

# St. John's Cathedral Catholic Primary School

## Health & Safety Policy

### 1. The purpose of this Policy is:

- To establish and maintain a safe environment throughout the school
- To establish and maintain safe working procedures among staff and children
- To establish procedures in the case of fire or other emergency and for evacuating the building
- To establish procedures to be followed in the event of accidental injury
- To establish procedures for reporting accidents and monitoring to measure the effectiveness of safety activities
- To establish procedures for consultation on safety and health
- To teach safety as an integral part of the children's work rather than as an isolated topic
- To provide such information, instruction and training to staff and children as is required in all safety matters
- To develop safety consciousness and responsible attitudes towards safety throughout the school.

### 2. Employees

All employees have responsibilities under health and safety legislation. Staff at St. John's Cathedral Catholic Primary School are expected to carry out the following responsibilities, as appropriate, at all times:

- Taking reasonable care of their own health and safety and that of others who may be affected by what they do or do not do
- Co-operating with their employer
- Not interfering with or misusing anything provided in the interests of health, safety and welfare
- Using all equipment safely
- Reporting situations which may present a serious and imminent danger
- Reporting short-comings in health and safety arrangements. (see Appendix 1)
- The Caretaker has a specific responsibility to ensure that the school is maintained in a safe condition at all times. (see Appendix 1)

### 3. Accident Procedures

What to do in the event of injury or illness and any specific responsibilities to staff:

Contact qualified first aider **if** necessary.

Notify parents via injury letter kept in Medical Room.

Telephone contact number for child if he/she needs to go home and inform school office.

Telephone number for ambulance to be available in office.

Record and report any accidents I Accident Book or on Accident Report Forms kept I school office (in accordance with LEA and statutory procedures).

#### **4. Fire Precaution**

(See Appendix 2).

#### **5. Field Trips, Expeditions and Visits**

Staff are responsible for familiarising themselves with the County's regulations on off-site activities and hazardous pursuits.

Copies kept in School and Class Policy Files.

Please see Educational Visit Guidelines - attached.

#### **6. Medication Procedures**

(See Appendix 3).

#### **7. Key Personnel**

Health & Safety Representative: Mr. C. Hellyer

Qualified First Aider: Mrs. A. O'Neill

Person Responsible for First Aid: Mrs. A. O'Neill

June 2005  
C. Hobbs

## **Appendix 1**

### **General Health and Safety Issues**

#### **1. Gates**

The main gate should be kept unlocked during the school day as is the front pedestrian gate.

All other gates will be kept locked during the school day and opened only at the beginning and end of the day.

#### **2. Car Park**

The car park is for the use of staff, visitors and parents helping out in the school or attending a meeting.

#### **3. Assembly Areas**

The school playground is identified as the assembly area in case of fire.

#### **4. Outdoor Maintenance**

- Paving slabs and concrete areas to be in good repair. Steps unbroken and not worn unevenly. Grids to be clear. Down-pipes unbroken and secured to the walls. Roof guttering to be secure as far as visible check allows.
- Fences and gates in place and securely fixed.

#### **5. External Lighting**

The front of the school is lit by 3 security lights.

#### **6. Entrances**

Building entrance doors to open outward and do not jam in any position. Steps free of cracks or uneven wear.

#### **7. Pin-Boards**

- The material of manufacture and positioning of these is remarked upon by the Fire Services and their recommendations should be met.
- Where use of these boards causes reaching above hand height, then a stepladder or proper step-up equipment must be used. The use of standing on chairs and tables, etc. is dangerous and must be discouraged.

#### **8. Doors**

- Cracked or broken glass to be replaced.
- Door handles to be secure and in working order.
- Doors should not swing freely when unrestrained.

- Doors with reinforced glass panels should have the glass replaced when necessary by similar materials.
- Where a door will clearly form a barrier to travel of fire, such as astride a corridor, any glass or perspex panels must be replaced with wire reinforced toughened glass.

## **9. Carpets**

In classrooms these must be secured by proper edging.

## **10. Windows**

- Broken or cracked glass to be replaced.
- Window-operating levers to be in free working order
- Windows meant to be opened or closed to be in condition to do so.
- Sun affected sides of the building to have effective blinds.

## **11. Ventilation**

- Room ventilation is very dependent on getting the window position right. The question of ventilation in toilets is more complex.
- For toilet areas and indeed kitchen areas the only sensible way is by extractor fans with proper incoming vents to allow air changes in accordance with regulations still to be determined.
- As a general guide, where discomfort is experienced then something is wrong and will be attended to.

## **12. Heating**

- Any fault in the central heating control equipment to be treated most urgently.
- Heating of any room must be capable of being turned on or off in that room.
- Radiators and pipe-runs to be kept free of debris.

## **13. Lighting**

- All lights work.
- Broken shades to be replaced.
- Switches to be free of cracks and positive in action.
- No display materials fixed over switch plates.

## **14. Power Points**

- Sockets, if cracked or broken, to be corrected.
- Reported heat at a socket to be treated as urgent and not to be used.

## **15. Electric Plugs**

- Any loose wires sighted at cable entrance to a plug calls for a stop on using that plug till corrected.
- Cables must be anchored by the strap inside the plug.

- Report of heat in a cable, plug or socket calls for immediate shut-down of apparatus and removal of plug and no further use till checked.
- A thorough inspection of all electrical equipment will be undertaken by qualified officers each year.

## **16. Sinks**

- To be free of chipped and cracked areas.
- Overflow exit to be clear.
- Sink drain-hole to be kept clear of solids.
- No cleaning agents to be kept in sink units - only in caretaker's room.

