

St Joseph's Catholic Primary School

Policy on Health, Safety and Welfare

1 Introduction

1.1 Our school is committed to achieving the five required outcomes of the Children Act 2004 ('Every Child Matters'), i.e. that all children:

- be healthy;
- stay safe;
- enjoy and achieve;
- make a positive contribution;
- achieve economic well-being.

1.2 The health, safety and welfare of all the people who work or learn at our school are therefore of fundamental importance. We aim to provide a safe, secure and pleasant working environment for everyone. The governing body, along with the LA and Archdiocese, takes responsibility for protecting the health, safety and welfare of all children and members of staff.

1.3 Responsibilities

The governing body has overall responsibility for health, safety and welfare.

It is the policy of the Governing Body, so far as is reasonably practicable, to:

- establish and maintain a safe and healthy environment throughout the school;
- establish and maintain safe working procedures among staff and pupils;
- make arrangements for ensuring safety and absence of risks to health in connection with the use, handling, storage and transport of articles and substances;
- ensure the provision of sufficient information, instruction and supervision to
- enable all employees and pupils to avoid hazards and contribute positively to their own health, safety and welfare and to ensure that they have access to health and safety training as appropriate or as and when provided;
- maintain all areas under the control of the Governors and Headteacher in a condition that is safe and without risk to health and to provide and maintain means of access to and egress from that place of work that are safe and without risk;
- formulate effective procedures for use in case of fire and for evacuating the school premises;
- lay down procedures to be followed in case of accident;
- teach safety as part of pupils' duties where appropriate;
- provide and maintain adequate welfare facilities and to make recommendations to Knowsley Local Authority as appropriate.

Responsibility of the Governors and Headteacher

The Governors and Headteacher are responsible for implementing this policy within the school.

In particular they will:

- monitor the effectiveness of the safety policy and the safe working practices described within it and shall revise and amend it, as necessary, on a regular basis;
- prepare an emergency evacuation procedure and arrange for periodic
- practice evacuation drills (normally at least once a term) to take place and for the results of these to be recorded;
- make arrangements to draw the attention of all staff employed at the school to the school and departmental safety policies and procedures and of any relevant safety guidelines and information issued by the Local Authority;
- make arrangements for the implementation of the Local Authority's accident reporting procedure and draw this to the attention of all staff at the school as necessary;
- make arrangements for informing staff and pupils, of relevant safety procedures. Other users of the school will be appropriately informed;
- ensure that regular safety inspections are undertaken. (The Governors' Premises, Health and Safety Committee will ensure that this is undertaken)
- arrange for the withdrawal, repair or replacement of any item of furniture, fitting or equipment identified as being unsafe by the Health and Safety audit;
- address any defect in the state of repair of the buildings or their surrounds which is identified as being unsafe, making such interim arrangements as are
- reasonable to limit the risk entailed. The Governing Body will deal with all aspects of maintenance which are under their control.
- monitor, within the limits of their expertise, the activities of contractors, hirers and other organisations present on site, as far as is reasonably practicable.
- Where necessary the Governors will seek the advice of the Local Authority and/or Liverpool Archdiocese to ensure that any work meets regulations
- identify the site manager as having direct responsibility for particular safety matters and who is specifically delegated to assist the Governors and Headteacher in the management of health and safety at the school.

Responsibilities of Staff Towards Pupils and Others in their Care

All staff are responsible for the health and safety arrangements in relation to staff, students, pupils and volunteer helpers 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, including pupils;
- be aware of and implement safe working practices and to set a good example personally. identify actual and potential hazards and introduce procedures to minimise the possibility of mishap;
- ensure that any equipment or tools used are appropriate and safe to use;
- adhere to warning notices and signs as appropriate;
- use appropriate protective clothing and safety equipment as necessary when required;
- Avoid transporting children in private vehicles to and from school functions other than in emergency situations and then only if child restraints and seats appropriate to the age of the children concerned are used.

Responsibilities of all Employees

All employees have a responsibility under to:

- take reasonable care for the health, safety and welfare of themselves and of any person who might be affected by their acts or omissions at work;
- co-operate with the Governors and Head Teacher in meeting statutory requirements.
- not interfere with or misuse anything provided in the interests of health, safety and welfare;
- make themselves aware of all safety rules, procedures and safe working practices applicable to their posts; where in doubt they must seek immediate clarification from the Headteacher;
- ensure that tools and equipment are in good condition and report any defects to the Site Manager;
- use protective clothing and safety equipment provided when needed;
- ensure that the premises is kept tidy and free from obstructions/trip hazards;
- ensure that any accidents, whether or not an injury occurs, and potential hazards are reported to the Site Manager.

