

# St Catherine's Catholic Primary School

"Loving and Learning Together as Jesus taught us"



## Health and Safety Policy

Date of policy review: October 2018

**Next review: October 2021**

Policy Reviewed & Passed by the Governors  
Key Person Responsible: Maureen Kelly

The Governing Body of [St Catherine's Catholic Primary](#) School regards the health and safety of all staff, pupils and visitors as a primary concern, and consequently considers this policy and its practical implementation as a central part of its responsibility as employers of staff at the School.

**Part A: General Statement of intent:**

1. The Governing Body recognises and accepts its duties under the Health & Safety at Work (etc) Act 1974 and the Management of Health & Safety at Work Regulations 1992, in relation to conditions and activities which fall within the Governing Body's control and as defined in the London Borough of Barnet's scheme for the local management of schools.
2. Within the Governors' executive authority they shall safeguard, so far as is reasonably practicable, the health, safety and welfare at work of every school employee. Particular attention will be paid to the provision and maintenance of:
  - a) Plant, equipment, systems and procedures of work that are safe.
  - b) Safe arrangements for the use, handling, storage and transport of articles and substance.
  - c) Sufficient information, instruction, training and supervision as is necessary to protect the health and safety of both employees while at work and other persons who may be affected by the work activities.
  - d) Safe places of work with safe means of access to and from them.
  - e) A healthy working environment
  - f) Adequate welfare facilities and amenities compatible with statutory requirements.
  - g) Procedures to ensure the safety of employees, children and other persons in emergency situations.
  - h) Protective clothing, equipment and such facilities as necessary to ensure a healthy and safe working environment.
3. The Governing Body accepts its statutory obligation to cooperate and consult with the LEA so far as is necessary to enable the LEA to meet its statutory duties under the Health & Safety at Work Act and any other legislation pertaining to the school's activities.
4. The school will conduct its undertakings in such a way as to ensure, as far as is reasonable and practicable, that pupils and persons not in its employment but who may be affected, are not exposed to risks to their health and safety, i.e. visitors, contractors etc.
5. The Governors will pay specific attention to safety features at the design and planning stages of new premises, structures and equipment are being undertaken. All factors relating to health, safety and welfare facilities will be taken into account when considering projects and tenders.
6. No safety policy will be successful unless it involves the employees themselves. Therefore consultation on health, safety and welfare matters will

take place through the appointed safety representatives of staff in the school and / or through representations made to the Headteacher during staff meetings. Such consultations will be recorded.

7. The Governing Body will ensure that health, safety and welfare matters outside their control are brought to the attention of the relevant authority eg the LEA.
8. The Governors will not levy any charges or permit any charges to be levied on any employee in respect of anything done or provided in pursuance of any statutory requirements with respect to health, safety or welfare.
9. The Headteacher may be required to draft the necessary arrangements to secure compliance with all health and safety requirements for consideration and acceptance by the Governors. She / he would be expected to monitor the day - to - day implementation of these arrangements and report back to the Governing Body on a regular basis. The Governing Body undertakes to review this Health & Safety Policy periodically.
10. Priority will always be given to security, safety and freedom from risk to the health of staff, pupils and all other persons engaged in activities under the control of the Governing Body.
11. A copy of the policy will be issued to all staff.

## **Part B.**

### **1. London Borough of Barnet**

Chief Executive:

The overall responsibility for the London Borough of Barnet's Health & Safety Policy and its contents shall rest with the Chief Executive.

Director of Educational Services:

The Director has responsibility for health, safety and welfare items within the Department of Educational Services which includes schools. She / he will ensure that the department complies with the Borough's Health & Safety Policy. In addition the Director will be responsible for producing, implementing and reviewing the department's Safety Policy.

The Director of Educational Services will also:

- a. Monitor the Department's Safety Policy.
- b. Ensure access to the Borough's professional Health and Safety advice.
- c. Keep abreast of new Health & Safety legislation, codes of practice, guidance and advances in technology.
- d. Ensure that Health & Safety matters are considered when assessing budgetary matters.
- e. Actively support agreed Health & Safety Policy and initiatives.
- f. Ensure training in Health & Safety Policy and initiatives is established.
- g. Establish terms of reference for those members of the organisation with responsibility for Health & Safety.
- h. Establish and maintain at the TU's request the Education Services Health &

Safety committee.

