



# Our Lady of Good Help

## Catholic Primary School

### Health & Safety Policy 2023

Chair of Governors	Mrs S. Devereux
Headteacher	Mr M. McQuiston
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*‘Like Our Lady, we live wisely, think deeply and love generously in Christ.’*

## **Aims**

Our Lady of Good Help Catholic Primary School aims to:

- Provide and maintain a safe and healthy environment for all users of the school: children, staff, parents and visitors;
- Establish and maintain safe working procedures amongst staff, pupils and all visitors to the school site;
- Have robust procedures in place in case of emergencies;
- Ensure that the premises and equipment are maintained safely and regularly inspected.

## **Legislation**

This policy is based on advice from the Department for Education on Health and Safety in Schools.

## **Roles and Responsibilities**

- Liverpool Local Authority has ultimate responsibility for health and safety matters in the school, but delegates responsibility for the strategic management of such matters to the school's governing body;
- The governing body delegates day-to-day operational matters and tasks to the Headteacher and staff members.

## **Headteacher**

The Headteacher is responsible for the day to day health and safety within school. This involves:

- Implementing the health and safety policy;
- Ensuring there is enough staff to safely supervise pupils;
- Ensuring that the school building and premises are safe and regularly inspected;
- Providing adequate training for school staff;
- Reporting to the governing body on health and safety matters;
- Ensuring appropriate evacuation procedures are in place and regular fire drills are held;
- Ensuring that, in his absence, health and safety responsibilities are delegated to another member of Senior Leadership;
- Ensuring all risk assessments are completed and reviewed;
- Ensuring cleaners are appropriately trained and have access to personal protective equipment where necessary.

## **Staff**

School staff have a duty to care of pupils in the same way that a prudent parent would do so. Staff will:

- Take reasonable care of their own health and safety and that of others who may be affected by what they do at work;
- Co-operate with the school on health and safety matters;
- Work in accordance with training and instructions;
- Inform the appropriate person of any work situation representing a serious and immediate danger so that remedial action can be taken;
- Model safe and hygienic practice for pupils;
- Understand emergency evacuation and lock down procedures and feel confident in implementing them.

## **Pupils and Parents**

Pupils and parents are responsible for following the school's health and safety advice, on and off-site, and for reporting any health and safety incidents to a member of staff.

## **Health and Safety in the Curriculum**

The school works towards ensuring all children develop an understanding of safety and risk through providing them with the information they need to enable them to have the ability to protect themselves and to have:

- Concern and consideration for their own safety and the safety of others;
- Knowledge of what to do in certain situations (e.g. upon hearing the fire alarm);
- Alertness and control;
- Cultivation of good habits.

For children, good safety habits are taught as part of a broad and balanced curriculum. This can be through topics e.g. 'a safe place to play' which could include Science, English, Design and Technology, PSHE and the involvement of outside agencies such as visits from the police, fire brigade, road safety officers etc. Personal health and hygiene are also taught through Science, RSE and PSHE lessons. Children are also taught about online safety. The children are encouraged to develop healthy habits through good health and hygiene routines, the development of an understanding of the importance of exercise in PE and through encouraging healthy eating. A positive policy for healthy eating is maintained at the school, with a healthy menu cooked by our fully trained cook. Fruit, salad and vegetarian options are always available.

Adults in the school model safe conduct to children from Early Years through to Year 6 so that children learn how to move safely around the school, how to handle classroom equipment (e.g. scissors) safely and how to have care and consideration for the safety of others. The school's uniform policy ensures that children are wearing safe, suitable clothing and footwear at all times including during PE.

## **Safety of the Site**

The Headteacher and caretaker are the designated key holders and are responsible for the security of the building. It is the responsibility of the caretaker to check daily that:

- All locks and catches are in working order;
- The emergency lighting is working;
- The fire/lock down alarm has no faults;
- The security system is working properly.

Before leaving the site, the caretaker will check:

- All windows are closed;
- All doors are locked and secured and security shutters are down;
- The security alarm is set;
- All gates are locked.

It is the responsibility of the Headteacher, or person designated by the Headteacher, to perform the above functions in the absence of the caretaker.

## **Smoking Policy**

- It is the policy of Liverpool City Council that the school is a smoke-free site;
- Smoking is not permitted in any area of the school building or grounds by staff, parents or visitors to the school.

## **Equipment**

Children are permitted to carry certain items of school equipment under the direction and supervision of a member of staff. Children are shown the correct way to lift and carry equipment, e.g. if carrying a chair, only carry one at a time, use both hands either side of the seat and ensure the chair legs are facing down towards the ground. Children

are not allowed to carry any large electrical equipment, paper cutters or any item deemed too heavy for a child to safely manage.

