

CORPUS CHRISTI CATHOLIC PRIMARY SCHOOL



GOVERNORS' POLICY ON HEALTH & SAFETY

OUR MISSION STATEMENT

WE LIVE OUR LIVES LIKE JESUS

This means we will:

Share the Gospel values of love, forgiveness and peace on our journey of faith.

Promote relationships based on trust and mutual respect for all.

Strive for excellence in all that we do.

Establish strong partnerships with our Parents, our Parish and the wider community.

Promote a welcoming, safe and secure environment.

Jesus is at the heart of all that we are and do together at Corpus Christi.

“We acknowledge the challenge of every individual and strive to enable them to develop their full potential.” Therefore we have a responsibility towards the Health and Safety of all in our community. Our Mission clearly demands that we fulfil this aim.

The Governors of Corpus Christi Catholic Primary School recognise their corporate responsibility as an employer to provide a safe and healthy environment for the teaching and non-teaching staff, the pupils and all other people who come into the school. It is the Governors’ duty:-

1. To establish and maintain, so far as is reasonably practicable, a safe and healthy environment throughout the school.
2. To ensure parents know that every measure will be taken to keep their children safe.
3. To establish and maintain, so far as is reasonably practicable, safe working procedures among staff and pupils to prevent accidental injury.
4. To establish and maintain, so far as is reasonably practicable, safety and absence of risk to health in connection with the use, handling, storage and transport of articles and substances.
5. To ensure, as far as is reasonably practicable, the provision of sufficient information, instruction and supervision to enable all employees and pupils to avoid hazards and contribute positively to their own safety and health at work and to ensure that they have access to health and safety training as and when provided.
6. To maintain, as far as is reasonably practicable, any place of work under the employer’s control in a condition that is safe and without risk to health and to provide and maintain means of access / exit from that place of work that are safe and without risk.
7. To formulate effective procedures for use in case of fire and for evacuating the school premises.
8. To lay down procedures to be followed in case of accident.
9. To comply with local regulation and national legislations.

The Health and Safety Act states:

No person shall intentionally or recklessly interfere or misuse anything provided in the interest of health, safety or welfare in pursuance of any of the relevant statutory provisions.”

In order that the law be observed and responsibilities to pupils and other visitors to the school are carried out, all employees – caretaker, cleaners, clerical staff, midday supervisors, educational support staff and teachers are expected:-

1. To know the special safety measures and arrangements to be adopted in his / her own working area and to ensure they are applied.
2. To observe standards of dress consistent with safety and / or hygiene.
3. To exercise good standards of housekeeping and cleanliness.
4. To know and apply the general and emergency procedures in respect of fire and first-aid.
5. To use and not wilfully misuse, neglect or interfere with things provided for his / her own safety and / or the safety of others.
6. To cooperate with other employee in promoting improved safety measures in their school.

7. To cooperate with the appointed representatives of the Health and Safety Committee, the City authority, and the enforcement of the Health and Safety Executive of the Public Health Authority.

ROLES AND REPOSIBILITIES WITHIN CORPUS CHRISTI

Obligations of all employees

The Health and Safety at Work Act 1974 states: "It shall be the duty of every employee while at work:

1. To take reasonable care for the health and safety of himself / herself, and of other persons who may be affected by his / her omissions at work.
2. As regards any duty or requirements imposed on his / her employers or any other person by or under any of the relevant statutory provision to cooperate with him / her so far as it is necessary to enable that duty or requirement to be performed or complied with."

Obligations of the Governing body:-

The ultimate responsibility for all school safety organisation and activity rests with the Governing Body. The Governing Body should report to the Local Authority any major threat to the health and safety of employees and users of the school. With this duty in mind it is required of the Resources Committee of the Governing body to:

1. Hold an annual inspection of the school with reference to Health and Safety issues
2. Decide on the priority issues to in form the School Development Statement
3. In consultation with the Head and Health and Safety Officer, to monitor the Health and Safety procedures throughout the school with particular reference to the annual survey and school development priorities.

