

# St William of York Catholic Primary School



## Health & Safety Policy

Signed \_\_\_\_\_ Chair of Governors

\_\_\_\_\_ Head Teacher

Date: 28<sup>th</sup> November 2024

Review date: November 2026



## **General Guidelines**

It is the policy of the Governing Body of St William of York Catholic Primary School, 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 and safety 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.

## **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 Health & Safety policy and the safe working practices described within it and shall revise and amend it, as necessary, on a regular basis;
- Maintain 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 safety policies and procedures and of any relevant safety guidelines and information;
- Make staff aware of the accident reporting procedure;
- Make arrangements for informing staff and pupils, of relevant safety procedures.
- Ensure that regular safety inspections are undertaken.
- Arrange for the withdrawal, repair or replacement of any item of furniture, fitting or equipment identified as being unsafe;
- Report any defect in the state of repair of the buildings or their surrounds which is identified as being unsafe and make such interim arrangements as are reasonable to limit the risk entailed.
- Monitor, within the limits of their expertise, the activities of contractors, hirers and other organisations present on site, as far as is reasonably practicable;
- Identify any member of staff having direct responsibility for particular safety matters and any member of staff who is specifically delegated to assist the Governors and Headteacher in the management of health and safety at the school. Such delegated responsibility must be defined as appropriate.

## **Duties of the Persons Delegated to Assist in the Management of Health and Safety**

The delegated person, Mrs. Middlehurst (School Business Manager) & Mr. A De La Morena (Caretaker) shall:

- Assist the Headteacher in the implementation, monitoring and development of the safety policy within the school;
- Monitor general advice on safety matters given by the Authority and other relevant bodies and advise on its application to the school;
- Co-ordinate arrangements for the design and implementation of safe working practices within the school;
- Investigate any specific health and safety problem identified within the school and take or recommend (as appropriate) remedial action;
- Order that a method of working ceases on health and safety grounds on a temporary basis subject to further consideration by the Governors and Headteacher;
- Assist in carrying out regular safety inspections of the school and its activities and make recommendations on methods of resolving any problems identified;
- Ensure that staff with control of resources give due regard to safety;
- Co-ordinate arrangements for the dissemination of information and for the instruction of employees, students, pupils and visitors on safety matters and to make recommendations on the extent to which staff are trained.
- Investigate any accident (or incident where personal injury could have arisen) and take appropriate corrective action;

### **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 to that use and meet accepted safety standards;
- Provide written job instructions, warning notices and signs as appropriate;
- Provide appropriate protective clothing and safety equipment as necessary and ensure that these are used as required;
- Minimise the occasions when an individual is required to work in isolation, particularly in a hazardous situation or on a hazardous process;
- Evaluate promptly and, where appropriate, take action on criticism of health and safety arrangements;
- Provide the opportunity for discussion of health and safety arrangements;
- Provide for adequate instruction, information and training in safe working methods and recommend suitable "off the job" training;
- Where private vehicles are used to transport children to and from school functions, staff should ensure that child restraints and seats appropriate to the age of the children concerned are used. Appropriate levels of Insurance must be in place i.e. Business Use

### **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 acts or omissions at work;
- 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 Headteacher;
- Do not bring any items such as electrical, gas or mechanical equipment in from home without prior agreement from the Headteacher or Health & Safety officer.
- Use protective clothing and safety equipment provided and ensure that these are kept in good condition;
- Ensure that offices, general accommodation and vehicles are kept tidy;
- Ensure that any accidents, whether or not an injury occurs, and potential hazards are reported to the Headteacher.

**Whenever an employee is aware of any possible deficiencies in Health & Safety arrangements he/she must draw these to the attention of the Headteacher or Health & Safety Officer.**

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 during induction.
- 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 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 (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 the teaching staff in the event of an emergency;
- Use and not wilfully misuse, neglect or interfere with items provided.

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

## **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.

## **Lettings**

The Governors and Headteacher must ensure that:

- The means of access and egress are safe for the use of hirers, and that all plant and equipment made available to and used by the hirers is safe. If the Headteacher knows of any hazard associated with the above, he should take action to make hirers aware of it;
- Fire escape routes and exits are clearly marked for the benefit of unfamiliar users of the building, particularly during the hours of darkness;
- Hirers of the building are briefed about the location of the telephone, fire escape routes, fire alarms and fire fighting equipment. Notices regarding emergency procedures should be prominently displayed;
- Hirers using any equipment or facility provided by the school are familiar with its safe use and, if necessary, briefed accordingly;
- Arrangements are made for checking the security and condition of the premises and equipment used after vacation by the hirer or his staff.

## **Fire and Emergency Evacuation Procedures**

- The school has a separate Emergency Evacuation Policy & Procedure which is updated as appropriate. See Appendix 1 for classroom procedure.
- The log book for the recording and evaluation of practice and evacuation drills is available in the school office.

## **Fire Prevention Equipment**

Arrangements are made to regularly monitor the condition of all fire prevention equipment. This would include the regular visual inspection of fire extinguishers and the fire alarm system.