WHENEVER AN EMPLOYEE IS AWARE OF ANY POSSIBLE DEFICIENCIES IN HEALTH AND SAFETY ARRANGEMENTS SHE/HE MUST DRAW THESE TO THE ATTENTION OF THE HEADTEACHER.

Please note the following:-

- It must be realised that newly appointed employees could be particularly vulnerable to any risk and it must be ensured that all relevant health and safety matters are drawn to their attention at an early stage.
- Whilst it is a management responsibility to instruct all employees in safe working procedures in relation to their posts and work places, employees may from time to time find themselves in unfamiliar environments. In such cases, the employee concerned should be particularly alert for hazards, and whenever possible, ensure they are accompanied by a person familiar with the environment or that they are advised of specific hazards.
- All volunteer helpers will be expected, as far as reasonably possible, to meet the same standards required of employees.

Responsibilities of Pupils

All pupils are expected, within their age and maturity, to:

- exercise personal responsibility for the safety of themselves and their fellow pupils;
- adhere to the school rules
- observe standards of dress consistent with safety and/or hygiene (this would preclude unsuitable footwear, knives and other items considered dangerous)
- observe all the safety rules of the school and in particular the instructions of staff in the event of an emergency;
- use and not wilfully misuse, neglect or interfere with equipment provided.

N.B. The Governors and Headteacher will make pupils (and where appropriate the parents) aware of these responsibilities through direct instruction, notices and the school website.

Visitors

Regular visitors and other users of the premises (e.g. contractors and delivery men) are expected, as far as reasonably possible, to observe the safety rules of the school.

All visitors are required to sign in on entering the school.

ORGANISATION CHART SHOWING HEALTH, SAFETY AND WELFARE RESPONSIBILITIES IN SCHOOL

Governing Body (Premises, Health and Safety Committee)
LA Health and Safety Advisors
Liverpool Archdiocese
Head teacher (Health and Safety and Visits co-ordinator), Deputy Head teacher, Site Manager
Teaching Staff, Support Staff, Lunch Time Welfare Staff, First Aiders
Kitchen Staff, Cleaners
Visiting Building/Maintenance Staff
Parents and Carers
Pupils and Visitors

2 Healthy schools initiative

2.1 Following the publication in 1997 of the government's White Paper 'Excellence in Schools', many schools decided to participate in the healthy schools initiative. This school fully supports the aims of this initiative, and we will strive to achieve the National Healthy School Standard. We believe that a healthy school is one in which children can thrive not only physically and academically, but also spiritually and emotionally. We promote a whole-school approach to the well-being of our children, which involves:

- giving health issues high priority in our planning;
- making sure that we have effective policies on sex education and drugs education;
- planning the curriculum to ensure that the children have sufficient opportunity to learn about healthy living;
- providing opportunities for children to take responsibility for their learning and behaviour;
- making sure that the environment is stimulating and conducive to learning;
- providing opportunities for children to put forward their views and be listened to;
- supporting children who need additional care and attention;
- providing opportunities for all our staff to develop their skills;
- working closely with parents and external agencies to provide the best possible support for our children;
- making sure all children have clear and appropriate targets.

3 The school curriculum (See Curriculum Policy)

3.1 We teach the children about health and safety in order to equip them with the skills, knowledge and understanding that will enable them to live positive, successful and healthy lives. Teachers take every opportunity to educate children in this regard as part of the school curriculum.

- 3.2 We teach children respect for their bodies, and how to look after themselves. We discuss these issues with the children in PSHE lessons, and we reinforce these points in design and technology, where children learn about healthy eating and hygiene. We also show them how to move and play safely in PE lessons.
- 3.3 Health and safety issues also arise when we teach care for the environment, and awareness of the dangers of litter. Children in Key Stage 2 receive drugs education. sex (see the relevant policy).
- 3.4 We believe that everybody in our school can and should promote everybody else's safety, so we teach children to spot hazards in the classroom or around the school, and inform their teacher.
- 3.5 Our school promotes the spiritual welfare and growth of the children through the RE curriculum, through special events, such as harvest festivals, and through the daily act of collective worship.
- 3.6 Each class has the opportunity to discuss problems or issues of concern with their teacher. Teachers use circle time to help children discuss and overcome any fears and worries that they may have. These concerns are handled with sensitivity.

4 School Meals (See website)

- 4.1 Our school provides the opportunity for children to have a meal at lunchtimes. If parents are in receipt of Income Support, a Job Seeker's Allowance, Support under the Immigration and Asylum Act of 1999, or Child Tax Credit (with income below a certain limit), they may claim free school meals for their children. We do all we can to ensure that the meals provided have a suitable nutritional value, in line with the requirements of the School Standards and Framework Act of 1998. All children are given the opportunity to have a drink of milk each day.
- 4.2 If children choose to bring their own packed lunch, we provide them with a suitable place to eat it, and we supervise them during this time.
- 4.3 Our school promotes a healthy lifestyle. As sweets can damage children's teeth, we do not allow sweets to be eaten in school.