### **Electrical Equipment**

- All staff are responsible for ensuring that they use and handle electrical equipment sensibly and safely;
- Any pupil who handles electrical equipment does so only under the supervision of a member of staff;
- Permanently installed electrical equipment is connected through a dedicated isolator switch and adequately earthed;
- Where necessary, a portable appliance test (PAT) will be carried out by a qualified person;
- Maintenance, repair and installation of electrical equipment is carried out by a qualified and competent person.

### **PE Equipment**

- Pupils are taught how to carry and set up PE equipment safely and efficiently under the supervision of a member of staff;
- Gym equipment is inspected regularly and any concerns about safety are immediately reported to the Headteacher and the equipment is taken out of use until it can be repaired or replaced.

### **Educational Visits**

- Educational Visits are carefully planned in advance, with staff visits made where possible;
- Full risk assessments of educational visits are completed in line with Local Authority guidelines;
- Details of school trips are always shared with parents/carers;
- Children are asked to wear clothing that is appropriate for the visit;
- Adult-Child ratio guidelines are always followed.

### **Medical Procedures**

All children are taught to take care of themselves and each other but in a school environment, accidents may occur. Most accidents in school are minor and can be dealt with by any member of staff, who have all received First Aid Training. A fully equipped first aid box is kept in the 'accessible for all' WC cupboard, along with the accident book for the recording of all minor accidents. Each class also have their own fully equipped first aid bag. First Aid boxes are taken onto the playground at lunch times.

Photos and names of children with diagnosed medical conditions such as asthma or with severe allergies are on the First Aid information board in the staff room and these children have an individual health and care plan. Medicine such as inhalers or epi-pens are kept securely in individual pupil's classrooms, in a dedicated cupboard along with a medical folder. Prescribed medication is kept in the fridge in the staff room.

In the case of a more serious accident, the school's main priority is to get the child qualified medical attention as soon as possible. Separate accident forms are kept in the main school office for the recording of a more serious accident that has required medical attention from a qualified medical professional – ACC1 (LCC) and Riddor (online). Serious incidents are also recorded on our CPOMs system.

The school has a First Aid policy which contains more detailed information about the school's medical and first aid procedures.

### **Fire Procedures**

- The school has an emergency evacuation/fire drill procedure which is practised regularly;
- Upon hearing the fire alarm, all children and adults must stop what they are doing and walk calmly out of the building via the nearest exit and proceed to the designated assembly point;

- All classrooms/areas have procedures and exit routes on the classroom walls and fire exits are clearly labelled.
- Fire Marshals/ Designated members of staff check all areas, toilets, cloakrooms etc. for any children not evacuated with their class;
- Individual teachers are responsible for ensuring all children in their class are lined up and accounted for.
- No one re-enters the building until it is declared safe to do so by the Headteacher or a member of the fire service;
- On completion of a fire drill children, walk calmly back into their classrooms, supervised by teaching staff.

### **Lunch time Fire Procedure**

- On hearing the fire alarm, all staff on lunch duty on the playground, supervise the children by lining up at their class designated assembly points and ensure no child re-enters the building;
- Staff on duty in the dining room evacuate all children from the dining room via the nearest exit and escort them to their designated assembly points;
- The Headteacher and designated fire marshals will ensure that the toilets, cloakroom areas and corridors are evacuated;
- As outlined above, all children and adults are accounted and it is declared safe for before anyone can return to the building.

### **Lockdown**

A Lockdown procedure is a method of keeping children and staff as safe as possible from a potential threat from the outside. It requires all children and staff to be moved as quickly and safely as possible to the safest areas inside the school building and remaining there until the threat is removed or emergency services give instructions to vacate the building.

A lockdown may be activated in response to a threatening situation such as:

- An incident or civil disturbance that poses a significant risk to the school. An intruder on the school site who has the potential to pose a risk of harm to the children and staff;
- Local risk of dangerous air pollution such as a smoke plume or gas cloud;
- A major fire in the vicinity of the school;
- A dangerous dog/fox roaming loose on the school grounds.