Assistant Director (Professional Services)

Educational Services Departmental Safety Policy shall be administered and monitored by the Assistant Director (Professional Services). The Assistant Director is responsible for ensuring that repairs are made to services and the checking and maintenance of fire extinguishers.

## **2. Governing Body:**

- a. The Governors will ensure that the school complies with Educational Services Policy.
- b. The Governing Body is ultimately responsible for the School's Safety Policy being produced, implemented and reviewed, but may delegate day to day responsibilities to the Headteacher.
- c. The Governors will review the school Safety Policy annually during the autumn term and make revisions and additions as they consider appropriate. All such revisions will be made in consultation with the appointed Safety Representatives and brought to the attention of staff.
- d. Governors will assist the Headteacher in implementing and maintaining this policy and the arrangements, which give practical effect to the General Statement of Intent.
- e. The Governing Body is responsible for payment of: fixtures, fittings, servicing of portable equipment and most internal maintenances. They will ensure, so far as is reasonably practicable, that the above mentioned remain safe, without risk to health.
- f. The Governors will ensure that staff with delegated health and safety responsibilities are given sufficient information, instruction, training and facilities needed to meet these responsibilities.
- g. When requested by two or more Safety Representatives the Governors will set up a School Health & Safety Committee in accordance with the Health & Safety at Work Act 1974 and the Safety Representatives and Safety Committee Regulations 1977.
- h. The Governors will report to the Education Department those health, safety and welfare matters which are outside the Governors' executive authority and which have not already been reported by the Headteacher. They will, however, ensure that the Headteacher has taken all necessary short-term action to avoid danger pending rectification.
- i. The Governors will ensure that health and safety matters are considered when assessing budgetary requirements which they control.

## **3. Headteacher (and, in the Headteacher's absence, the Deputy Headteacher)**

- a. The Headteacher has been delegated responsibility for implementing the policy and monitoring and maintaining arrangements within the school as outlined in this Health & Safety Policy.
- b. The Headteacher will pursue the objectives of both the Educational Services Department's Health & Safety Policy and the School's Health & Safety Policy, monitor their effectiveness and advise the Governors accordingly.

- c. The Headteacher will ensure that all accidents and dangerous occurrences are reported to the LEA. The Headteacher will investigate the causes of every accident, dangerous occurrence and near miss and take reasonable steps to prevent a recurrence.
- d. The Headteacher will ensure that the appropriate body is informed when servicing / maintenance of machinery, plant and equipment has not been carried out and will take all reasonable steps to prevent any danger to staff, pupils and others.
- e. The Headteacher will ensure that there is an annual safety audit and will ensure that risk assessments are conducted in accordance with Health & Safety legislation. Between audits, general monitoring is carried out in the normal course of his / her work.
- f. The Headteacher will obtain expert advice from the Corporate Training Unit.
- g. The Headteacher will ensure that all new staff receive induction training in Health & Safety and that all staff receive sufficient Health & Safety information, instruction and training.
- h. The Headteacher will respond to and liaise with recognised Safety Representatives.

**4. All Staff have a duty to:**

- a. Take care of themselves and others and not to misuse or interfere with anything provided in the interest of Health & Safety.
- b. Report defects and shortfalls promptly to the Site Manager / Headteacher.
- c. Attend briefings and courses as appropriate.
- d. Be aware of fire safety, fire drill procedures and the procedures for dealing with a bomb warning.
- e. Ensure safe use of tools and equipment paying particular attention to correct use of electrical equipment including switching off and unplugging after use.
- f. Be aware of dangers inherent in some substances, the location of risk assessment information and their contents.
- g. Ensure that accidents are recorded in the accident book.
- h. Identification should be requested from any strangers, directing them to the School Office.

**5. Site Manager:**

In addition to the duties described above the Site Manager has a duty to:

- a. Ensure that safe procedures are laid down and used when work of a potentially hazardous nature is being undertaken by themselves or others working under their direction. This includes such things as working at heights, on steps, ladders or scaffolds.
- b. Ensure that they have adequate protective clothing (boots, water proofs, gloves etc)
- c. Ensure that all chemicals and equipment for the maintenance of the swimming pool are stored safely and all hazardous materials have manufacturer data sheets. Appropriate warning signage to storage area in

- event of an emergency.
- d. Ensure warning is given of any caretaking/cleaning/maintenance operations that could constitute a hazard to other users of the premises.
  - e. Ensure that precautions are in place for the possibility of lone working within the premises, that controls are identified.
  - f. Ensure that all escape routes from the buildings are free from obstructions to enable safe evacuation of staff and pupils.
  - g. Ensure that playground exits/entrances are padlocked closed after registration in the morning and to ensure that they are unlocked again ready for the end of the school day at 1510.

