

St Mary's RC Primary School
Ysgol Gynradd Santes Fair



Health and Safety Policy

St. Mary's R.C. Primary School
Old Bulwark Road , Chepstow.
NP16 5JE
Tel. 01291 623006

Date of Policy

July 2021

Review Date

July 2022

Learning for Life with Christ as our Light.

Mission Statement

Learning for Life with Christ as Our Light

Vision

At St. Mary's we are committed to providing a Catholic education which also fosters a sense of Welsh identity through an appreciation of Welsh language, history and culture.

We believe firmly in the Gospel Values and in our role as educators to nurture pupils, identify their talents and provide them with all the skills they need for life in the 21st century as citizens of Wales and the wider world. We seek to create a supportive environment in which every pupil feels valued both as an individual and as an integral part of our St. Mary's family – Ein Teulu Santes Fair.

Our devoted and dedicated staff will work together alongside families, our parish and the wider community to inspire, motivate and encourage all of our pupils so that they become confident individuals who are ultimately imbued with a love for life-long learning.

Objectives

Encompassing the Four Core Purposes of the Welsh Curriculum and the Catholic Pupil Profile, we seek to:

- Provide a broad and balanced curriculum, utilising a variety of creative, practical and problem-solving activities which enable access for all learners.
- Use our local environment in Chepstow and look further - in Wales and the wider world to enhance our learning.
- Provide excellent role-models for our pupils, leading by example in all that we do.
- Encourage and support one another in all goals - recognising talents, celebrating achievement and embracing failure as a path to future success.
- Strengthen our home-school links, recognising that parents are the first educators of their children and supporting families in this important role.
- Provide high quality, enriching learning experiences which will support children in their knowledge, understanding and development of academic and life-long skills.
- Regularly monitor and evaluate progress and standards throughout the school, with the support of all stakeholders, to ensure continual growth and development.
- Obtain advice from, and work in tandem with external agencies to support all pupils with additional learning needs.

Aims

Through the achievement of our objectives, our aims are that all children will:

- Develop a loving, personal relationship with God which will deepen their faith.
- Be accepting of others, respectful in their behaviour and always considerate towards the feelings of those around them.
- Recognise our similarities and differences and developing a sense of fairness and justice.
- Become well-rounded individuals who have a positive attitude to life and recognise their self-worth.
- Become enthusiastic life-long learners – ready to face the challenge of the ever changing modern world and global society.
- Recognise their strengths and areas of development.
- Develop confidence in challenging themselves in order to fulfill their potential.

General Statement of Policy

Our policy is to provide and maintain safe and healthy working conditions, equipment and systems of work for all our employees, and to provide such information, training and supervision as they need for this purpose. We also accept our responsibility for the health and safety of other people who may be affected by our activities.

The allocation of duties for safety matters and the particular arrangements, which we will make to implement the policy, are set out below.

The policy will be kept up to date, particularly as the school changes in nature and size. To ensure this, the policy and the way in which it has operated will be reviewed every year.

The ultimate responsibility for Health and Safety in the school rests with Monmouthshire LEA and the Headteacher as site manager.

This policy must be noted by all staff working on site, including:

- Teachers
- Clerical Staff
- Support Staff
- Mid-day Supervisors
- Caretaker
- Cleaning Staff - and Canteen Staff, through the Monmouthshire Catering Service

This policy must be noted by all non-staff working on site, including:

- Governors
- Volunteers

It must also be noted by the Governing Body, through the Health and Safety Link Governor and the Resources and Recruitment Committee meet regularly.

The school carries out an Annual Review of Risk Assessments/Health & Safety Audit upon which Health & Safety directly impacts on a day to day basis or in a situational context. Interim Risk Assessments are carried out as required. Site risk assessments are carried out by Headteacher and H & S Representative.

A whole staff meeting is held annually where risk assessments and procedures for School Security, Playtimes, First Aid, Fire and Emergency Procedures, Safe Place to Work and School Trips are reviewed.

An ethos of continual vigilance and whole staff involvement is encouraged. Health & Safety is regularly on the agenda at subsequent staff and Governors' meetings.

Management and Responsibilities

Overall and final responsibility for Health & safety in school is the acting Head Teacher Miss R O'Donnell.

Specific responsibilities are delegated. If staff changes occur during the year then the Headteacher will delegate responsibility to another member of staff following training and amendment of job description.