5 School Uniform (See Website)

- 5.1 It is our policy that all children wear the school uniform when attending school, or when participating in a school-organised event, even if outside normal school hours. We agree the requirements for school uniform with parents, and we review these requirements regularly.
- 5.2 We always take a sensitive approach where regulations regarding uniform conflict with a child's religious or cultural beliefs. We have drawn up regulations regarding the recognition of cultural diversity in this respect, and these stipulate that we do not discriminate on grounds of race, creed or gender.
- 5.3 It is the responsibility of the headteacher to ensure that the school uniform policy is enforced. It is, however, not our school policy to exclude children from the school if they, for whatever reason, do not have the proper school uniform.
- 5.4 We ask parents to equip their children with the necessary uniform and school equipment. If a child repeatedly attends school without the correct uniform, we will inform parents and request that they make sure their child leaves home with the proper uniform on. If a parent is in financial difficulties, and this results in a child not having the correct uniform, or not having adequate equipment, our school will do all it can to support the parent. We ask parents not to send their child to school with 'extreme' hairstyles, or the sort of appearance that is likely to draw attention. We ask parents to discuss their child's appearance with us if there are any religious issues involved that we might be unaware of.

- 5.5 On grounds of health and safety, we do not allow children to wear jewellery in our school. An exception is ear-ring studs in pierced ears. We ask children either to remove these during PE and games, or to cover them with a plaster.

6 Child Protection (See Child Protection Policy)

- 6.1 The named person with responsibility for child protection in our school is the headteacher, Mr C. Newstead, who liaises with a named governor. We will follow the procedures for child protection drawn up by the LA and the Governing Body.
- 6.2 If any teacher suspects that a child in their class may be the victim of abuse, they should not try to investigate, but should immediately inform the person named in 6.1 about their concerns.
- 6.3 When investigating incidents or suspicions, the person responsible in the school for child protection works closely with social services, and with Knowsley Safeguarding Children Board. We handle all such cases with sensitivity, and we attach paramount importance to the interests of the child.
- 6.4 We require all adults employed in school to have their application vetted by the police, in order to check that there is no evidence of offences involving children or abuse.
- 6.5 All the adults in our school share responsibility for keeping our children safe. We may, on occasion, report concerns which, on investigation, prove unfounded. It is better to be safe than sorry, and we trust that parents, while they will naturally be upset, will nevertheless accept that the school acted in the child's best interests.

7 School Security (See Safeguarding Handbook)

- 7.1 While it is difficult to make the school site totally secure, we will do all we can to ensure that the school is a safe environment for all who work or learn here. We review security measures regularly, and draw upon the advice of experts (e.g. police officers, fire officers, architects and other consultants).
- 7.2 We require all adult visitors who arrive in normal school hours to sign the visitors' book in the reception area, and to wear an identification badge at all times whilst on the school premises. Visitors without a valid CRB/DBS check will always be supervised by a member of staff with a valid CRB/DBS check, while they are on the premises.
- 7.3 Teachers will not allow any adult to enter their classroom if the school visitor's badge does not identify them.
- 7.4 If any adult working in the school has suspicions that a person may be trespassing on the school site, they must inform the headteacher immediately. The headteacher will warn any intruder that they must leave the school site straight away. If the headteacher has any concerns that an intruder may cause harm to anyone on the school site, s/he will contact the police.

8 Safety of children (See Child Protection Policy)

- 8.1 It is the responsibility of each teacher to ensure that all curriculum activities are safe. Similarly, teachers will always be vigilant for hazards concerning equipment or activities. If any member of staff has any concerns about pupil safety, s/he should bring them to the attention of the headteacher before that particular activity next takes place.
- 8.2 We do not take any child off the school site without the prior permission of the parent.
- 8.3 If an accident does happen, and it results in an injury to a child, the teacher will do all s/he can to aid the child concerned. We keep a first aid equipment in the first aid cupboard, which is on the corridor outside the school office. A list of staff qualified in first aid is displayed in various parts of the school.