## **6. Office Manager:**

In addition to the duties described in Section 4 above the Office Manager has a duty to:

- a. Ensure safe use of office equipment, in particular observing regulations for use of VDU's.
- b. Inform Headteacher and caretaker when contractors sign in at the office.

## **7. Visitors / Contractors on site:**

- a. Should report to the School Office at the beginning and end of their visit to sign in and off the premises.
- b. Should observe local rules and arrangements
- c. Should either carry their own identification and show it on request or be issued with the school's own visitors identification badge.

## **8. Corporate Safety Unit:**

- a. Will provide the LEA and school with expert Health & Safety advice. Contact will be via the Headteacher.

## **Part C: Arrangements for Health & Safety Procedures**

Please note that copies of all Barnet Local Codes of Practice (LCOP's) are held by the Headteacher and the safety representative.

### **1. Control of substances hazardous to health**

Arrangements are in accordance with LCOP 6 (COSHH) issued by Barnet Education Authority in March 1993. Details of COSHH assessments are kept by the Headteacher and by relevant members of staff. There is a duty on all staff to familiarise themselves with relevant COSHH assessments.

### **2. Child Protection**

All issues relating to child protection are dealt with in accordance the London Borough of Barnet Area Child Protection Committee Child Protection Procedures ( A copy can be found in the Headteacher's office)

The designated member of staff for child protection is the Headteacher and in his /

her absence the Deputy Headteacher or the SENCo

### **3. Electrical Safety**

A full inspection of portable electrical equipment is carried out annually. This is arranged by the Headteacher.

There is a requirement that all staff use electrical equipment in a manner which will ensure their safety and that of the pupils and all other persons on site. Staff are prohibited from bringing onto the premises electrical equipment unless they have passed a PAT test.

Children using electrical equipment must be adequately supervised and must be made aware of the dangers associated with electricity.

The Headteacher will ensure that the Borough check the electrical installation at least once every five years.

### **4. First Aid**

The Governors will ensure that there are a minimum of two qualified first aiders on the staff at all times, although not necessarily in the building simultaneously.

**Overall responsibility:** The Headteacher or Deputy Headteacher will act as the appointed person in the absence of a qualified first aider. The first aider or appointed person will take charge of a situation in the event of serious injury or illness. This includes:

- a. Ensuring an ambulance is summoned.
- b. Directing pupils away
- c. Where necessary, ensuring that gates are opened for the ambulance.
- d. Sending a responsible person to meet the ambulance and guide the ambulance staff to the casualty.
- e. Obtaining from the ambulance crew details of where the casualty is being taken and arranging for parents to be notified.

First aiders / appointed persons should not put themselves at risk in order to treat a casualty.

Disposable medigloves are available in the medical room and must be worn by anyone administering first aid treatment which involves bodily fluids, eg blood, in order to prevent the spread of HIV/AIDS, hepatitis and other communicable diseases. Used gloves must be disposed of in the medical waste bin in the medical room.

**First Aid boxes:** The First Aid box is kept in the Welfare Room. It should contain a sufficient quantity of the following first aid materials and **nothing else**.

- a. First aid book
- b. Individually wrapped sterile dressings
- c. Sterile eye pads
- d. Triangular bandages
- e. Individually wrapped sterile unmedicated wound dressings

- f. Plastic gloves
- g. Face shield for resuscitation

Contents of the box and kits should be replenished as soon as possible after use to ensure there is always an adequate supply of materials. Items should not be used after the expiry date shown on products. It is therefore essential that first aid equipment is checked frequently to ensure that there are sufficient quantities of usable items.

### **Travelling first aid kits:**

The contents of travelling first aid kits should be appropriate for the circumstances in which they are to be used. This should include:

- a. Card giving general first aid guidance
- b. Individually wrapped sterile adhesive bandages
- c. Large sterile unmedicated dressing
- d. Triangular bandage
- e. Individually wrapped moist cleansing wipes
- f. Disposable gloves
- g. Suitable disposal bags for soiled or used first aid dressings
- h. Face shield for resuscitation

### **Records of all cases treated should be made and kept in the medical book:**

Apart from asthma treatment (or other medication for chronic conditions) it is not the custom to administer medicines in School. Any further administrations will be at the discretion of the Headteacher and with written instructions from the child's parent / guardian given on the approved school permission form.