Obligations of the Head of School:

With the support of the Resources Committee has overall responsibility for the application of this policy. The Head of School shall:

1. Be the focal point for day to day references on safety and give advice or indicate sources of advice
2. Coordinate the implementation of the approved safety procedures in the school
3. Maintain contact with outside agencies able to offer expert advice
4. Report all known hazards immediately and stop any practices or the use of plant, tools, equipment, machinery etc. he / she considers to be unsafe until satisfied of their safety.
5. Make recommendations for additions to or improvements in plant, tools, equipment, machinery etc. which are dangerous or potentially so (where there is no estimate provision for this expenditure.)
6. Make or arrange for investigation of premises, places of work and working practices on a regular basis and ensure that he / she is kept informed of accidents and hazardous situations.
7. Review from time to time (but at least once every school year):
 - The provision of First Aid in school
 - The emergency regulations

And make recommendations for improving the procedure laid down.

8. Review regularly the dissemination of safety information concerning the school
9. To report on safety matters to the Governors through the Resources Committee.
10. Ensure a bi-annual review of the school premises attended by the Resources Committee of the Governing Body and the Health and Safety officer.

Obligations of the Health and Safety Officer (SBM):

1. Has a general responsibility for the application of the school Safety Policy and is directly responsible to the Head of School for the application of existing safety measures and procedures within the school etc. Advice or instructions given by outside agencies, governors, and the Head of School, including the relevant parts of this statement, shall be observed.
2. Shall, when necessary, establish and maintain safe, working procedures including arrangements for ensuring, as far as is reasonably practicable, safety and absence of risks to health in connection with the use, handling, storage and transport of articles and substances (e.g chemicals, guillotines.)
3. Shall resolve any Health and Safety problem any member of staff may refer to him / her and refer to the Head teacher any of these problems for which he / she cannot achieve a satisfactory solution within the resources available to him / her.
4. Shall carry out a regular safety inspection of the school or activities for which he / she is responsible each school year.
5. Shall ensure, as far as is reasonably practicable, the provision of sufficient information, instruction, training and supervision to enable other employees and pupils to avoid hazards and contribute positively to their own safety and health at work
6. Shall, where appropriate, seek advice and guidance from the relevant sources.
7. Shall propose to the Head teacher requirements for safety equipment and additions or improvements to plant, goods, equipment, or machinery which are dangerous or potentially so.
8. Shall ensure first aid procedures are carried out.
9. Shall ensure checks to fire lights over exit doors and in passageways are carried out and that fire extinguishers and electric plugs have been checked within the last 12 months.
10. Shall ensure that each teacher has gone through the relevant fire procedures with their class each term.

Obligations of the Site Supervisor:

1. Has a general responsibility for the application of the Health and Safety policy to his / her area of work and is directly responsible to the Head of School for the application of existing safety measures and procedures within the area of that work. Advice or instructions given by the Governors, SBM and the Head of School, including relevant parts of this statement, shall be observed.
2. Shall, where necessary, establish and maintain safe working procedures including arrangements for ensuring, as far as is reasonably practicable, safety and absence of risk to health in connection with the use of handling storage and transport of articles and substances (e.g. chemicals, boiling water, tools, ladders.)

3. Shall resolve any health or safety problem any member of staff may refer to him / her and refer to the Head teacher any of these problems for which he / she cannot achieve a satisfactory solution within the resources available.
4. Shall carry out regular safety inspections of the activities for which he / she is responsible and, where necessary, inform the Head teacher and / or Health and Safety officer.
5. Shall ensure, as far as is reasonably practicable, the provision of sufficient information, instructions, training and supervision to enable other employees and pupils to avoid hazards and contribute positively to their own health and safety at work.
6. Shall, where and when appropriate, seek the relevant advice and guidance.
7. Shall propose to the Head teacher requirements for safety equipment and on additions or improvements to plant, tools, equipment or machinery which are dangerous or potentially so.
8. Check escape lights over exit doors and in passageways monthly.
9. Ensure fire extinguishers and electrical plugs have been checked in the last 12 months
10. Ensure intruder alarms are checked annually.

