

St. Winefride's Catholic Primary School



Health and Safety Policy

Mission Statement

*To provide excellence in all aspects of school life,
embedded in the values and beliefs of the Catholic faith.*

Vision Statement

*To be an outstanding school where every member reaches
their true potential and knows the joy of a
personal relationship with Jesus Christ.*

Date of issue	Review date	Date ratified by Governing Body
14 November 2012	November 2017	14 November 2012

ST. WINEFRIDE'S CATHOLIC PRIMARY SCHOOL

Health and Safety Policy

1. Rationale

The purpose of this policy is to further our aim to provide a secure, safe, healthy and stimulating environment for all pupils, staff and visitors to the school which allows us to achieve our vision for education which is embedded within the values and beliefs of the Catholic Faith. Parents need to know that every measure will be taken to keep their children safe. We believe that the prevention of accidents and hazards is a key responsibility for every member of the school community as we share a common Catholic ethos of care for all.

2. Aims

- 1) To meet the statutory duties of the Governing Body as regards Health & Safety.
- 2) To address the ECM outcomes: Be Healthy, Stay Safe, Enjoy and Achieve, Achieve Economic Well Being.
- 3) To reduce the risk of injury.
- 4) To ensure clarity of roles and responsibilities of all staff in Health and Safety matters.
- 5) To provide a safe environment by following DCSF and HSE guidance.
- 6) To reduce negative work related stress which can lead to mental and physical ill health.

3. Consultation

All staff, pupils, parents, and governors have contributed to this policy, which is based on Bradford Local Authority's. The content has also been influenced by guidance from the DCSF and the Health and Safety Executive.

Relationship to other policies

This policy should be read in conjunction with the Teaching and Learning Policy, Behaviour Policy, First Aid Policy, Child Protection Policy, and the policies for Lettings, PSHCE, Staff Discipline and School Visits.

4. Roles and responsibilities of Headteacher, other staff, Governors

The **Headteacher** is responsible for ensuring that all health and safety procedures are followed. She will ensure that:

- all members of staff understand and fulfil their responsibilities to ensure a safe learning environment
- staff are aware of their responsibilities and receive appropriate supervision, instruction and training
- staff, pupils and others are encouraged to promote health and safety
- risk assessments are carried out for activities on and off the school site
- LA and DCSF guidance is followed for all school trips and visits
- sufficient resources are allocated to meet health and safety priorities
- termly health and safety inspections take place in consultation with health and safety representative(s) and governors
- all defects and/or hazards are made safe in a timescale commensurate with the risk they pose
- specialist advice is sought as and when necessary
- a log is maintained of all activities relating to ensuring health and safety, including dealing with accidents and incidents.

The **governing body** will:

- promote high standards of health and safety within the school
- assign responsibilities, including designating a governor for health and safety
- our two designated Governors are: Mr Tad Jandzio ensure health and safety is on the agenda of each Building and Finance committee meeting.
- monitor the allocation of funds based on effective and comprehensive risk assessments
- they carry out regular health and safety inspections following guidance from the LA
- ensure that there are risk assessment procedures in place to identify all risks relating to the premises, school activities and school-sponsored activities
- provide appropriate resources from the school's delegated budget to ensure that risks and hazards are minimised or eliminated
- ensure that all staff receive supervision, instruction and training appropriate to their duties and responsibilities
- evaluate the measures taken to minimise or eliminate risks and hazards
- ensure that there is designated space for medical or dental examination and treatment and for caring for sick or injured pupils during the school day
- ensure that hirers are aware of their duty to provide evidence of insurance cover for their activities
- take all reasonable steps to ensure that the principal person in charge of hirers, contractors and others makes sure they conduct themselves and carry out their operation in such a manner that all statutory and advisory safety requirements are met at all times. (When the premises or facilities are being used out of normal school hours for an activity, then the organiser of that activity, even if an employee, must comply with the requirements of the policy.)
- review this policy and update it at least annually.

All **staff** will:

- be familiar with the health and safety policy and all safety regulations laid down by the governing body
- take reasonable care for their own health and safety and that of others who may be affected by their actions
- make regular safety inspections of their areas of work and report to their line manager any danger to health and safety, whether serious and immediate or not
- only use equipment that they are competent to use
- follow instructions when using any machinery, equipment, dangerous substance or safety device
- take an active interest in promoting health and safety and suggest ways of reducing risks.

All **pupils** and **visitors** to the school will be expected to take reasonable care for their own health and safety and that of others who may be affected by their actions.

5. Specific Responsibilities

- *fire and other emergencies – Mr M Farley -Site Manager*
- *Mrs M Cairns -Headteacher*
- *first aid and the administration of medicine – see board in staffroom*
- *hazard reporting- All staff report to report to Headteacher or Site Manager*
- *accident and incident reporting procedures – Mrs P Carney*
- *violent incidences - Headteacher*
- *security of the premises – Site manager*
- *maintenance of the premises -Site manager*
- *provision of information and training- CDP Co-ordinator – Mrs L Walsh*
- *specific risks associated with curriculum areas, visits, mini-bus or coach travel, etc. – Phase Leaders*
- *safety inspections – Headteacher, Site Manager, named Governors- Mr Jandzio*
- *waste management – Site Manager*

- *visitors – Mrs P Carney and contractors – Site Manager*
- *use of force to control or restrain pupils – Head Teacher, Deputy Headteacher*
- *supplies – purchasing/procurement and deliveries – Budget Holders and Site Manager*
- *catering and nutritional standards E.C.S Mrs B Blyth and Healthy Schools Leader*

6. Arrangements for monitoring and evaluation

The Headteacher will report on a termly basis to the Governing Body via the Buildings and Finance Committee. The report will address hazards and risks that were identified during school and out of school hours and the steps taken to minimise or eliminate them. The governing body will evaluate those outcomes and will consider whether any further action should be recommended.