where we aim to keep Christ at the centre of everything we do. We celebrate the uniqueness of every individual nurturing them to achieve their full potential. Our understanding and experience of the love of God grows through our way of living, behaving, learning and teaching, which is inspired by Jesus.

Our Mission Statement encapsulated in "To Love, Care, Share", along with our Catholic values and the teaching of the Catholic Church, underpin the values of this policy.

INTRODUCTION:

This policy outlines the key issues for creating and maintaining a safe working environment for staff, students and visitors to St. Edmund's Catholic Primary School. All staff are expected to co-operate in caring for their own health and safety and that of other site users.

Staff are required to familiarise themselves with the contents of this policy and to be clear about their responsibilities. In particular, it is everyone's responsibility to be alert to Health & Safety issues and to report or act upon any hazard in accordance with the set procedures.

In particular, this will involve:

- reporting concerns promptly
- following agreed procedures in the case of accidents and emergency
- completing a risk assessment before carrying out a potentially hazardous activity (eg school journey)
- completing an Accident Report Form in the event of an accident or injury

RESPONSIBILITIES:

Subject to the personal responsibilities referred to above, overall responsibility for Health & Safety management at St. Edmund's falls to the Head Teacher and the Governing body.

The Governing Body will do all that is reasonably practicable to ensure the health, safety and wellbeing of staff, pupils and visitors, including contractors, and others who may be affected by the school's activities. It is the intention of the Governors and Headteacher that the established health and safety policies, guidance and procedures issued by London Borough of Enfield shall be followed and developed. The aim is to ensure that health and safety becomes an integral part of managing school activity. This policy will be reviewed annually by the Governing Body.

The governing body as employer recognises its overall responsibility for health and safety. However, high standards can only be achieved with the full involvement of the school community. Staff must meet their responsibilities as laid down in the policy and work in accordance with the safe working procedures.

The governing body will review this policy annually.

HEADTEACHER

The Headteacher is responsible for the overall implementation of this policy throughout the school. This includes day-to-day responsibility for maintenance and development of safe working practices and conditions for all staff, pupils, visitors and any other person using the premises or undertaking activities under the school's control. In particular, the Headteacher will:

- (a) ensure managers meet their health and safety responsibilities
- (b) ensure effective communication of health and safety matters
- (c) ensure requirements with regard to staff competence are met
- (d) ensure health and safety standards, school health and safety procedures/codes of practice are implemented
- (e) ensure risk assessments are carried out
- (f) undertake risk assessments in relation to directly managed staff (e.g. stress risk assessments)
- (g) ensure health and safety monitoring is undertaken, including:
 - I. incident reporting and investigation
 - II. specific equipment and premises inspections
 - III. termly inspections
 - IV. ensuring an reports are provided to the governing body
 - V. make recommendations to the governing body in relation to external independent audits
 - VI. report to the governing body any health and safety issues that cannot be resolved.

SENIOR LEADERSHIP TEAM

The senior Leadership team will support the Head with regard to the overall management of health and safety in the school. This includes:

- (a) providing leadership by ensuring health and safety is considered as part of every decision
- (b) considering the health and safety impact of new initiatives informing the Head about any health and safety issues that affect the school
- (c) agreeing strategic health and safety initiatives
- (d) monitoring the overall implementation of the school's health and safety policy in their areas of control

Some responsibilities are delegated on a day to day basis as shown below:

Deputy Headteacher:	Educational Visits
Site Manager:	Premises Management
Welfare Assistant:	First Aid Provision
School Business Manager:	Overview of H & S

In addition, all colleagues that have line management responsibility must:

- Familiarise themselves with the policy and be aware of legislation affecting their area of work.
- Inform colleagues of their responsibilities and procedures for reporting relevant matters.
- Ensure that all accidents or assaults, however minor, are reported on an Accident Report Form which can be obtained from the Welfare Assistant.
- Regularly monitor their areas to ensure that no unacceptable risks exist.
- Identify training needs of relevant staff and draw these to the attention of the Headteacher or Deputy Headteacher who have responsibility for Continuous Professional Development.
- Ensure that all staff are adequately trained / supervised for the tasks they perform.
- Ensure that all new staff are made aware of the health and safety issues affecting their work.