Code of practice for the Site Supervisor (with reference to job description.)

The Site Supervisor is responsible to the Head of School and SBM for duties in relation to the use of school premises by staff, pupils, visitors and members of the public. The Site Supervisor has a full job description which relates to his duties regarding Health and Safety.

Provision and maintenance of plant and equipment:

The Site Supervisor must take all reasonable care to ensure that the plant and equipment for which he / she is responsible is in safe working order and hygienically clean condition. All equipment should be kept in the delegated places. As most of the equipment is kept in the Site Supervisor's storeroom, this must be kept locked at all times when not in use.

Use, handling, storage and transport of articles and substances

- *Equipment:*
The caretaker should make sure that any person using equipment for which he / she is responsible is made aware of safe handling procedures.
- *Materials:*
Cleaning staff and persons provided with cleaning materials must be made aware of any chemicals which are hazardous, be instructed in their use and issued with the necessary gear.
- *Transport:*
The Site Supervisor must instruct all cleaning staff to call for assistance should any article be too heavy or awkward to handle.
- *Storage:*
Equipment and materials must be stored in a safe and secure place. Under no circumstances should equipment and materials be left where children can have easy access.

Instruction, training and supervisor

The Site Supervisor is responsible for all aspects ensuring the health and safety of staff which he / she supervises. He / she must ensure that he / she provides adequate instruction regarding the use and handling of equipment and materials by such members of staff. Particular attention in this regard must be given to new members of staff.

Maintenance of the Establishment

Cleaning

It is the responsibility of the Site Supervisor to ensure that cleaning standards are such that no health hazards are present – and that a good standard of housekeeping is maintained with particular attention to toilets and washroom areas.

Access / exit

Attention must be paid that access / exit throughout the building and site is easy and without risk. Particular attention should be given to the removal of obstacles such as trailing wires, defective doors etc.

Healthy environment

The Site Supervisor is responsible for ensuring the healthy environment for all persons using the establishment, paying particular attention to cleaning, hygiene, heating, lighting and ventilation.

Security

The Site Supervisor is responsible for ensuring that the premises are locked and secure at all times when not in use and that when vacating the premises, all the heating and electrical apparatus are switched off (unless otherwise instructed).

Reporting of hazards / dangerous situations

The Site Supervisor is responsible for bringing to the attention of the School Leader or SBM any hazardous situations of which he / she is aware. This applies to defects in the structure of the premises, faulty plant equipment and materials, and the hazardous use, storing and handling of such equipment.

SPECIAL OBLIGATIONS TO CLASS TEACHERS

The safety of pupils in classrooms is the responsibility of the class teacher; the teacher has traditionally carried responsibility for the safety of pupils when they are in his or her charge. If for any reason, e.g. the condition or location of equipment, the physical state of the room or the splitting of a class for practical work, a teacher considers that he or she cannot accept responsibility, he or she should discuss the matter with Head of School before allowing practical work to take place.

A class teacher is expected:

1. To exercise effective supervision of the pupils and to ensure that they know the emergency procedures in respect of fire, storms, bomb scares and first aid, and the safety measures of the teaching areas and to ensure that they are applied.
2. To know the special measures to be adopted in his / her own special areas and to ensure that they are applied.
3. To give clear instructions and warning concerned with health and safety as often as necessary.
4. To integrate all relevant aspects of safety into teaching processes, and if necessary, give special lessons on safety.
5. To follow safe working procedures personally.
6. To ensure that anyone who is assigned to help with their class (i.e. a parent, trainee teacher, teaching assistants, are made aware of the health and safety arrangements.
7. To ensure pupils' coats, bags, cases etc. are safely stowed away.