## **17. Toilets**

- To be well ventilated.
- Hot and cold taps to be clearly marked.
- All taps to give good flow.
- Hot taps to be on line to a temperature controlled supply delivering a safe supply.
- Sinks not cracked or chipped and securely fixed.
- Hot air dryers to be securely fixed.
- Paper towel fixtures to be securely fixed at all times.
- Floors without any cracked or broken sections.
- Pedestal units and seats in good repair, no cracked broken porcelain.
- Flushes work and refill quickly.
- All lights work.
- Windows made to open and close will do so. No cracked or broken glass.
- Gents type unit has automatic flush in working order. No rubbish build-up around drain.

## **18. Apparatus**

- Electricity powered adhesive guns to be used strictly according to the maker's instructions.
- Fusing of plugs supplying apparatus is very important. Each item is rated for fuse protection purposes in AMPERES or AMPS e.g. if a tape recorder is listed for a 3 AMP rating, it is no use using a plug with a 13 AMP fuse. If power surge occurs, the surge passes the 13 AMP fuse and ruins the tape recorder.
- In the case of fire I a piece of electrical apparatus, like a T.V. or video recorder, switch off. Pull out the plug. Remove pupils from room. The smoke you see will be very poisonous due to burning insulation and varnishes I the unit. DO NOT use water type extinguishers on ANY electrical fire. The correct type is the CO gun which covers the unit in carbon dioxide gas which will not harm you. Obviously you will call the Fire Service.
- The cleaning equipment must be used with care. Ample sockets are provided for each individual area. Cleaners to report damage to leads immediately to caretaker who will instantly remove damaged items from use until repaired.

## **19. First Aid**

First aid boxes will be maintained in place in:

- The medical room
- The cookery area
- The nursery

## **20. Fire Extinguishers**

In place. Inspection ticket in place and up to date. In place printed label saying TYPE and contents intact. An annual recorded inspection will be undertaken by a qualified fire officer.

## **21. Rooms**

- All lights work. No damaged lamp shades.
- Electric switches and wall sockets undamaged and uncovered.
- Windows open and close as designed.
- Heating system working. Can be turned on and off.
- Doors undamaged. Door furniture complete in good order.
- Fire doors not blocked.
- Cupboards do not wobble and have no GLASS panels inset.
- Desk, tables, chair and benches are stable and have no splinters or raised plastic edging which can cause injury.
- Carpets and mats are secured by proper edging with no torn or holed areas.
- No heavy objects stored on window ledges or on top of cupboards.

## **22. Hall**

- Floors not chipped, splintered - no loose blocks.
- Vaulting horses, hurdles, etc. , not wobbly.
- Mats are in good repair.
- Wall bars at correct distances and securely fixed.
- Benches and chairs are sound and free of splinters.
- Windows open easily. No cracked or broken glass.
- Exits are always kept clear.
- A system of routine established gangways at theatrical performances is observed.
- An annual inspection by qualified officers is carried out for the Governing Body.

## **23. Kitchen**

Kitchen safety is the responsibility of the LEA Meals Service and its contractor.

## **24. Staff Facilities**

- Staff room and toilet facilities are adequate for the numbers and sexes.
- Equipment for making tea, coffee, etc.
- Sink facilities for dish washing is in place and in good condition.
- Lighting adequate.
- Windows unbroken, no cracked or missing glass.
- Ventilation adequate.

- Sufficient seating for all members.
- Heating system adequate and capable of being turned on and off locally.
- Floors in sound condition.
- Blinds in place.

## **25. Boiler House**

The caretaker to ensure that no combustible materials are stored in a dangerous area, and that safety and temperature control devices are okay; that certifiable equipment has been checked at the required interval including insurance inspections; that cleaning materials of a hazardous nature are stored in a secure area.

## **26. Using the Cooker**

This is in the kitchen area. The cooker is always in the charge of an adult. The adult will keep children at arm's length whilst the cooker is in use.

Reviewed Jan 2008

## Appendix 2

### Procedures to follow in the case of fire

1. On hearing the alarm, call class to order and tell them to stand in silence.
2. Each teacher is responsible for ensuring that **all** their children leave the building together.
3. Tell the children to proceed in an orderly fashion through their usual exit to the playground or the nearest available exit if not in class.
4. All non-class based staff to check toilets and shut windows and doors.
5. Line up your class on the far side of the playground.
6. Await distribution of registers in the playground by school office staff. (Important that registers are returned to the office promptly at all times).
7. Check your numbers are correct and then report to the Headteacher.
8. Please ensure that the procedures are carried out in good order and that children are aware of the seriousness of what is happening.
9. After a **Fire Drill** takes place, please reinforce the procedures, their importance and the part that the children have to play in making the Drill successful.
10. Record of the Fire Drill to be recorded in the Fire and Safety Book.

## **Appendix 3**

### **Procedures re Medication in School**

Basic principles:

- As a staff we must be consistent in our responses to parents.
- Legally, we are acting 'in loco parentis' while the child is in our care. This means that we must act as any reasonable person/parent would.
- If a child is unwell, they should not be in school. If a child returns to school after illness we should endeavour to ensure that they have been 'cleared' to return.
- Obviously, conditions such as diabetes, asthma, epilepsy and cystic fibrosis would not be included.

Guidelines:

- Where a child must take prescribed medicines, there must be a written request from parents giving full details. Forms available from the office.
- All medication must be clearly labelled with instructions and the child's name.
- Medicines should be kept in the office/medical room/staff room fridge.
- Parents must be referred to our guidelines.
- Parents may come into school to administer the medication themselves.