### **Disposal of clinical waste:**

All staff have a responsibility to ensure that all soiled dressings or any waste that involves bodily fluids should be sealed in plastic bags (staff must wear medigloves during this operation) and taken to the cloakroom areas as soon as possible.

### **Incidents involving vomit or bodily waste:**

The site manger should be summoned immediately in order that the affected area can be cleaned and left sterile. Cleaners have a responsibility, under the advice of the caretaker, to clean up such waste.

### **Incidents involving mouth to mouth resuscitation:**

Only qualified first aiders should attempt mouth to mouth resuscitation. Any member of staff giving mouth to mouth resuscitation must use a protective mouth shield.

At anytime we may have a number of children on site with known allergies,

especially to nuts. Photographs of the children will be clearly displayed in the kitchen and Staff Room. All classrooms have a folder with care plans for named children. Some of these identified children may have an Epipen and / or Piriton, these medications are kept in the designated cupboard in the medical room and are clearly labeled. Staff will receive annual training on how to administer this medication.

## **5. Contractors on Site:**

All contractors working on site are required to act in such a way as to ensure their own safety and that of all other persons on the site. All contractors working at St Catherine's Catholic Primary School should report to the School Office when they enter the site. The Secretary or who ever is working there at the time should ask them to:

- a. Complete the relevant part of the premises logbook when appropriate
- b. Enter themselves in the visitor's book
- c. Issue them with a visitors identity label.

At this time the Headteacher, or Deputy Headteacher if the Headteacher is absent, and the Site Manager should be informed of their presence, with the Site Manager taking responsibility for their location on site. At the end of their visit, the contractors should sign out and return their visitor's pass.

During the time they are on site they will be asked to comply with this policy which covers recognised Health & Safety practice. Contractors will be obliged to fill in maintenance check sheets as required. The Headteacher will keep up to date the equipment maintenance check sheet.

## **6. Fire Procedures**

In the event of a fire the fire services will be called by the Headteacher or the Secretary. A record of all such calls will be kept in the premises log book which is located inside the School Office.

### **Statement on Managing Fire Safety:**

It will be the responsibility of all staff to be aware of the arrangements in place for ensuring safety from risk of fire and their responsibility to apply and abide by these arrangements in accordance with the instruction and training they receive. It is also necessary to educate the children, appropriate to their age and ability, about fire hazards, safe practice and how they must act in the event of a fire.

### **Responsibilities of: THE PREMISES CONTROLLER:**

It is the overall responsibility of the Headteacher to ensure that all staff are aware of the detailed arrangements (below) for the prevention of fire on School premises, for ensuring that the fire services are called in the event of a fire and for the safe evacuation of the building by all staff, pupils and visitors to the School.

In this event the premises controller will act as the person to liaise with emergency services at a playground control point where a copy of plans of the School will be made available to the fire office.

Whether there is a fire or not, the premises controller will advise when it is clear to dismiss personnel back into the building. If there is any relevant specific training required by staff in connections with this, it is the responsibility of the Headteacher to arrange for staff to have adequate training.

It is also the Headteacher's responsibility to monitor the implementation, by staff, of these arrangements. In connection with this last responsibility, the premises controller will arrange with the Site Manager whole School fire evacuation practices along the following lines:

<b>Autumn Term</b>	One practice which everyone will know about early in the term One practice unobstructed
<b>Spring Term</b>	One practice at lunch time  One practice with a route obstructed
<b>Summer Term</b>	One practice with a route obstructed

The timing and duration of these evacuations will be recorded by the Premises Controller and reported to the Governors.

It is also their responsibility to:

- a. Make fire hazard and risk assessments
- b. Provide adequate fire safety training
- c. Check the adequacy of fire fighting apparatus and its maintenance
- d. Consult as necessary with the Local Fire Brigade
- e. Conduct an annual general fire safety inspection
- f. Ensure fire escape routes and fire exit doors/passageways are unobstructed and doors operate correctly
- g. Check that fire detection and protection systems are maintained and tested and records kept.

### **Responsibilities of: THE STAFF**

It is the responsibility of all staff to act in a manner which will not increase the likelihood of a fire starting in School. They should seek regular opportunities to remind their children of the dangers of fire and how to proceed in an emergency.