The pupils are expected:

1. To exercise personal responsibility for safety of self and peers

2. To observe standards of dress consistent with safety and or hygiene (this would include unsuitable footwear, jewellery, knives and other items considered dangerous).
3. To observe all the safety rules of the school and in particular the instructions of the teaching staff in an emergency.
4. To use and not wilfully misuse, neglect or interfere with things provided for safety.

CODE OF PRACTICE IN THE CLASSROOM

A clean, orderly classroom environment is essential for pupils and staff, and although cleaning staff have the main responsibility for this, each teacher has a duty to assist in maintaining order and cleanliness and in the avoidance of injury to users of the teaching area.

Periodic checks of the contents and layout of classrooms should be made by each teacher, and defective equipment, fittings and furniture reported immediately to either the Head of School, the Site Supervisor, or the Health and Safety officer (SBM).

Class teachers should always set the highest standards in ensuring the welfare of the pupils and others who use the classrooms and therefore checks are necessary by each teacher to make sure, so far as is reasonably practicable, that these standards are maintained at all times.

The following is a check list of suggestions for class practice

1. Make sure that all classroom doors, including the fire doors, are easy to open and are free from obstructions.
2. Ensure that free standing furniture, e.g. bookcases, cupboards etc. are placed in such a position that they cannot accidentally be pushed over by a child.
3. Avoid storing heavy equipment, materials, junk etc. on top of tall cupboards and high shelves.
4. Ensure that all floor areas are kept clear of obstructions other than furniture, so that cleaning staff are able to perform their tasks safely and efficiently.
5. Make sure that all furniture, bookshelves and wall mounted units are in a good state of repair. Take out of use and report as necessary any item of defective classroom equipment or furniture.
6. Keep all classroom sinks free from obstruction so that they can be clean and hygienic.
7. As far as practicable keep working surfaces clear so that at the end of the day cleaners can wipe down as necessary.
8. Make sure that light sockets which can be reached are not left without bulbs / tubing, to avoid people putting fingers into live fittings.
9. Make sure that electrical equipment is not used near to water.
10. Ensure appropriate electrical equipment is switched off and unplugged after use.
11. Edged and pointed tools should be regularly checked for damage and stored safely. Specific safety measures should be followed concerning the use of glue guns because of the heat of the glue. Appropriate supervision and instruction should accompany the use of such equipment.
12. Keep aerosol type containers in a safe cool place, to which they should be returned after use. Never leave them in direct sunlight and arrange for proper disposal when empty.
13. Insist on orderly, sensible movement in the classrooms at all times.

14. When leaving school premises with children, first aid equipment must be taken.

15. Children should not be sent off the premises for any reason without the permission of the Head teacher.

CODE OF PRACTICE FOR OFFICE STAFF

The Health and Safety at Work Act has placed responsibilities on employers and employees. Employers must ensure that the work place and access thereto are safe and that working practices and equipment in use conform to safety standards. Equally, the employees have responsibility to safeguard themselves, to conform to safe working practices and ensure that they do not, by example, instruction or behaviour, endanger other people.

The following points are outlined for guidance:

OFFICE EQUIPMENT

- All equipment such as computers, laminators, shredders etc. should be used with care and used in accordance with instructions.
- DO NOT attempt to repair electric plug leads on machines, broken or loose connections etc.
- DO NOT attempt to clean or maintain any electrical equipment unless the equipment is switched off and the plug removed from the socket.
- DO NOT change plugs on equipment, refer to the Head Teacher or Site Supervisor, or the Health and Safety Officer (SBM) to arrange for this work to be done.
- Ensure that all equipment is switched off as appropriate. If it is necessary to remove plugs, hold the plugs to remove, not the lead.
- ALWAYS ensure that flex, plugs and electric cables for portable equipment is visually checked before use. Report frayed or damaged items immediately.