### **Lockdown Procedure**

- Any member of staff who perceives there to be a threat of serious harm to the children and staff from the outside can trigger the lockdown alarm by calling/going to the office staff and saying the phrase 'lockdown alarm needed';
- Once the alarm is triggered, the caller needs to relay the detail of the threat so that the Headteacher can call the relevant emergency services and manage the incident in line with Local Authority and Police guidelines;
- Upon hearing the lockdown alarm, any children who are outside must line up quickly and quietly in the designated places (as for end of play);
- Any staff who are outside with the children must ensure this happens quickly and quietly;
- Class teachers collect their class as quickly as possible from outside and lead them into their classrooms, ensuring children are as silent as possible;
- Staff must close and lock all doors and windows and sit the children down on the floor – hidden by furniture if possible and away from windows and doors;
- TAs to attend their usual classroom to support in ensuring safety of children;
- Headteacher/Caretaker to close all external doors – classrooms, hall, kitchen, main entrance and to check all toilets, corridors and cloakrooms for pupils;

- Class teachers should take registers immediately and quickly (as in a fire drill);
- Class teachers to report by phoning the office if any child or staff member is unaccounted for. All staff: keep low and hidden from view;
- Any lunch time staff /caretaker/ out of class staff/ external professionals to report directly to office to register via signing in book and remain there in lockdown;
- Remain in lockdown, keeping children as quiet and calm as possible until informed that the threat has gone or given evacuation instructions by emergency services.

#### **If Lockdown occurs whilst indoors:**

- Class teachers keep the children calm and quiet and ask them to sit down on the floor, hidden from view.
- All external doors and windows are closed;
- The register is taken quickly and calmly;
- Office/Headteacher informed if any pupil is unaccounted for;
- School remains in lockdown, keeping children as quiet and calm as possible until informed that the threat has gone or given evacuation instructions by emergency services.

#### **Visitors**

All visitors are required to report to the main school office. If a visitor will be entering the main body of the school, they will be required to sign in using the electronic sign-in and asked to wear a visitor badge. Relevant DBS checks will be made and office staff make a risk assessment judgment. They will also be informed of the schools' safeguarding policy and procedures.

All parents/carers and other adults are requested to report to the main office when bringing children to school or collecting them outside of normal starting and finishing times.

#### **Contractors on Site**

- Contractors must telephone and make appropriate arrangements prior to visiting the school. They must contact either the Headteacher or the School Office;
- All contractors must report to the school office. The Headteacher and/or caretaker will be informed of their arrival;
- Contractors will work under the close supervision of the caretaker as not to endanger the health and safety of children or adults in the school;
- Any equipment that contractors bring into school must be stored in a safe place away from corridors, classrooms or any other areas used by children and adults in the school;
- No repairs or maintenance can be carried out in areas which children or adults are occupying, this includes toilets and cloakroom areas;
- If contractors are working near to children's play areas, then all equipment and machinery must be cleared away during this time and the contractors must leave the area. All work will be monitored by the caretaker and any concerns reported to the Headteacher, the contractor concerned and any other relevant parties.

All contractors are given the same advice as recommended by the Health and Safety Inspector. This includes asking all contractors to refrain from:

- Smoking in the building or in the grounds;
- Talking to the children (our children are asked not to speak to strangers);
- Working on or near the playgrounds when children are at play;
- Leaving equipment around;
- Playing music during school hours;

- Use of mobile phones in sight of pupils.

#### **Policy on the use of hazardous substances in school**

All substances which may be hazardous (such as cleaning products) are kept in a locked store. Any staff ordering chemicals must only order those recommended by the Authority. Any member of staff using chemicals must:

- Check the substance against the COSHH register;
- Follow procedures laid down for use;
- Be aware of procedures for avoiding exposure and for control;
- Inform the Headteacher/caretaker of any difficulties.

#### **Links with other School Policies**

Please also refer to:

- First Aid Policy
- Supporting Children with Medical Needs Policy
- Child Protection Policy
- Educational Visits Policy
- Accessibility Plan
- School Code of Conduct and Safer Working Practices Policy

All aspects of Health and Safety will be monitored on a regular basis and any necessary amendments will be made to policy in the light of any incidents.

### **2.5 Governing Body**

The Governing Body is responsible for the effective planning, directing, monitoring and reviewing of all health, safety and welfare matters within the school. In the discharge of its duty and in consultation with the Head Teacher, it will make itself familiar with the requirements of the Health and Safety at Work etc Act 1974 and any other health and safety legislation and codes of practice which are relevant to the running of the school. The Governing Body will ensure:

- the development and implementation of the school's Health, Safety and Welfare Policy and the organisational arrangements through which the Policy will be implemented;
- the adoption of a planned, systematic approach to health, safety and welfare management in which hazards are identified, risks are suitably assessed and prioritised and objectives are met for risk elimination or reduction;
- that suitable resources are allocated to allow the effective implementation of this Policy;
- there is an adequate system for communicating health, safety and welfare information throughout the school. In particular, that there are arrangements for consulting with staff on health, safety and welfare issues and for promoting collaborative working with staff representatives;
- that adequate regard is paid to health, safety and welfare considerations in all contracts entered into by the school; and
- that arrangements are in place to measure, monitor and review health, safety and welfare performance.