ALL STAFF

All members of staff are responsible for;

- (a) taking care of their own health and safety and the health and safety of others affected by their actions
- (b) co-operating with the governing body by following the schools safe working procedures and meeting responsibilities laid down in this policy
- (c) reporting health and safety hazards and any inadequacies they identify in health and safety procedures to their line manager or SLT
- (d) undertaking any health and safety training/development identified as necessary
- (e) using work equipment in accordance with safe working procedures, instructions and training
- (f) not making unauthorised or improper use of equipment
- (g) ensuring a risk assessment is undertaken when carrying out projects or new activities
- (h) reporting health and safety incidents, and near misses, in accordance with the schools reporting procedures.

SAFETY REPRESENTATIVE:

Safety Representatives have the following major functions:-

- (a) investigate potential hazards and to examine causes of accidents.
- (b) investigate employee complaints regarding Health and Safety.
- (c) to make representations to the employer on matters arising out of (a) and (b).
- (d) to make representations to the employers on general matters.
- (e) inspections of the workplace.
- (f) represent employees in consultation with inspectors of the Health and Safety Executive.

The Site Manager is the Safety Representative in this School.

CLASS TEACHERS:

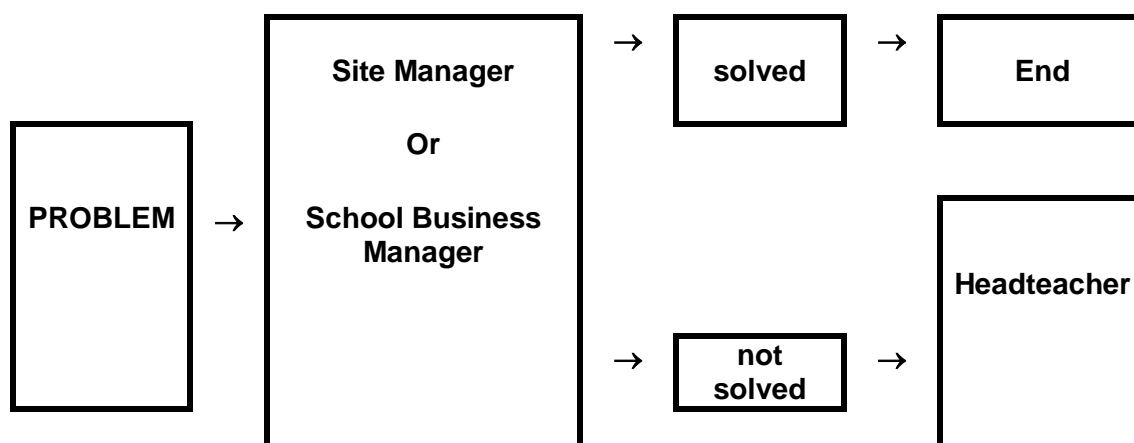
The safety of pupils in classrooms and around the School is the responsibility of class teachers; teachers have traditionally carried the responsibility for the safety of pupils when they are in their charge. If for any reason, for example the condition or location of equipment, physical state of the room or the splitting of a class for practical work, the teacher considers s/he cannot accept this responsibility, s/he should discuss the matter with their line manager before allowing practical work to take place. Class teachers are expected:-

- (a) To exercise effective supervision of the pupils and to know the emergency procedures in respect of fires, bomb scares and first aid, and to carry them out;
- (b) To give clear instructions and warning as often as necessary;
- (c) To observe all safety rules of the school and in particular the instructions of the teaching staff given in an emergency;
- (d) To use, not wilfully misuse, neglect or interfere with things provided for his/her safety.
- (e) To check visually all electrical equipment before it is used.

VISITORS:

Regular visitors and other users of the premises should report to Reception where they will sign in and be issued with a visitor badge. They will be required to observe the safety rules of the school. In particular, parents helping out in school should be made aware of the Health and Safety arrangements applicable to them through the teacher to whom they are assigned.