FURNITURE AND FITTINGS

Although the siting of furniture etc. may have been carefully planned:-

- ALWAYS ensure that space is used to best advantage so that movement can take place without knocking against desks, cabinets, sharp corners etc.
- ALWAYS place filing cabinets so that there is room to open drawers safely.
- ALWAYS open one drawer at a time, close before opening another and close after use.
- ALWAYS report to the School Leader, Site Supervisor, or Health and Safety Office (SBM) any sharp edges, badly replaced appliances etc.
- ALWAYS put waste paper in the waste bin
- DO NOT throw glass, razor blades or other dangerous items loose in the waste basket. Dispose of these with care, and ask advice if in doubt.

CODE OF BEHAVIOURAL SAFETY

- ALWAYS walk, do not run. Look where you are going. Use care in opening doors outwards.
- Mop up spills of liquid, do not leave it to someone else. Body fluids will be dealt with as according to agreed procedures.

- In the case of broken glass, all children should be excluded from the area concerned until cleared.
- DO NOT climb on chairs, desks, window sills to reach shelves or to open windows. Use steps, ladders, window poles etc.
- ALWAYS avoid horseplay, sky larking, practical jokes; it can be dangerous.
- All equipment, such as computers, copiers, laminators, shredders etc. should be used with care and in accordance with instructions.

FIRE AND EMERGENCY PROCEDURE

It is the duty of all members of staff to carry out the procedures which have been agreed in consultation with the City Fire Officer.

PRECAUTIONS

Read and understand fire precaution notices:-

Fire action instructions are on display inside the classroom by the entrance. Other notices are displayed in corridors or appropriate rooms. The fire bell rings continuously if there is an emergency

ALWAYS ensure that you know the lay-out of fire exits, emergency route and assembly points. In our case the assembly point is the car park outside the Church.

If because of the nature of the fire we have to use a different assembly point this will be at the back of the School hall. In the case of a major incident and total evacuation from the premises is needed, Stamshaw Infant School will be used as an assembly point.

In the case of a major incident at Stamshaw Infant School, they will be evacuated to our grounds.

You should know where the following is:

- Fire fighting equipment;
- Fire exits
- Fire alarm points
- ALWAYS report an obstruction of fire exits and passages
- ALWAYS remember the school and its grounds are NO SMOKING areas
- ALWAYS keep cloths and towels away from heaters and convectors etc.
- ALWAYS ensure that the class register is accessible and if in your room taken to the appropriate assembly point

FIRE DRILLS

There will be three practice evacuations each school year, one per term. Teachers will be responsible for their children reaching the assembly point, their registration and then for their supervision during the evacuation.

MEDICAL PROCEDURES

FIRST AID

All First Aid boxes are located in the medical room. Please ensure that if you use a First Aid box for outings, games etc it is returned afterwards.

First Aid boxes are checked half termly by a member of the Admin team and records kept.

The medical equipment should be accessible at all times and should contain the necessary requisites. A list of contents should also be in the First Aid boxes, with instructions for certain emergency procedures.

ILLNESS OR ACCIDENT PROCEDURES

If anyone should become ill or suffer injury as a result of an accident:-

First aid should be rendered but only as far as knowledge and skill admit. The patient should be given all possible reassurance and comfort and only moved if it is deemed to be safe or if to remove from danger. Where there is blood or any other bodily fluids, surgical gloves must be worn.

In law we are asked to act as 'prudent parents.' Any complaint of illness should be considered carefully. If in doubt, send the child to the office. If the child's condition does not improve the child's parents should be contacted and the class teacher informed.

If a child is sick, the area should be covered with Sanitaire. This will be cleared by the caretaker or another.

Minor injuries should be dealt with in the medical room by Administrative Staff or in their absence the First Aid person on staff. In the event of a minor head injury a note should be given to the child to take home and an entry made in the accident book (Kept in office.) **IF MORE THAN A MINOR CUT OR BUMP PARENTS MUST BE INFORMED IMMEDIATELY.**

Children with a head injury must ALWAYS receive a note and details entered in the accident book.

If you have any doubts consult the school first aid person, contact the parent / guardian and send the child to the Accident and Emergency Unit at the hospital for professional medical advice.