The following persons are responsible for:

Class Teacher	Behaviour of children – supervision 8:50a.m. to 3:40p.m.
	Teaching Areas Daily
	Technology Equipment Daily
	Computer Equipment Daily

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Caretaker	School site & security	Daily
	Fire Safety	Weekly
	Electrical Appliances	Monthly
	Lone Working	As required
	Working at Height	As required
	Wooden outdoor play Apparatus	Annually
Admin Staff	Office & Clerical Systems	Daily
	Contractor/Visitors	Daily
AoLE Leads	P.E. & games Equipment	Fortnightly
	Science Equipment	Fortnightly
Qualified First Aider	First Aid	Weekly
Group Leaders	Field Trips/out of school Activities	As required
Mon. C.C.	Legionella	Monthly
	Boiler Maintenance	Annually
	Gas Appliances	Annually
	Home/School Transport	Termly/Annually

All employees have the responsibility to co-operate with supervisors and managers to achieve a healthy and safe workplace and to take reasonable care of themselves and others.

Whenever an employee, supervisor or manager notices a health or safety problem which they are not able to put right, they must straightaway tell the appropriate person named above. They may also tell the safety representative who will monitor each of the aspects of Health and Safety plus and reactive needs. These will be recorded and reported regularly to the Headteacher.

Training Needs for individual members of staff will be identified as part of the annual performance management review. In addition, Line Managers may recommend staff to attend external training on an as need basis. The school has a holistic approach to in-house training and good practice. The persons responsible for training are:

- Headteacher
- Support Services Manager
- Health & Safety Manager – Monmouthshire C. C.

People responsible for:

- | | |
|---|--|
| • Safety Training | Headteacher |
| • Carrying out safety inspections
(the school will contract where appropriate external specialists to carry out inspection work) | Headteacher/Caretaker & Governing Body |
| • Investigating accidents | Headteacher |
| • Monitoring maintenance of Plant & equipment | Caretaker & Site Cleaning Supervisor |
| • First Aid | Trained/Qualified First Aider |
| • Cleaning Equipment | Site Cleaning Supervisor |

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Investigating Accidents

The Headteacher and Governing Body are responsible for investigating any area of concern with regard to Health & Safety. In addition Mr Laurence Dawkins, Mon. C.C. is responsible for supporting and monitoring the work of the school.

First Aid

First aid boxes are situated in Key Stage 2 Corridor, School Lobby and Photocopying Room

Paediatric First Aiders: All staff – please see mandatory training record.

First Aid at Work: Member of SLT

Plastic gloves are available and should be worn, especially when dealing with cuts, grazes, nosebleeds and all bodily fluids.

The contents of first aid boxes are the only aids to be used when dealing with accidents. There is an appointed person responsible for First Aid boxes. First aid boxes must be checked once a term using the statutory guidelines of the contents of First aid box.

Persons responsible for reporting incidents: Teacher or Supervisor on duty; all staff

The accident record book is kept in the school Office. All accidents that require first aid, however minor, must be recorded. Accident report forms are kept in the school Office. In this circumstance the school will attempt to contact the parent or send a note home, especially in the case of minor head injury. The entry in the accident book must be completed by the person witnessing the incident and by the person administering treatment. All injuries which are not considered to be of a minor nature, MUST be reported to the Headteacher and to the pupil's parents.

Pupils' medical information provided by parents are kept in the office.

A First Aid kit must be taken on all out of school visits involving transport from school.

Educational Visits

All school staff leading visits off the school site must have them approved by the Headteacher/Educational Visits Co-ordinator.

Trips and visits risk assessments are carried out using the Monmouthshire County Council Evolve software in accordance with M.C.C. guidance. The class teacher or group leader is responsible for completing an Off Site Risk Assessment Form prior to their school trip. Staff must follow EVOLVE procedures.

The class teacher or group leader is responsible for taking the necessary medicines on each school trip such as asthma inhalers, Epipens. A First Aid kit must be taken on all out of school visits involving transport from school.

Training for school group visit leaders is available and the LA strongly recommends that group leaders undertake appropriate training.

Medicines

Only prescribed medicines can be administered in school and recorded in the designated medicine book kept in the staff room. Only the designated first aiders administer medicines in school. Parents have been informed that they should, under no circumstances, send medicines to school without the prior knowledge and permission of the class teacher.