REPORTING PROCEDURE



POLICY CONTENT

This is a statement of the organisation and arrangements at St. Edmund's Catholic Primary School. This is for the benefit of teaching staff, support staff and pupils.

This statement deals with those aspects over which the Headteacher has control and covers safety associated with the building structures, machinery, fixed equipment and services with respect to pupils, visitors and other employees who are present on school premises.

The aim of this statement is to ensure that all reasonable practical steps are taken to secure the health, safety and welfare of all persons using the premises:-

- to establish and maintain a safe and healthy environment throughout the school;
- to establish and maintain safe working procedures amongst staff and pupils;
- to make arrangements for ensuring safety and absence of risk to health in connection with the use, handling, storage and transport of articles and substances;
- to ensure the provision of sufficient information, instruction and supervision to enable all people working on site and pupils to avoid hazards and contribute positively to their own safety and health at work and to ensure that they have access to Health and Safety training as and when provided;
- to maintain a safe and healthy place of work and safe access and exit from it;
- to formulate effective procedures for use in case of fire and other emergencies and for evacuating the school premises;
- to lay down procedures to be followed in case of accidents.

FIRE AND EMERGENCY EVACUATION PROCEDURES:

A separate Fire and Emergency Evacuation Procedures document is available on the Staff Network and copies are displayed in all rooms and at key points throughout the school.

FIRST AID AND MEDICAL TREATMENT POLICY:

A separate First Aid and Medical Treatment Policy is available on the Staff Network and in the medical room.

POLICY APPLICATION

MOVEMENT ABOUT THE SCHOOL

The principle safety rules for children and adults on this are:-

1. Always take care not to put yourself or others at risk.
2. Never bring dangerous things in to school such as knives, other sharp objects, chemicals.
3. Take care when moving around the building
4. Keep to the left on stairways
5. Walk, do not run
6. Never push people, especially on the stairs
7. Take particular care moving through doors and shutting windows
8. Report any dangerous hazards to the Headteacher or Site Manager such as bad lighting, blocked corridors or stairs, dangerous electrical apparatus.

ACCIDENTS AND OTHER EMERGENCIES

The action to be taken if a pupil has had an accident or is taken ill in school will obviously vary considerably according to the circumstances but whatever the circumstances parents should be informed immediately and told what action has been taken.

FIRST AID

If anyone should become ill or suffer injury as a result of an accident, the procedures below should be followed:-

- (a) First Aid should be rendered but only as far as knowledge and skill permit.
- (b) The patient should be given all possible reassurances and removed from danger.
- (c) Seek further medical assistance if necessary

A separate First Aid and Medical Treatment policy is available and should be referred to.

First Aid emergency supplies are available from the Medical room.

GENERAL ADVICE FOR STAFF PRESENT AT AN ACCIDENT INVOLVING A PUPIL

1. Inform the Office. They may have to direct the ambulance and deal with parental enquiries, so they must be aware.
2. Remain with the hurt child and reassure them (play down the incident) until a first aider or senior member of staff arrives.
3. When the ambulance arrives always ask which hospital the patient is to be taken to. Ensure that the Headteacher and Office know this. A member of staff must accompany the child in the absence of a parent or family member.
4. After all the above are done, write down the facts as observed with the time and date. This will help you complete the accident report form, available from the Welfare Assistant.
5. Accidents involving staff - the same procedure will apply.

MEDICAL ROOM

The Medical Room is sited on the ground floor of the building.

SERIOUS ACCIDENT OR ILLNESSES

If a life/death accident occurs an ambulance should be summoned by dialling 999. This will normally be done via the Office following the instructions of a senior member of staff. A clear indication must be given of where the ambulance is required and it is often helpful if a member of the school staff waits at that point to direct the ambulance crew to the patient and keep back onlookers. The child/adult will then be taken to the nearest casualty receiving hospital.

A member of the School staff should accompany a child if a parent or other responsible adult is not available. It may be appropriate to transport a pupil to the casualty department without using the ambulance service but it should be noted that this should always be on a voluntary basis. (If a member of staff uses his or her own car for these purposes they must ensure that they have obtained specific cover from their insurance company - before undertaking this). These will be cases of less severe nature than those requiring transport by ambulance.