WHERE SPINAL INJURY IS SUSPECTED OR THERE IS A LIFE THREATENING SITUATION DO NOT MOVE THE CASUALTY.

If there is a serious playground injury send another child to summon extra help.

GLOVES MUST BE WORN WHEN DEALING WITH ALL BODY FLUIDS. ALL BLOOD STAINED ITEMS SHOULD HBE DISPOSED OF IN THE YELLOW PLASTIC BAGS PROVIDED IN THE MEDICAL ROOM.

A FIRST AID KIT MUST BE TAKEN ON ALL OFF SITE VISITS.

If a child needs to be undressed for inspection there must be two adults present. As a general rule no child should administer First Aid.

TRANSPORT TO HOSPITAL

If an ambulance is required, the emergency '999' service should be used. It may be appropriate to transport a pupil to a casualty department without using the ambulance service but it should be noted that this should always be on a voluntary basis and two adults should always be present. These will be cases of a less severe nature than those requiring ambulance transport. If taking a child to hospital ensure that the child's details are

taken. No casualty should travel to hospital unaccompanied. Every effort should be made to contact parents of pupils injured.

ACCIDENT BOOKS AND ACCIDENT FORMS

As soon as possible after the incident every appropriate case of illness, injury or accident must be fully reported and accurately stated in the appropriate accident book. Accident books are available in the medical room or the office. If an accident is more serious and the injury looks as if it requires hospital treatment the School Leader and Health and Safety officer (SBM) should be made aware.

If an incident falls into one of these categories:-

1. Accidents to anyone resulting in death or specified major injury
2. Accidents which incapacitate employees from their normal work for more than three days (i.e. and over 3 day in jury)
3. Certain occupational diseases when certified by a Doctor
4. Acts of violence
5. Accidents to members of the public, pupils, students taken from the scene of the accident to hospital by whatever means
6. Accidents to anyone resulting in a stay in hospital for over 24 hours
7. Dangerous occurrences.

It must be reported within 24 hours by telephone to

- a) The Health and Safety Executive tel no 01256 404000
- b) The City Authority Health and Safety unit tel no 023 92841131

This should be followed up by filing in an F2508 form and sending this to:

- a) The Health and Safety Executive
- b) The Portsmouth Health and Safety Unit
- c) Portsmouth Diocesan Schools Commission

A photocopy of our Accident book page is then sent monthly to Portsmouth Health and Safety Unit for monitoring.

MEDICINE / ASTHMA

There is no legal obligation upon the school to administer medicine. However, the health authority and community may advise the school in the drawing up of a protocol for administration of medicines in special cases.

Asthma inhalers should be clearly labelled and kept in the classroom for immediate access. Children are responsible for their inhalers. Inhalers should be available for children on trips and PE lessons. (re Asthma policy)

Children suffering from diabetes will be responsible for their own treatment if recommended by their doctor. Those on insulin may collect their medication from the medical room and administer it as prescribed.

FEMININE HYGIENE

Emergency sanitary wear is available at the office

GENERAL SCHOOL PRACTICE

RESPONSIBILITY FOR PUPILS

Responsibility for pupils on the premises is only accepted for 10 minutes at the commencement of the day, when one adult each will be on duty in all playgrounds. This is the minimum number of staff that will be on duty at any one time. Pupils shall be supervised during breaktime and lunch hour and movements for lessons or lunch between different parts of the building. Pupils should be supervised when using PE equipment in the hall or playgrounds.

The procedure for entry to the school by children involves three rings of the bell. Children will stand silently and then follow their teacher into the building.

This procedure for entry to the school by children is carried out at morning break and lunch time. When the weather is inclement children are admitted to the school and will be supervised by the appointed members of staff.

KS1 and Lower KS2 are collected from the classrooms at the end of the day. If any pupil is being met they must not leave the school until the person responsible for collecting them arrives. Staff will ensure there is a safe and orderly transfer of children to parents.