However, if they are made aware that there is a fire their first action must be to secure the safety of those in the immediate vicinity and then to raise the alarm. Once the alarm is raised, staff must evacuate themselves and any children or visitors from the building. This is to be done in accordance with the fire evacuation procedures that are posted in all rooms. After checking registers they must report to

the Headteacher that all children are / are not accounted for.

### **Responsibilities of: LUNCHTIME STAFF**

At lunch time, all available staff should rejoin their children as quickly as possible. Mealtime supervisors will be responsible for assisting in evacuating children from the building and assembling them in the designated area of the playground.

### **Responsibilities of: THE CHILDREN**

The children should be taught how to respond in an emergency. This, in the main, will entail evacuating quietly, under control and without panic or delay.

If a child is the first to be aware of an emergency, they should understand that they must seek the nearest adult to raise the alarm.

If for any reason they are out of their classroom when the alarm is raised they should be aware that they must go straight, by the nearest exit, to join their class in the playground and not delay for any reason.

### **Responsibilities of: OFFICE STAFF:**

In addition to general responsibilities of staff, office staff will be responsible for supplying and distributing class registers to teachers in the playground following an evacuation. Phone numbers of children should be recorded in the registers. If informed that there is a fire, the Secretary will telephone the fire services.

### **Fire prevention around the School:**

The School is equipped with sufficient and appropriate fire-fighting equipment which should be serviced and checked as required by professionals. All staff should be trained in the use of this equipment. All flammable substances should be used under close supervision and locked away in a secure place after use. Children should not be in contact with fire or potentially flammable situations except under strict supervision. All portable electrical equipment should be PAT tested yearly for safety. All curtains, furniture and furnishings must be made of a treated material resistant to fire.

### **Raising the alarm:**

It is the responsibility of the first adult made aware of the emergency to activate the alarm system as per their training, at the nearest possible point.

### **Arrangements for evacuation:**

Copies of these arrangements are posted in each teaching area and in other public parts of the School. The implementation of these arrangements will be tested through timed evacuation drills, when various hypothetical situations will be enacted. The result of these drills will be recorded in the premises log and will be available for

Governors, Staff and Parents to view.

Any particular irregular incidents or events that occur during these evacuation drills must be reported to the Governors at their next meeting under the standing Agenda item Health & Safety.

### **Notices:**

Notices of fire exits and evacuation routes, as well as those describing emergency procedures should be displayed prominently in all classrooms and teaching areas.

No Smoking notices should be displayed at the main entrance to the school building thereby ensuring all visitors are aware of the Schools' Smoking Policy.

### **Visitors**

Visitors should be made aware of the need to be vigilant over fire danger and of the arrangements for safe evacuation of the building. This will be done through the issue of visitor's pass.

At all times the Caretaker will ensure that entrances and exits are kept free of obstructions. Staff noticing obstructions to escape routes should notify the Headteacher or Caretaker immediately if they cannot rectify it themselves.

## **7. Bomb Alert**

In the event of a bomb threat being received the person receiving the call should keep calm and take down as much relevant information as possible from the caller. The Headteacher should immediately be informed. The police should be called. The premises controller will authorise evacuation.

### **Arrangements for evacuation:**

The fire alarm bell must be activated and will sound continuously. Exit through normal fire exits. The class teacher should have the class register from the Secretary and must count the children and report anyone missing to the premises controller before leaving the premises. All classes should line up in their allocated places on the school playground.

All school staff should be accounted for through the signing in and out list held at the front desk.

## **8. Flood:**

In the event of a flood in the School, due to burst pipes etc, the classes in immediate proximity to the flood must evacuate the area and assemble in the playground.

On detecting flood danger:

- Evacuate the immediate area
- Inform the Headteacher

## 9. Playground Supervision and Safety

- The two entrance gates to the playground will be opened in the morning by the Site Manager or his representative at 0830 and padlocked shut after registration. They will be reopened by the Site Manager or his representative for the end of the school day at 1510.
- Children should not arrive at School before 0830. One member of staff will be on duty from 0830 in the playground.
- The Climbing Frame and any other Playground equipment must not be used at the beginning or the end of the school day as we cannot provide necessary supervision for this.
- Children will then make their way to their classrooms at 8:40am once the bell has rung. Their class teachers will be waiting for them and will call the register at 8:50am
- Once the children are in their classrooms, the entrance gate will automatically close at 8:50am.
- Our main entrance/exit gates will be reopened at 1510.
- Parents &/or Guardians are responsible for the supervision of their younger children in the playground environment at the beginning and end of the school day.