PARENTAL CONSENT TO TREATMENT

When it has been necessary for a pupil to be seen by a doctor and/or a hospital because of a serious accident or serious illness, the medical service may require parental consent before surgical or medical treatment is given to a pupil who is under 16 years of age. It is therefore, advisable to ask the parents for their consent to immediate treatment at the same time as they are informed of the accident or illness but the ambulance should be called before any attempt is made to contact the parents. If parents are not available and the situation is urgent, the responsible adult, as the person in loco parentis, may give consent to an operation for a child under 16.

PARENTAL ADDRESS

Parents will be asked to complete a form as soon as possible after the admission to the School, giving information on where they can be contacted in an emergency. Any information given by the parent will only be used if there is an emergency. All addresses and information of this nature must be kept up to date.

REPORTING OF ACCIDENTS AND ILLNESSES

All accidents and illness must be reported to the Welfare Assistant. If the accident occurred during a Physical Education lesson and apparatus is involved, a diagram must be attached to the report showing:-

- (a) the arrangement of the apparatus and mats;
- (b) the position of the teacher at the time of the accident;
- (c) the task being performed.

Where it has been necessary to summon an ambulance to take the child to a doctor or hospital the accident or illness should in addition be reported to the Headteacher immediately and to the parents.

If death occurs on the premises or results from accidents, the Headteacher, the Chair of Governors and the School Business Manager must be informed immediately by telephone in order that the Health and Safety Executive can be notified in accordance with statutory requirements.

It is also essential that they are notified at once of the principal facts, time and place at which the inquest is to be held.

ACCIDENT FORMS

As soon as possible after an incident, every case of injury or accident must be noted accurately, in the Accident Book and if a member of staff is injured on the 'tear out' accident record sheets, which are kept in the Medical Room. Attached to these, where possible, should go detailed statements obtained from witnesses.

HSE RIDDOR REPORTING

The accident forms detail the reporting requirements of HSE in respect injuries, diseases and dangerous occurrences. The Welfare Assistant is responsible for these forms.

NON-ACCIDENTAL INJURY TO CHILDREN

It is essential if any member of staff suspects that there has been a non-accidental injury to a pupil that they report this immediately to the designated Child Protection Officer and the Child Protection procedures are followed.

Signs of child abuse include:-

Unexplained cuts or bruises

Repeated minor injuries

Scalds and burns, particularly cigarette burns

Fractures, lacerations and swellings without adequate explanation

Human bites

Facial bruising, such as loosening of the teeth; injuries around the mouth

Failure to thrive, loss of weight, tiredness, lethargy, withdrawn

Unexplained absences

Excessive crying

Attitudes of the parents, if observed.

MINOR ILLNESS AND INJURY

Pupils found to be ill in school or ailing in such a way as to interfere with their work should be rested in the school until they can be safely sent home in the care of their parents/carers. Pupils with cuts, scratches and bruises, who need more than the first aid that can be given at school, should be referred to their family doctor unless the need for treatment is sufficiently urgent to justify a direct referral to a hospital casualty department. Similarly, pupils with conditions such as skin diseases and discharging ears should be referred as above.

GIVING MEDICINES AT SCHOOL

There are occasional circumstances in which children may be prescribed or recommended medicine to be taken at midday even though a doctor regards them as fit to attend school. If this is the case it is important to discuss the taking of medicine with the parent in the light of medicine to be given, the need for it (doctor's prescription or recommendation) and other factors (storage, safety risk etc). Parents may come into the school and administer such medicine. School staff will not administer such medication unless it is named on a Care Plan and signed by the parent. Asthmatic children may need to have medication (eg. inhalers) readily to hand in case they suffer an attack. All such medication is kept in the Medical Room. It is clearly labelled and the child's Class Teacher and Teaching Assistant will be made aware of it. Children can be supervised self-administering inhalers.

PAIN-RELIEVING DRUGS

No pain-relieving drugs may be administered, unless as part of a Care Plan.