If a parent is late collecting (15:15 onwards) the class teacher is to accompany the child to the PPA room and pass them into the care of Mrs O'Doherty. At 15:30 any child not collected will be taken to the school office and the parents telephoned.

In winter months KS2 pupils are not allowed to walk home after school clubs.

ALL teachers' must return to the classroom following PPA to dismiss their class.

The school bell rings three times to signal the end of the school day and at the beginning of school playtimes.

SCHOOL JOURNEYS

The Head of School is responsible for being satisfied that school journeys are led by members of staff with adequate and appropriate experience. Standards of behaviour both on the journey and at the destination should be the same as that expected at school. Pupils should be warned of the dangers of standing, leaning out of windows, throwing things from vehicles or any other gross misbehaviour. Appropriate measures should be taken against offenders.

There should be at least one supervising adult to approximately every 10 children on a school outing, but this ratio is subject to individual Risk Assessments. (Ref Transport policy) it is important to check the number of the party (both children and adults) before leaving and on the return when all are seated on the bus. First Aid boxes should be taken on all outings.

VISITORS

All visitors must sign the signing in and out book and wear an appropriate visitor's badge. Unless we are notified prior to the visit, visitors are required to show their DBS certificate or provide their DBS number. Visitors are then accompanied on site and briefed according to our policies and procedures. Contractors are met by the Site manager and are briefed accordingly. The school uses the Principle Contractors scheme when more than one company is working on site.

Regular visitors and other users of the premises (e.g. delivery persons, contractors from specific companies) should be required to report to the office and show some form of official identification. They should observe the safety rules of the school. In particular teachers should ensure that parents helping out in school should

be made aware of the Health and Safety arrangements. If uncertain as the legality of a stranger on the premises you must make appropriate enquiries.

ANIMALS IN PRIMARY SCHOOLS

We do not believe animals should be allowed on the school premises (guide dogs excepted).

CYCLING

No child may bring a bicycle onto school premises without a written request from parent and permission from the Head of School. Cycling on the school premises is not permitted unless under supervision.

STRANGER DANGER

Those on playground duty should be aware of the presence of strangers with regard to the safety of children. When notified of any suspicious strangers, it is the Head teacher's responsibility that the message is passed by Profs to local schools and to the police. At the end of the day the Head of School or a member of the Management team as appointments allow is normally at the school gate to see the children safely away.

HOT LIQUIDS

Care must be taken at all times to ensure children are not endangered by the carrying of hot liquids from one place to another.

THE USE OF STEPS AND LADDERS

Neither children nor staff should stand on furniture to work at a high level for whatever purpose. An appropriate ladder should be used and care taken at all times.

CLOTHING

It is in your own interests to ALWAYS wear suitable clothing at work - avoid shoes that may cause you to slip.

FLAMMABLE AND TOXIC SUBSTANCES

The caretaker is responsible for ensuring that all flammable and toxic substances e.g. cleaning fluids, solvents, disinfectants etc. are stored in a safe place away from children, with their containers clearly labelled and tightly closed when not in use.

Aerosol containers should be stored in a cool place. Never leave them in direct sunlight.

No toxic substances, chemicals or drugs other than those mentioned about should be brought into school without the permission of the Head of School.

No asbestos products are permitted in school.

SMOKING

The school premises and site are No Smoking zones.

PORTERAGE

Neither children or staff should attempt or be asked to attempt to move objects beyond what is reasonable for their strength without assistance. Children should be instructed in the correct method of lifting things and should not be allowed to move awkward objects e.g. pianos, televisions, PE equipment etc. unless they are easy to move or are closely supervised.

AVOID strain, do not lift too much. Two journeys instead of one where necessary are safer. If an item is heavy, ask someone to help you.

ALWAYS get a good grip before lifting

ALWAYS make sure you can see where you are going

ALWAYS bend your legs and lift with your back straight.

MOVEMENT OF COMPUTERS

If moved by children computer trolleys should always be moved by two children ensuring that all wiring is clear before proceeding.

