



SECURE IN FAITH, LEARNING TOGETHER
YOUR WORD IS A LAMP FOR MY FEET, A LIGHT ON MY PATH.
PSALM 119 VERSE 105

HEALTH AND SAFETY POLICY

General Statement of Intent

The Headteacher and Governors of St Thomas's Primary School recognise they have overall responsibility for the organisation and implementation of a Health and Safety policy, and that key personnel within the management structure are identified and their health and safety roles defined within their areas of employment.

The employee's duty to co-operate with the employer is recognised. The school management accept the responsibility for ensuring all necessary arrangements for maintaining a safe environment are implemented and monitored.

St Thomas's Primary School recognise the importance of health, safety and welfare regarding the successful operation of its activities and believe the active participation of all staff is essential in maintaining the highest standards in preventing accidents. All activities will be conducted using appropriate control measures to minimise the risks to the health and safety of all staff, pupils and others, who may be affected by our activities.

The School Health and Safety Policy detailed herein will be brought to the attention of all staff, and will be subject to regular reviews to ensure it reflects the school's activities.

Mrs Judith Jones

Headteacher
St. Thomas's Primary School

Signature

Date

Mr Malcolm Taylor

Chair of Governors
St Thomas's Primary School

Signature

Date

1. SCHOOL ORGANISATION

- The Headteacher and Governors recognise the need to identify organisational arrangements in the school for implementing, monitoring and controlling of Health and Safety matters. Where possible the Governors will ensure the school budget reflects the necessary funding to provide suitable and sufficient training for those with Health and Safety responsibilities.
- A summary of individual duties, including reporting arrangements, are contained in the LA's Health and Safety Manual, a copy of which is held at the school office.
- Designated persons with Safety Responsibilities

	<u>Staff name/designation</u>	<u>Date</u>
Designated person appointed To advise on Health & Safety	Judith Kerr / SBM	November 19
Premises Offices	Judith Kerr / SBM	November 19
Fire	Judith Kerr / SBM	November 19
First Aid	Judith Kerr / SBM	November 19
Medication	Mrs J Jones & Mrs J Kerr	November 19
Care & Welfare	Mrs J Jones	November 19
Catering	Mrs D Harrison	November 19
Supervision (non-Teaching)	Mrs J Jones	November 19
Crossing Patrols	LA	November 19
Swimming	Instructor at Baths	November 19
Visits/activity holidays	Class Teacher	November 19
PE	Mr A Hodgkinson	November 19
Science	Mrs C Haselden	November 19
Design & Technology	Mrs M Kelsall-Roberts	November 19
Art	Mrs M Kelsall-Roberts	November 19
Information Technology	Mr S Wade	November 19

2. ARRANGEMENTS

The arrangements described below are the minimum standards that will be achieved to maintain a safe environment, both for staff, pupils and others visiting the school.

Additional information is contained in the LA's Safety Manual. The SBM will keep the manual up to date and bring to the attention of the Headteacher, the arrangements for staff to receive training on issues of Health and Safety.

If staff have any concerns about Health and Safety, they should ensure they contact the SBM or their line manager.

- Accidents

School procedure, accident reporting and investigation are usually dealt with by the teacher / welfare staff concerned. An accident slip is sent home to inform parents and a copy remains in the accident book. If a serious injury is suspected, the child is checked by one of the named first aiders, who may take the decision to call parents and a form may be completed for the LA.

- Contractors

All contractors will abide by the school's safety and emergency procedures. Everyone signs in and out when on site.

- Control of Substances Hazardous to Health (COSHH)

Caretakers and cleaners to store all substances in a safe manner. Keep out of reach of children. All staff are not to bring unauthorised chemicals into the school. COSHH assessment are to be conducted by the LA and recorded.

- Communicating Health and Safety Information

General safety information and the statutory poster to be displayed on the notice board located outside the office. Further information is contained in the LA's Safety Manual, a copy of which is available in the school office.

- Dogs

Dogs are not to be brought within the school grounds for health and safety reasons, though exceptions are made for working dogs, namely guide dogs and hearing dogs.