## **First Aid and Accident Reporting Procedures**

- There are First aid boxes on the Infant corridor, Junior corridor, Staff room, School Office and Nursery.
- There are two 'First Aid at Work' trained staff and fifteen 'Paediatric First Aid' trained staff across the school. A list of First Aiders is displayed by each First Aid box. See Appendix 2.
- The school office has accident reporting forms which are completed for all accidents including near misses.
- All accident forms are signed by the Headteacher and are collated and analysed by the Caretaker.
- Accident Reporting procedures are displayed by each First Aid box.
- All new staff receive a Health & Safety Induction.
- The arrangements for first aid for sports, outdoor pursuits and field trips are the responsibility of the supervising staff. Whenever possible at least one First Aid trained member of staff will attend.

## **Defibrillator**

The school have two Defibrillators located by the school office & in the PE cupboard. There are signs around school advising of the location of the Defibrillators. All First Aiders have been trained how to use the Defibrillator.

## **Asbestos Management**

The school has a Property Management agreement with Cunliffes which includes all statutory areas to ensure that school is fully compliant with all legal duties. Part of this agreement includes the Asbestos Management Plan & Register which is completed annually and is reported to governors. The last Asbestos Plan & Register was completed by APEC Environmental Ltd on 13th August 2024.

There are only low levels of asbestos materials on school site and these are not located in any teaching or staff room areas

### **Control of Substances Hazardous to Health (COSHH)**

Any substances considered to be hazardous to health such as bleach or floor cleaning fluid are kept in a locked room and only trained staff are authorized to use such substances.

### **Emergency Plan**

An Emergency Plan is in place for use when the school has to be evacuated for a period of time. Copies of the Emergency Plan are held off site by the Chair of Governors, Headteacher, School Business Manager and at the buddy school (Holy Family High School).

The Emergency Plan is updated annually.

### **Lockdown Procedure & Plan**

The school has a Lockdown Policy to safeguard children, staff and visitors in the event that it is necessary to seal off all or part of the school due to hazards in the school grounds or outside school.

A lockdown is implemented when there are serious security and safety risks to school children, staff and visitors. These could be, for example, a near-by chemical spillage or fire, which makes it dangerous to be outside or if there is a dangerous intruder on school grounds.

### **Accessibility Policy & Plan**

The school has an Accessibility Policy and Plan which has been drawn up in compliance with current legislation and requirements. The school is committed to providing an accessible environment which values and includes all pupils, staff, parents and visitors regardless of their education, physical, sensory, social, spiritual, emotional and cultural needs. We are committed to challenging negative attitudes about disability and accessibility and to developing a culture of awareness, tolerance and inclusion.



## Fire/Evacuation Procedure

### **ACTION IN THE EVENT OF FIRE**

#### **If you discover a fire:**

Break the glass of a fire alarm call point.  
Close doors and windows to the room if safe to do so.  
Leave the building by the nearest exit and go to the assembly point on the playground.  
Dial 999.

#### **Important:**

You may tackle the fire with an extinguisher but only if it is safe to do so and you have received appropriate training.

#### **If you hear the fire alarm:**

Reassure the children by your calm behaviour and direct them towards the nearest exit.  
Close the doors and windows to the room if it is safe to do so.  
Collect the Emergency Evacuation Register for your class & the medicine/inhaler basket/box & file.  
Leave the building and go to the assembly point on the school playground.  
Make sure children walk and are quiet.

#### **At the assembly point:**

Children to make one line and remain quiet.  
Teacher/Supervisor to take the register.  
Children to answer clearly.  
As quickly as possible report to the Fire Officer that all class are present/or who is missing.

#### **Important:**

Do not stop to collect belongings  
Do not re-enter the building until the Fire Service have declared it safe to do so  
If it is a fire drill only re-enter the building when told to do so by the Headteacher or designated person.



Location of First Aid Equipment & First Aiders

First Aid Boxes are located;

- Between Year 1 & Reception
- Staff room
- Outside Year 6
- Nursery
- School Office

First Aid qualified staff are as follows;

**First Aiders 2024/25**

<b>First Name</b>	<b>Surname</b>	<b>Classroom</b>	<b>First Aid Course</b>	<b>Expiry</b>
Eve	Bryning	Nursery	Paediatric First Aid	11/07/2026
Debbie	Stanistreet	Nursery	Paediatric First Aid	11/07/2027
Linda	Stalker	Reception	Paediatric First Aid	22/10/2027
Fiona	Gadie	Reception	Paediatric First Aid	04/06/2027
Tracy	Rennie	Year 2/Lunch	Paediatric First Aid	15/06/2026
Emily	McDonnell	Reception	Emergency First Aid	27/03/2027
Julie	Hunter	Year 6/Lunch	Paediatric First Aid	11/07/2027
Claire	Parkinson	Year 2	First Aid at Work	21/06/2025
Sophie	Convery	Year 2/Lunch	Emergency First Aid	26/02/2027
Olivia	Eden	Year 6	Emergency First Aid	30/01/2026
Clare	Billington	Lunch	Paediatric First Aid	15/09/2025
Eleanor	Nevin	Year 6	First Aid at Work	25/06/2027
Amy	Fairclough	ASC/Lunch	Emergency First Aid	15/04/2027
Michele	Ward	ASC/Lunch	First Aid at Work	23/08/2025
Christine	Eden	Year 3/BC	Emergency First Aid	15/04/2027
Michelle	Greenwood	BC/lunch	Emergency First Aid	26/03/2027