Nut Allergies/Severe Allergic Reactions

Medical histories of all new admissions are sought at time of entry to the school. Parents and staff have consultations with the School Nurse at the beginning of each academic year and when necessary regarding the child's medical status and condition. These children require use of Epi pens which are kept in an agreed place and have appropriate signage. All staff are aware of where these are stored.

All staff have up to date training in the signs of severe allergic reactions and the administering of this medication. The member of staff in charge of the child will ensure that the medication accompanies the child on any offsite visits.

Monmouthshire Catering staff have also been notified of these allergies and all staff remain vigilant.

Parents are kept informed of potential problems which may arise by allowing their child to bring snacks into school that contain nuts and are requested to send in an alternative.

Parents are requested to keep the school informed of any changes in their child's medical status.

Asthma

The school has an asthma policy. A school asthma register of all pupils with asthma is kept and updated termly.

Health and Safety in the Curriculum

In line with Monmouthshire County Council recommendations the school does not recognise jewellery as part of the school uniform and must therefore be removed and stored by the child during Physical Education.

General Fire Safety

Escape Routes	Caretaker (daily)
Fire Extinguishers	Caretaker (weekly)
Fire Drills	Headteacher (termly)
Fire Alarms	Caretaker (weekly)
Fire Log kept in the school office.	

Fire Drill and Fire Precautions

As soon as outbreak of fire is discovered:

- The nearest Fire Alarm should be sounded
- The Fire Brigade must be informed

The Fire Assembly Point for all pupils, staff and visitors is: the Key Stage 2 Yard.

On hearing the Alarm:

Teachers should at once proceed with the orderly evacuation of their classes as per the school's fire drill procedures.

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Constructors and Visitors

Contractors working on site MUST:

- Report to Headteacher before beginning work
- Sign in and out the visitors' book
- Complete the asbestos register before commencing work and before leaving the premises
- Complete the 'Hot Works' log if undertaking hot works.
- Liaise with the Caretaker about storing equipment
- Liaise with the Headteacher before undertaking any work in or near places where children are working or playing
- Ensure all equipment is out of reach of children
- Ensure vehicles are only driven on to site under supervision
- Ensure ladders are secure and surrounded by safety barriers

Disclosure Barring Service Checks

The school adheres to the current Monmouthshire County Council guidelines with regard to all staff, volunteers, visitors, students and contractors on site.

Electrical Equipment.

Portable Appliance Testing

Small electrical items are tested annually under the Monmouthshire County Council Service Level Agreement. All staff are made aware each year to ensure that all small electrical items are tested before use in school.

School to ensure all equipment used by external agencies/lettings is regularly checked.

Extension Leads and portable equipment are regularly checked by all staff to ensure they are not trailing where likely to cause an obstacle to children or adults.

Safety checks of plugs and cables, for loose connections and faults are undertaken by users on a daily basis. A formal visual inspection of all hand held equipment, polishers, cleaners and other heavily used equipment is carried out by a competent person from within the establishment termly.

Arrangements with elected contractors for periodic checks of electrical installation and equipment:

Contact: Steve Harris 01633644909

ALN Children

Children with Additional Learning Needs will have a designated member of support staff at specific times during the day. If their need has been identified as posing an additional Health & Safety risk and individual risk assessment will be carried by the class teacher/H & S Representative.

Site Security

Every effort is made to ensure that the site is kept secure within the context and design of the building. External access gates are locked when not in use. CCTV coverage is maintained over large areas of the school. An alarm system is used when the school is unoccupied. External doors are locked when appropriate and all visitors are directed to use the main entrance, signing in and out.

The Caretaker is responsible for day to day management of these procedures with all staff having responsibility to maintain site security.

Advice & Consultancy

H.S.E. Area Offices:	Government Buildings Phase 1 Ty Glas Llanishen Cardiff CF14 5SH Tel: 029 20263000
Safety Consultants	P. Kenney (Property related) 01633644444 L. Dawkins (Corporate issues) 01633 644196
Royal Gwent Minor Injuries	01633 234234
The Grange	
Emergency Services	999
School Nurse	Alison Hall 01291 426729
Clerk of Works	Steve Palmer 07990616772
Mechanical Engineer	Peter Sherwin 07971967169
Electrical Engineer	Steve Harris 07770868046

Signed: _____ (Headteacher)

Date _____

Signed: _____ (Chair of Governors)

Date _____