Children must never be allowed out into the playground until the duty teachers are there. Vehicles are not allowed access to the playground at playtimes.

### Staff on Duty

- Duty teachers should ensure that they are in the playground to supervise the arrival of the children.
- Any child who is hurt or ill should be sent to the designated first aider in the welfare room or the office.
- At lunchtimes: The Mealtime Supervisors are trained in first response and will deal with minor injuries
- Staff should move around the playground to keep children in view and closely monitor the exits from the playground.
- Children should not enter the School building during playtime unless supervised.
- Use the arrangements as specified in the Behaviour Management Policy.
- End the playtime promptly at the stipulated time or earlier if the weather becomes inclement. Should the latter be the case the duty person should alert the rest of the staff, via a pupil, that the children need collecting early.

If a playtime has to be taken inside the premises it is the responsibility of the class teacher to ensure that children have different activities to occupy them. eg drawing, colouring, reading, wet play books and comics.

After School: Class teachers must monitor the dismissal of their class. Children who

are not collected by 3.30 pm should report to the Front Reception Desk. The classteacher should make contact with the child's family to ascertain what time they will be picked up and ensure safe transfer over to the parent/carer. A member of SMT will be responsible if a child is not collected

#### **10. School Outings Procedure:**

- All proposed trips should be discussed with the Educational Visits Coordinator
- The staff proposing the visit should carry out a risk assessment and discuss it with the EVC
- Check the relevant DFEE, LCOP and H&S bulletins
- Headteacher and relevant staff will need to discuss the proposed visit before parents are informed.
- The secretary will notify the kitchen and the mealtime supervisors.
- Special activities: instructors must have relevant qualifications.
- The ratio of adults to children must aim to be at least one to ten.
- There must be adequate medical supplies for children receiving regular medication eg asthma.
- A travelling First Aid box must be taken
- Parent helpers are welcomed on all our school trips
- A meeting to inform parent helpers of what is expected of them, should be held and guidelines distributed
- Remind parent helpers to make arrangements for siblings and ensure that the School has an alternative emergency contact for the period of the outing.
- Parents should periodically be made aware of the facility for taking out recommended Borough insurance.
- The teacher is responsible for the children at all times, not the support staff or parent helper.
- Please see policies on Educational Visits-Residential Journeys-Day Trips.

#### **Travel by Car**

Teachers must have a special insurance which includes the use of the vehicle for business in conjunction with the teaching profession.

Parents volunteering their services must have fully comprehensive insurance.

**ALL CHILDREN AND ADULTS MUST WEAR SEAT BELTS AND CHILDREN MUST HAVE BOOSTER SEATS IF REQUIRED.**

#### **Travel by Coach**

Children must sit throughout the journey with their backs against the backs of the seats and must wear seat belts

Staff should distribute themselves evenly around the coach.

Children should not sit on the front seats/rear middle seat.

## **Walking**

One adult in front, one at rear. The others spread out. Leading adult stops at a road. Waits for rest of party to catch up. Stop traffic. One adult across each carriageway. Same procedure applies to zebra and pelican crossings.

## **Public Transport**

Where possible, all children should have a seat. One adult should disembark first and one should disembark last, checking that all the children are off. Ensure all children are safe while waiting for bus/train.

## **Underground**

An adult should lead children onto/off the platform. Everyone should stand back until the train has stopped. If the group has to use separate compartments there must be an adult in each carriageway- all children should be seated if possible.

## **Visual Display Units**

Arrangements regarding VDU's are as laid down in Nace Advice to Schools on Health & Safety with Respect to Information Technology- Audit Checklist. The Headteacher will arrange for assessments to be made of work stations which are habitually used by staff in accordance with LCOP 17 once this document has been agreed by the TU's and issued to schools.

### **11. Registration Arrangements**

The children will be registered in accordance with statutory regulations, at the beginning of the morning and afternoon session each day. Any child arriving after the register has been taken will be recorded as late. If a child needs to leave during a session for which they have been marked present, (eg for bona fide medical reasons) then a note needs to be attached to the relevant page of the register indicating that, from the time of collection, the child was temporarily absent. At the same time the child's name will be entered in the "Early Leavers/Late Arrivals" book at the Front Desk Reception, showing time and reason for collection, which will be signed by the person collecting the child. If the child returns to School this is also recorded and the child accompanied to their classroom.