- 8.4 Should any incident involving injury to a child take place, one of the first aiders will be called to assist. If necessary, the school secretary will telephone for emergency assistance.
- 8.5 We record in the school accident book all incidents involving injury. Should a child be quite seriously hurt, we contact the parents through the emergency telephone number that we keep on file. We update these numbers annually, but it is essential that parents inform us when contact details change.
- 8.6 If a child receives a head injury or a bite, parents are informed.
- 8.7 If a child is taken to hospital as a result of an injury sustained while in school, this is recorded on a Knowsley LA SAB Form. This form is also to be used to record any accident/incident involving personnel other than employees. This form should be passed to the office to be forwarded to the LA.
- 8.8 Any accident/incident that occurs on the premises involving an employee, should be recorded on a Knowsley LA SAB form. This form should be passed to the office, to be forwarded to the LA.
- 8.9 Any violent incidents should be reported on the Knowsley LA SAB form. This form should be passed to the office to be forwarded to the LA.
- 8.10 Copies of completed SAB forms will be kept in school.
- 8.11 There may be rare occasions on which it is necessary for staff to restrain a pupil physically, to prevent him or her from inflicting injury to others, causing self-injury, damaging property, or being disruptive. In such cases, only the minimum force necessary may be used, and any action taken must be only to restrain the pupil. If restraint has been required, a written report will be made. Most teachers and teaching assistants and some lunch time welfare staff have received training in positive handling. Further information is contained in the Positive Handling Policy.

9 Fire and other emergency procedures

(See evacuation policy and emergency management plan)

- 9.1 Fire risk assessments as required under the Regulatory Reform (Fire Safety) Order 2005 are conducted and reviewed when required. Procedures for fire and other emergency evacuation are displayed prominently in all rooms. Fire drills are held twice each term. Arrangements are made to monitor the condition of all fire prevention equipment regularly and maintained by a competent person when required. This includes the visual inspection of fire extinguishers, and the testing of the fire alarm system.

10 Educational visits

- 10.1 The school takes very seriously its responsibilities for ensuring the safety of children whilst on school trips (see also the policy for Educational Visits).

11 Seat belts

- 11.1 We use coaches and mini-buses only when seat belts are provided. We instruct the children to use seat belts at all times when the bus is moving.

12 Medicines (See Medicines policy)

- 12.1 Many pupils at some time have a condition requiring medication. For many, the condition will be short-term – perhaps the duration of a short absence from school. However, although a child may soon be well enough to be back at school, medication may perhaps still be required during the school day for a short period. In such cases, parents will be expected to visit, perhaps during the lunch break, to administer the medication themselves (after first reporting to the office).

12.2 Where, on the other hand, children have long-term medical needs, we will do everything we can to enable them to attend school regularly. Parents must give us details of the child's condition and medication, and bring the medication to school in a secure, labelled container. Records will be kept of all medication received and administered by the school.

12.3 Staff involved in administering the medication will receive training if required, usually from the school nurse.

13 Internet safety

(see also the E-Safety Policy)

13.1 We regularly use the Internet in school, because it has many educational benefits. In order to minimise the risk of children coming across unsuitable material, we provide constant supervision, and we use only a filtered service, selected links, and child-friendly search engines. Parents are asked to sign authorisation for their child to use the Internet. We also seek parental permission before using photographs of children or their work on the school's website, or in newsletters and other publications.

14 Theft or other criminal acts

14.1 The teacher or headteacher will investigate any incidents of theft involving children. If there are serious incidents of theft from the school site, the headteacher will inform the police, and record the incident in the incident book.

14.2 Should any incident involve physical violence against a teacher, we will report this to the LA and support the teacher in question if s/he wishes the matter to be reported to the police.

15 The health and welfare of staff

15.1 The school takes very seriously the need to safeguard the health and welfare of all our staff. This includes their professional development. We also pay particular attention to the assessment and prevention of work-related stress, thus complying with health and safety law. If a member of staff is experiencing stress at work, s/he should inform the headteacher without delay.

15.2 The school will not tolerate violence, threatening behaviour or abuse directed against school staff. If such incidents do occur, the school will take the matter very seriously, and take action in line with the LA's protocol.

16 Infection Control

16.1 The school is cleaned to a high standard with frequent audits undertaken regarding cleaning quality. Infections are controlled by the following, which are outlined in more detail in the LA's Infection Control Policy and Procedures:

- Implementing standard precautions including informing parents of quarantine requirements
- The availability and use of protective clothing
- The promotion of hand washing

17 Monitoring and review

- 17.1 The governing body has a named governor with responsibility for health and safety matters. It is this governor's responsibility to keep the governing body informed of new regulations regarding health and safety, and to ensure that the school regularly reviews its procedures with regard to health and safety matters. The governor in question also liaises with the LA and other external agencies, to ensure that the school's procedures are in line with those of the LA.
- 17.2 The governing body, in consultation with professional advisors, carries out regular risk assessments, with the object of keeping the school environment safe.
- 17.3 The headteacher and site manager implement the school's health, safety and welfare policy on a day-to-day basis, and ensures that all staff are aware of the details of the policy as it applies to them. The headteacher also reports to governors annually on health and safety issues.
- 17.4 This policy will be reviewed at any time on request from the governors, or at least once every year.