- Electrical Equipment

All portable electrical equipment will be tested as per guidance from our contract with DBE services, All staff are to inspect electrical equipment before and after use. No unauthorised equipment is to be brought into the school.

- First Aid and Medication

First aid boxes are located in KS1 and KS2 resource areas. A more extensive kit is kept in the office. All children requiring first aid treatment are to report to the member of staff with responsibility for them at the time. Details of injury must be recorded in the school accident book. First aiders for more serious injuries are Mrs J Kerr, Mrs Karikari, Mrs Crawley and Mr Hodgkinson. Paediatric first aider is Mrs Middlehurst. Minor Injury FA staff – Mrs Sandercock, Mrs Boardman, Mrs Caldwell, Mrs Swift, Mrs Taylor, Ms Davis and Mrs Yates. No Medication will be given to pupils without a first aiders authorisation. We have a defibrillator located in the school office and all staff have been trained on its use.

- Fire Prevention

The school Fire Officer is to conduct a fire practice once per term. Fire alarms to be tested weekly by the Caretaker. All drills and tests to be recorded. All flammable materials to be correctly stored.

- Field Trips and Visits
A member of staff to be nominated by the Headteacher as co-ordinator (Mrs Janet Brown). Parents advised of visits, pupils briefed and put into groups etc by the class teacher. Risk assessments to be carried out, recorded and helpers briefed.
- General Housekeeping
All materials and equipment to be put away and stored safely after use. Cleaning, maintenance and repair activities should not be carried out in the presence of pupils. All walkways, paths, stairways, etc to remain clean and unobstructed to provide a safe means of access.
- Ladder and Access Equipment
To be checked every six months by the Caretaker and results recorded. Faulty equipment will not be used until repaired.
- Lifting and Manual Handling
If required, staff are to carry out a manual handling risk assessment before lifting/moving equipment, furniture, etc. Where possible, staff are to work in pairs or mechanical equipment to be used.
- Mobile Phones
Staff may bring mobile phones into school but these should be kept on silent when in class and NOT used when children are present. Cameras on mobiles should not be used in school under ANY circumstances.
Children with a mobile phone must hand them to the Y6 monitor at the start of the day and collect at 3.20pm.
- Personal Protective Equipment
Appropriate PPE, where provided, for use by pupils and staff, must be worn and used correctly. Any faults to be reported to the teacher in charge.
- PE Activities
Supervision, conduct and use of equipment to be used within the guidelines laid down in the LA manual, and BAALPA publications.
- Risk Assessments
All staff are to carry out appropriate risk assessments of the activities they undertake, record, and where necessary, inform other colleagues and the Headteacher.
- Supervision of pupils during Non-Curriculum Time
Play/lunch break will be supervised by Teaching Staff and Teaching Assistants. The Headteacher is responsible for appointing and briefing staff for supervision duties, Welfare duties and responsibilities.
- Smoking
All smoking (including e-cigarettes) is prohibited on school premises and during school visits/field trips.

- Security
All visitors are to report to the school reception, to book in and out. Visitor badges will be worn at all times.
- Safety Committee
The Headteacher and SBM will conduct inspections and monitor the maintenance of the premises, develop and implement appropriate safety procedures.
- Swimming
During the swimming activities, the staff/pupil ratio will be not greater than 1:20. At least one adult will be female. Transport arrangements will be in line with LA guidance.
- Transport
At all times, whenever vehicle transport is required to be used by the pupils and staff, all passengers, regardless of age, will be provided with one seat each, and seat belts will be worn. Staff transporting children should have business insurance cover.
- Training
All staff employed at, or by the school, will receive appropriate instruction and training to carry out all tasks/activities requested of them.
- VDU/DSE Users
Regular users to have a risk assessment of their workstation and appropriate measures taken to minimise any hazard/risk. Appropriate information and training provided.
- Violence to Staff
Conduct a risk assessment and keep under regular review any risk of injury, physical or verbal, to the health and safety of staff. Appropriate control measures to be taken. All violent incidents to be investigated and reported to the LA Health and Safety Officer.
- Visitors
All visitors to report to the school office at both the start and finish of their visit, and sign the visitors book. Visitor badges should be worn at all times.