SCHOOL ENVIRONMENT

ACCESS / EXIT

It is the responsibility of all staff to be vigilant in matters relating to changes in the structure and environment of the school and to report any hazards immediately.

It is the Head teacher's responsibility, so far as is reasonably practicable, to ensure that dangerous situations do not arise in or out of the building, and that safe and easy access / is afforded to all who use the premises.

Parents are requested not to park motor vehicles in front of the school when delivering and collecting children, but to park safely and legally. Failure to cooperate may result in injury to their own child, other children and road users. They may also be liable for damages for negligence and liable to criminal prosecution which will have the full backing of the school's Governing Body.

PATHS, PLAY AREAS ETC.

So far as is reasonably practicable, the surfaces of access routes, footpaths, play areas and steps should be kept free of set leaves, ice etc. Adequate stocks of rock salt should be available and applied to essential access points in icy conditions before the official time that children are permitted on the premises. If animal faeces are found on the premises, take the appropriate action and inform the Site Supervisor, Health and Safety Officer (SBM), or School Leader.

FENCES AND WALLS

Fences should be sturdy free from rotted timbers, and other defects such as torn netting and broken supports. Loose bricks should be removed and the matter reported to the SBM or School Leader.

GATES

Locks, catches, and hinges should be maintained in full working order

STEPS

Non-slip surfaces are essential. Hand rails must be secure. Broken, chipped, and uneven steps are hazardous and should be attended to promptly. Step ways should be adequately lit in hours of darkness.

DRAINS

Blocked drains should receive urgent attention to avoid health hazards.

OBSTRUCTIONS

Overhanging branches must not be allowed to become obstacles. Dead and dangerous branches and trees should be reported to the SBM or Head of School.

DELIVERIES

Items delivered may cause a hazard and should therefore be cleared as soon as possible.

REFUSE

Dangerous refuse, e.g. broken glass or jagged items, should be suitably wrapped and placed directly in the refuse container. Dustbins should have fixable lids to prevent interference from animals and flies.

FLOORS

Floors should be even, non slip and splinter free.

EXIT DOORS

All fire and exit doors should be kept free of obstruction.

COOKERY

Hygiene - please refer to Working with Food (Unilever) available from the Office. A high standard of hygiene should be maintained. Hands should be washed before preparing food, aprons worn, and long hair tied back. Work surfaces should be cleaned before use.

Waste food should be disposed of into a lined bin with a lid. The equipment, cooker and work surfaces should be cleaned before and after use. J cloths should be used rather than unhygienic dish cloths.

Electrical equipment: cookers must be up to the latest standards. These should be enquired about before purchasing. It is school policy not to accept the gift of cookers. Saucepans and kettles should have insulated handles – they should be turned inwards. Oven gloves should be used and not thin tea towels for handling hot food. Water and other spillages should be wiped up immediately if spilt onto the floor. Sharp knives must be stored safely and use only under strict supervision. Utensils should be sterilised in the staffroom dishwasher. Microwaves should be checked on a regular basis for leakage.

OTHER CURRICULUM AREAS:

Please see Subject Policies and Guidelines for specific Health and Safety guidance.

CONCLUSION

It is the responsibility of everyone to make these arrangements work. This will ensure, as far as is reasonably practicable, that working conditions are safe and that the working life of everyone is accident free.

Any member of staff noticing a failure to comply with this statement of organisation and arrangements or other advice / guidance issued in pursuance of the Health and Safety policy should immediately report the circumstances to the Head of School or the SBM. Hazardous situations should also be reported immediately. Suggestions by any member of staff to improve standards of Health and Safety are welcomed by the School Governors' Committee for Health and Safety.

If you are concerned that there are omissions or if you have any suggestions with regard to the Health and Safety Policy, please do not hesitate to approach those concerned. Suggestions are always welcome. This Health and Safety Policy was drawn up by the Governors of Corpus Christi Catholic Primary School, and is reviewed every two years.