### **12. Accident Reporting**

Arrangements are in accordance with LCOP 4, London Borough of Barnet. Forms are available from the office and the accident book is kept in the school office.

### **13. Swimming Safety**

Arrangements are as laid down in Health & Safety Bulletin no 75, July 1990, London Borough of Barnet (copies held by teaching and welfare staff). Staff accompanying a group swimming must take a register of children which indicates the individuals who

will be going. This temporary register must remain with the adult accompanying the group throughout the activity. All staff should be made aware of children's medical and special needs.

Rules of the pool should be observed. Supervision of changing needs to be undertaken. Accidents are to be dealt with by a qualified lifesaver and reported to the Headteacher.

#### **14. Lifting and handling**

All lifting and handling should be carried out according to MSC Central Health & Safety Unit - Guidance notes on Lifting and Handling (copy given to Site Manager, copy in the staff room) on receipt of LCOP 18 the School will comply with the LA's recommendations on manual handling assessments. If staff are concerned about the weight, size etc of an item to be lifted they should not attempt to move the object on their own but consult the Headteacher or Site Manager

#### **14. Health & Safety Audit**

An annual Health & Safety audit of the buildings and site will be carried out by the Headteacher, the safety representative, the Site Manager and a designated Governor. The LBB model safety audit will be referred to as appropriate. All safety issues arising from the audit will be dealt with as quickly as possible.

#### **15. Training**

New staff will receive induction training for Health & Safety. All staff will receive annual updating on their responsibilities under the Health & Safety Policy.

#### **16. Curriculum Safety**

Staff must endeavour to carry out their teaching duties with regard to their own safety and to the safety of the pupils and of all other persons on the site. Where there are specific guidelines contained within a curriculum policy (eg Science and Barnet's Outdoor Activities Policy) these guidelines must be adhered to.

All equipment must be used in accordance with manufactures instructions. Pupils must not be allowed to use equipment which is not designed for their use of equipment which carries a high risk of danger. Glue guns, tools etc may be used where there is close supervision by a teacher.

#### **18. Personal Protective Equipment**

Where personal protective equipment is identified as a necessary control measure in risk assessments made under Noise at Work, COSHH and / or Management of Health & Safety at Work regulations the Headteacher will ensure that the equipment is suitable and complies in full with LCOP 15.

#### **19. New Equipment**

The Headteacher and staff responsible for purchasing will ensure that all new equipment:

- is suitable for its intended purpose
- is suitable for the environment in which it is to be used
- meets recognised standards.

All staff will be issued with appropriate instructions and training.

## 20. Physical Education Equipment

The Headteacher will arrange for an annual maintenance check of the PE equipment and will arrange for any faults to be remedied without delay. All staff have a duty to carry out a visual check of the apparatus before using it with children. They also have a duty to ensure that the apparatus is put out in a safe manner by themselves and by the children and that any obstructions or hazards are removed from the area. PE mats containing foam should be stored away from emergency exits.

### Safety in PE

There is a strong possibility of accidents occurring. However, as long as safety instructions have been followed, these should be minimised.

All staff need to be made aware of epileptics.

Staff have **no** authority to insist that children do PE, if there is a note from parents. Equipment must be checked annually. Any equipment de-commissioned should not be used. Barnet Policy – barefoot on apparatus, plimsolls may not be worn. Teachers **should** give clear instructions and maintain good discipline. Crash mats are not to be used under the wall bars. Mats do not necessarily need to be used with apparatus. Pirates (and any other chasing game) is forbidden.

### Games

All clubs should have a **qualified** First Aider on the premises.

### Athletics

Potential accidents tend to occur further up the school. No finishing “ropes” for children to run into. Children who take part in throwing sports should not go and collect their object until everyone has thrown and they are instructed to “go and collect”.

Junior School children are to scissors jump (not to jump over bar and land on the back).

## 21. Hygiene

To ensure cleanliness and hygiene cleaning will be carried out according to the School’s cleaning specification, a copy of which is held by the Headteacher. The Headteacher will monitor the cleaning operation to ensure that the specification is met.

School chemicals are kept under the Site Manager’s control in either his/her

storeroom or the cleaners' cupboard. Children are reminded and encouraged to wash their hands after using the toilet and before eating. Opportunity is given for them to do so.