### **2.6 Headteacher**

The Headteacher is responsible to both the LEA and the Governors for all matters concerning the safe conduct of staff and students in the school and all its related activities. Assistance in this task is provided by the senior school staff who comprise the management team, such as Assistant Heads, senior teachers, Office and Facilities Manager and the Caretaker.

The Headteacher, assisted by the management team, is required to:

- ensure the incorporation of safety requirements and future objectives in the development and budget planning of the school, and where appropriate, inclusion in the School Development Plan;
- implement a system for protecting all persons on the premises, or involved in school activities, from risks which are reasonably foreseeable by ensuring suitable and sufficient documented risk assessments are undertaken and action plans produced which implement health, safety and welfare measures and monitor and review their effectiveness;
- coordinate any necessary safety arrangements with any contractors working on site;
- implement such procedures as are necessary to comply with all legislation concerning health and safety, in accordance with LEA guidance;
- provide regular reports on significant issues and general progress to the Governing Body; and
- foster the growth of a positive safety culture, in which all the staff and pupils share the aim of continuous improvement in health and safety performance.

## **2.7 Assistant Headteacher(s)**

The Assistant Head(s) assists the Headteacher in the day-to-day management of the school, and deputise for them during any period of absence.

## **2.8 Assistant Headteacher for Curriculum**

The Assistant Headteacher for Curriculum is responsible to the Head Teacher for the safe management of the curriculum, in accordance with LEA guidance and the School Health, Safety and Welfare Policy, and for implementing all school procedures relating to health and safety. They will:

- identify and prioritise both immediate and long-term requirements of the subject with regard to health and safety and provide this information to the Head Teacher so that it may be included in the normal budget planning arrangements;
- develop suitable and sufficient risk assessments and maintain appropriate records;
- maintain a file of all safety publications and guidance issued by the LEA, or any other relevant bodies or professional associations, relevant to the subject concerned or relevant to his/her subject. It must be freely accessible to all relevant staff, and all subsequent additions be brought to the attention of staff;
- make appropriate arrangements for the periodic monitoring of safety standards, arrangements, and progress towards identified objectives. He/she will report the results to the Head Teacher, for incorporation in the regular review of safety matters and inclusion, where appropriate, in the School Development Plan and/or budget planning; and
- assist in the fostering of a positive safety culture within his/her subject.

## **2.9 Staff**

In addition to any specific health, safety and welfare responsibilities described above, all staff are expected to co-operate in the implementation of the School Health, Safety and Welfare Policy by acting with due regard for their own health, safety and welfare and that of others who may be affected by their acts or omissions. This will be achieved by:

- co-operating with their Head Teacher, enabling them to carry out their legal responsibilities under health and safety legislation;
- reporting hazards and potential hazards following the school procedure;
- working in accordance with any health and safety training provided and safe working practices;
- not interfering with anything provided in the interests of health, safety and welfare; and



- disclosing to an appropriate person details of any known medical condition that makes them unfit for, or puts them at risk from, any particular work activity.

## **2.10 Person(s) responsible for premises**

The person(s) responsible for premises may be the Headteacher, Caretaker or Office and Facilities Manager etc. This person(s) is responsible and accountable to their Governing Body for co-ordinating the health, safety and welfare arrangements. The responsibility for the work activities and practices of staff within the premises rests with relevant line management.

Managers responsible for premises will achieve this by:

- carrying out building-related risk assessments and ensuring necessary corrective actions are taken;
- having documented inspections of all areas within the premises to ensure that buildings, grounds, and equipment under their control are safe and properly maintained and records of all statutory tests and inspections are kept;
- co-ordinating emergency procedures and equipment for their site(s) and ensuring the associated documentation it is kept up-to-date. For sites under the control of other owners this will be undertaken in co-operation with those in control;
- ensuring a legionella risk assessment has been undertaken by a competent person and recommendations implemented;
- where necessary, ensuring an asbestos survey has been carried out for the building and have responsibility for the asbestos management plan. These documents should be shared with any contractors where appropriate;
- ensuring the activities of contractors are supervised they are provided with such instruction and training as to ensure they can fulfil their obligations safely and in-line with legislation and School requirements;
- ensuring access to the school complies with the requirements of the Equality Act 2010 and that access and egress remains unobstructed and safe;
- ensuring appropriate security measures are in place;
- ensuring there is suitable and sufficient first aid provision; and
- ensuring a fire risk assessment is undertaken annually and firefighting equipment and warning systems are appropriately tested and maintained.