EPILEPSY, FITS OR CONVULSIONS

Parents must be notified of any occasion on which a pupil has a fit in school. It is essential also that any pupil who is known to be subject to Epilepsy in any form should receive his or her medication as prescribed regularly and without fail. It is important to make sure that the pupils with Epilepsy take a full part in school life. However, a few precautions are necessary:-

- (a) Pupils with Epilepsy must produce a parental consent form given written permission for swimming. A fully competent helper must be present at the bath side.
- (b) Climbing high PE apparatus is not permitted.

DIABETICS

It is important that pupils suffering from Diabetes or Epilepsy are identified. In the event of a pupil becoming comatose it is essential to get help immediately. Any notified cases may need a staff briefing.

HEART CONDITION

If a pupil is known to be suffering from a heart defect, they must have an up to date care plan with details of their hospital and doctor. Parents and these medical experts should be contacted immediately if there is any problem.

INFECTIOUS DISEASES

If cases of German Measles are known in school it is essential that these are reported so that a note to this effect can be put up on the staff notice boards to alert women members of staff who may be pregnant.

If a child or member of staff indicates that they, or a member of their family, have contracted a communicable disease this matter should be referred immediately to the school nurse for advice. The nurse has details of all notifiable diseases and, where necessary, will consult further with the local authority environmental health department.

CONTROL OF SUBSTANCES HAZARDOUS TO HEALTH (COSHH)

There are stringent regulations regarding the safe use of hazardous substances and details of these are held on COSHH Cards and with **the COSHH Risk Assessments**, which are held by the Site Manager.

There are a number of substances that present a risk e.g. cleaning solutions, tippex, photocopying inks, etc. Any colleague who is unsure about whether or not a substance is hazardous should refer to the relevant COSHH Risk Assessment Folder before using it

ELECTRICAL SAFETY

All portable electrical appliances must be tested regularly by law. This is carried out on a whole school basis. Only equipment, which has been tested and passed as safe can be used. As such this equipment will bear a sticker indicating that it has passed the test. This regulation affects all appliances including, for example, kettles and other items of equipment, which are not for use by pupils. The only items, which can be used, which do not have a sticker are those items purchased as new since the last inspection.

DISPLAY SCREEN EQUIPMENT

The School uses the LA Computer Based Training for identified staff. Such staff complete this training yearly.

TRAFFIC MANAGEMENT

It is essential that anybody bringing a vehicle on to the school premises should drive with care. No one should park on an area where they cause an obstruction to emergency service vehicles needing to come on site.

It is necessary to look before opening doors and reversing.

The Vehicle access gate is closed at 8.30 am and the Site Manager places Traffic Signs outside the vehicle access gate in the morning to ensure cars cannot pull into the site during 'drop off' times.

At the end of the day the Site Manager is stationed at the gate to stop cars entering or leaving the premises and coming into contact with passing families collecting their children.

CONTRACTORS

It is required that all contractors supply DBS information before entering the School. Where this is not possible (e.g. emergency repairs where there has been no pre-contract meeting) they should be accompanied at all times by the Site Manager or a member of staff. During holiday periods contractors must comply to "signing in" and "signing out" procedures.

SMOKING

The School is a non-smoking environment. Under no circumstances should any member of staff or visitor to the School smoke in corridors, classrooms or any other place on the school site (including outdoors).

MANUAL HANDLING OF LOADS

Staff are cautioned to take great care in all matters requiring the lifting and/or carrying of loads. No individual should lift or carry any load without first making an assessment of the risk and being satisfied that the load can be safely handled without injury to the handler or others. Care should be taken to ensure that pupils are not asked to handle unsafe loads. It must always be possible to see where they are going and to negotiate safely any obstacles such as stairs, doors, etc.

Many injuries result from the incorrect lifting of loads and care should be taken to avoid this by using correct body position. If the moving of a load is thought to pose a risk, the Site Manager should be asked to arrange its removal. Clearly, the task may not be able to be done instantly.

WORK EXPERIENCE ARRANGEMENTS

There are now stringent health and safety regulations, which apply to work experience covering:

- procedures for pre-placement visits
- health and safety preparation of students
- emergency contacts
- de-briefing arrangements
- vetting of organisations receiving placements

Ensuring that these regulations are complied with is the responsibility of the Co-ordinator with whole-school responsibility for placements.