## **22. Dining Rooms & Kitchens**

- Accidents to catering staff in the kitchen should be reported in the kitchen accident book and an accident form completed.
- Any accidents in the dining hall should be entered in the school accident book and form completed
- .Meal time supervisors have a duty to mop up spillages as they occur. A wet floor sign should be displayed
- Children who have a recognized allergy/reaction have their photos posted in the kitchen and their reactions detailed and required responses listed.

## **23. Sharp Objects**

Staff have a duty to ensure that children do not use sharp objects without very close supervision. This refers to pointed scissors, craft tools etc. As a general rule pointed scissors should not be available without supervision in the classroom

## **24. Jewellery**

As a general rule Jewellery should not be worn by the children however, small stud earrings are acceptable.

## **25. Smoking**

The Whole School is designated a No Smoking area.

## **26. Security & Visitors**

All visitors should report to the School Office. All staff are able and required to challenge people coming onto School property and reinforce the instruction for them to report to the Secretary's office if they see a stranger / visitor.

All staff who receive a visitor at the School Office should ask them to complete the visitors security log / label system and issue them with the resultant identity badge. The visitors should be asked who they wish to see and the relevant person notified on their arrival. All visitors must report to the School Office at the end of their visit to return their identity badge and sign out in the relevant logs

## **27. Signs & Notices**

The Headteacher will ensure that there are sufficient notices displayed around the premises to instruct people coming onto, or using, the premises about the following matters;

- a. The positioning of fire doors and fire exits

- b. The arrangements for evacuating the building in the event of a fire or bomb alert
- c. The prohibition of smoking in the School
- d. The route by which people should access the building
- e. The location of first aid equipment and the name of qualified first aid personnel,
- f. HSE Safety Law poster

## **28. Stairs & Corridors**

Children should be taught to walk up and down stairs, and in corridors, keeping to the left hand side at all times. When in communal spaces never to run, jump, jostle or push one another. This should be monitored by staff accompanying children.

## **29. Animals**

Animals should not be brought onto the School premises without the permission of either the Headteacher or the class teacher who should be aware of any allergies of pupils in their immediate care.

Parents who walk their dogs to and from school are requested not to bring them into the playground but to secure them humanely outside the school gates.

## **30. Safety of Staff & Pupils**

Pupils should not be lifted or carried by a member of staff, or other adult working on the premises. If a pupil needs to be restrained for the safety of themselves or others extreme caution should be taken to ensure everyone's safety. Please see the School Restraints Policy

### **Pregnant Staff**

- 31. All pregnant woman will need to complete a maternity hazard checklist to ensure they are safe and fit for work.

## **32. Storage of Health & Safety Information**

Copies of safety bulletins and Local Codes of Practice will be issued to the Headteacher, the School Safety Representative and relevant staff (eg Caretaker, Teachers, and Non Teaching staff) according to the nature of the guidance. A copy of this information will be stored in reception and is available for all to see upon request. It is the duty of all staff to make themselves familiar with, and abide by, any safety bulletins, local codes of practice and safety advice given to them

## **33. Car Park / Delivery Area**

**Large** gated access from Vale Drive to Car Park, Dining Room entrance and Caretakers House.

Children and Visitors do not have authorized access to this area. This is a very busy and over congested staff car park and therefore safe passage by parents, carers and children cannot be guaranteed and is therefore prohibited by unauthorized users.

However, during extreme weather conditions eg. Ice and snow, where safe entrance via the two playground entrances are not possible, exceptional measures may be taken to allow access via this entrance to the dining hall, once a clear path has been created by the Site Manager or his representative and relevant directions made to parents and/or carers.

### 34. PARKING OUTSIDE SCHOOL

All staff, employees and parents of children at the school must aim to be considerate to all our neighbours when parking and dropping off our children safely to St Catherine’s School.

The clearly marked Yellow Zig Zags outside our School are there to enforce the need for a clear view when parents and children are crossing the road.

We believe that it is unacceptable for parents and carers to park inconsiderately and/or dangerously around the various junctions and driveways surrounding our school buildings.

Regular patrols are in operation to monitor this situation and to keep everyone aware of the consequences.

Signed ..... (Headteacher)      Date.....

Signed ..... (Chair of Governors)      Date .....

### Tracking

DfE Stat Policy	Best Practice	Web	Frontier	Signed by Staff	Version
✓	-	✓	✓	✓	1.0