

In God's love we believe and achieve



St. Michael's

Catholic Primary School

Health and Safety Policy



Health, Safety & Welfare Policy 2024

Introduction

The health, safety and welfare of all people who work or learn at our school are of fundamental importance. We aim to provide a safe, secure and pleasant working environment for everyone. The Governing Body, along with the Local Authority is committed to ensuring the health, safety and welfare of

- Staff
- Pupils
- Members of the public
- And any other person who may be affected by the acts or omissions of the school.

The Governing Body

The governing body has a named governor with responsibility for health and safety matters. The Health and Safety Governor will conduct an annual Health and Safety inspection with the Headteacher/site manager. The findings of the inspection are recorded and acting upon. It is the governor's responsibility to keep the governing body informed of new regulations regarding health and safety and to ensure that the school regularly reviews its processes and procedures with regard to health and safety matters.

The Health and Safety Governor will:

- Provide authority which will enable staff to carry out their health and safety obligations
- Formally delegate health and safety responsibilities to a prescribed structure within the school
- Ensure that all staff are aware of their field of responsibility
- Ensure that hazards are kept under control by assessing risks and responding to those risks in a competent manner
- Regularly review the effectiveness of the policy.

Staff

- The Headteacher will have responsibility for implementing this policy on a day to day basis and for communicating the contents to staff.

- All staff will have a Health and Safety induction before commencing employment.
- Staff within their own work area will be responsible for identifying and controlling hazards.
- The Headteacher will formally discuss health and safety issues with other staff weekly through staff meetings. Minutes of these meetings will be recorded.
- All employees, regardless of position, have a responsibility for their own health and safety and that of others who may be affected by their actions or omissions.

The school must be satisfied that contractors are competent to carry out their activities so as not to pose a risk to health and safety. All contractors on signing in are asked to read and agree to the Health and Safety statement

The School Curriculum

- We teach the children about health and safety in order to equip them with the skills, knowledge and understanding to enable them to live positive, successful and healthy lives. Teachers take every opportunity to educate children in this regard in the normal school curriculum.
- We teach children respect for their bodies, and how to look after themselves. We discuss these issues with the children in P.S.H.E. lessons and we reinforce these points through the National Curriculum.
- Key Stage 2 children receive Relationship and sex education. (See the Relationship and Sex Education Policy).
- Our school promotes the spiritual growth and welfare of the children through the R.E. curriculum, through the daily act of collective worship and other related activities.

Educational Visits

Our school has the responsibility to ensure the health and safety of pupils during both day outings and residential visits.

We ensure that all visits are submitted to the LA through the EVOLVE system. School Risk Assessments and venue Risk assessments are added and submitted through Evolve.

School Meals

- Our school provides the opportunity for children to buy a meal at lunchtimes. If parents are in receipt of certain benefits, they may claim free school meals for their children. We do all we can to ensure that the meals provided have a suitable nutritional value, in line with the requirements of the School Standards and Framework Act of 1998.
- If children choose to bring their own packed lunch, we provide them with a suitable place to eat their lunch, and we supervise them during this time. We ask Parents to ensure that packed lunches contain healthy options and we have a strictly no chocolate policy.
- Our school promotes a healthy lifestyle by providing fruit to KS1 every morning. KS2 are asked to bring a 'healthy' snack into school. The nature of the snack is monitored by the class teacher.

School Uniform

It is school policy that all children wear the school uniform when attending school, or when participating in a school organised event outside normal school hours. Sensible footwear should be worn at all times.

We always have a sensitive approach where the issue of regulations regarding uniform conflict with any child's religious or cultural beliefs. We have drawn up the regulations regarding school uniform with due regard to issues of equal opportunity and sex discrimination.

On grounds of health and safety we do not allow children to wear jewellery in our school. The exception to this rule is earring studs in pierced ears.

Child Protection

- The senior designated safeguarding officer is Paul Loughran (Headteacher) The deputy designated officer is Jill Davies (Deputy Headteacher).The school also employs a Learning Mentor, Stef Lockley who deals with many day to day issues arising with vulnerable children.
- If any teacher suspects that a child in their class may be the victim of abuse they should immediately inform the Designated or Deputy Designated Safeguarding officer about their concerns.
- The school works closely with Social Services when investigating such incidents. We handle all such cases with sensitivity and we place paramount importance on the interests of the child.

- We require all adults employed in school to have an Enhanced DBS check before their employment can commence

School Security

- We do all we can to ensure the school is a safe environment for all who work or learn here.
- The school has electric gates for pedestrian and vehicle access, both monitored by CCTV
- We require all adult visitors to the school who arrive in normal school hours to sign in on the school electronic signing in system in the reception area, and to wear an identification badge at all times whilst on the school premises. As part of the signing in process all visitors are asked to read and comply to the schools Health and Safety statement and agree with our safeguarding practices.
- Teachers will not allow any adult to enter their classroom if the school visitor's badge does not identify them.
- If any adult working in the school has suspicions that a person may be trespassing on the school site they must inform the Headteacher immediately.

Safety of Children

It is the responsibility of each teacher to ensure that all curriculum activities are safe and are risk assessed. If a teacher does have concerns about pupil safety they should draw them to the attention of the Headteacher before the activity takes place.

We ask parents to give generic consent for the children to leave site and remain in the local area. The school will seek consent from Parents if the children are travelling further afield or are participating in a sporting activity

If an accident does happen, resulting in an injury to a child, the teacher will do all they can to aid the child concerned. We keep first aid boxes in the main school office, the infant department, the hall and the staff room. A full list of first aid trained staff is published in key points in the school.

Should any incident involving injury to a child take place then the first aiders will assess the child. If deemed necessary the parents will be contacted to seek medical attention. In extreme circumstances the emergency services will be called.

We record all incidents involving injury in the school accident book, and we inform parents of head injuries through the school text service. All accidents that require outside medical intervention must be reported and logged online through the HBC website.

Seat belts

We only use coaches and minibuses where seatbelts are provided. Staff will ensure that all children are wearing seatbelts before any journey commences

Theft or other criminal acts

The teacher or Headteacher will investigate any incidents of theft involving children.

If there are serious incidents of theft from the school site, the Headteacher will inform the police and record the incident in the incident book.

Should any incident occur involving physical violence against a member of staff we will report this through the violent incident reporting system on the HBC website. The police will be notified if deemed appropriate.

Monitoring and review

The Headteacher implements the school health and safety policy on a day-to-day basis, and ensures that all staff are aware of the details of the policy as it applies to them.

The Health and Safety Policy will be reviewed annually.

Reviewed by Mike Volynchok Chair of Governors

Reviewed and signed October 2024.

Signed copy available from school office.