EDUCATIONAL VISITS

The DHT has responsibility for Educational Visits. The School is keen to promote educational visits, which enhance learning, and procedures for the management of such visits are given in the related policy and seeks approval through the LA system of EVOLVE.

RISK ASSESSMENTS

Some health and safety procedures require further detailed assessment of the activity eg educational visits, in these cases the relevant member of staff must undertake the assessment. Others are generic risk assessments and where activities comply with the assessment there is no need to record a separate assessment. Where an activity differs from the generic assessment, the person responsible for the activity must ensure there is a re-assessment to account for these variations. Where this is minor it may be no more than adding a simple local variation to the generic assessment. Members of SLT are responsible for ensuring risk assessments are drawn up and implemented for activities carried out under their area of control.

HIRED COACHES

Staff responsible for organising trips using hired coaches should do the following:

- ask for coaches with seat belts fitted
- ensure that all students remain seated whilst the coach is in motion
- ensure that the driver is not distracted
- ensure that no litter is discarded
- ensure that students enter and leave the coach only when it is safe to do so and under teacher supervision.

DEALING WITH VIOLENCE TO STAFF

Thankfully violence to staff is a rare occurrence. All incidents must be reported the Headteacher, who will inform the Chair of Governors. In cases of verbal abuse and threatening behaviour normal disciplinary measures should be followed.

Where actual violence takes place, it **MUST** be reported to the Police.

LETTINGS

In general we do not let the premises but if we were to we would follow as below.

It is the responsibility of the School Business Manager (in liaison with the Site Manager) to ensure that all areas booked for lettings are suitable for the purpose of hire and meet with appropriate Health and Safety requirements (e.g. access to: telephone, fire equipment, fire alarm call points, unblocked emergency exits, first-aid boxes, etc.).

Hirers would also be required to sign a contract with the School indicating their understanding of, and agreement to, all of the rules and regulations relating to the hire, including insurance. In particular this sets out the maximum number of guests/participants. It is the hirers' responsibility to ensure that all guests/participants are made aware of relevant safety information.

INSPECTIONS

The HSE carries out regular inspections and audits of all schools. It is the responsibility of the Headteacher to ensure that all recommended actions takes place.

The Health and Safety Executive can be consulted for advice on any matter either during or between inspections.

Headteacher: Dan Abrahams

Governor: Tony Kramer

Date: September 2024

Review Date: September 2025

Individuals with Specific Responsibilities in the Policy and Access to Information on Health and Safety

Responsibility	Name
Head Acting Deputy	Dan Abrahams Liz Graves
Senior Leadership Team	SEnCo – Liz Graves, Chloe Willmott KS1 Leader – Sofia Nicola Year 3/4 Leader – Martin Harding Year 5/6 Leader – Dee Fadahunsi FS Leader – Jayne Osborne
Health & Safety Over view	SBM – Mary Higgins SM – Prince Asare
First Aiders Name and address of nearest hospital	Welfare Assistant – Dian Appleby and Serda Mehmet North Middlesex Hospital Edmonton
Fire Safey Manager Location of Fire Log Book Time of weekly Fire Alarm Tests	Site Manager – Prince Asare SM Office Monday mornings
Asbestos – Use of Diocesan STATLOG	Site Manager – Prince Asare
Legionella	Site Manager – Prince Asare
Site Manager	Site Manager – Prince Asare

Appendix

Documents relating to this Policy are listed below along with the locations in which they can be found.

Documents	Location
Fire Log Book	Site Manager's Office
School Policies	School Network
Asbestos Management Plan (to include the following) <ul style="list-style-type: none">- Asbestos Site Plan- Asbestos Register- Asbestos Communication Plan- Asbestos Survey Reports	Site Manager's Office
Legionella Risk Assessment	Site Manager's Office
Staff Training Plan	Head Teacher's Office
First Aid Book	Welfare Office
Accident/Incident Reporting Guide	Welfare Office
COSHH Assessments	Site Manager's Office
Risk Assessments	Head Teacher's Office
Education Visits Guide	DHT Office