St Joseph's Catholic Primary School

Health and Safety Policy

Approved:	**Spring 2026**
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Signed: (Headteacher)	**Lorraine Flower**
Signed: (Chair of Governors)	

PART ONE – GENERAL STATEMENT

St. Joseph's is a Catholic Primary School where we are committed to developing each child's full potential within an environment permeated by Gospel teachings.

In order to fulfill the aims of our Mission Statement, we acknowledge the need to ensure a safe and secure environment for all those involved in the community of the school.

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1. GENERAL

The Governing Body notes the provisions of the Health and Safety at Work Act 1974, which states that it is the duty of every employer to conduct his or her business in such a way as to ensure, so far as is reasonably practicable, that persons who are not in his or her employment but who may be affected by it are not exposed to risks to their health and safety, and accepts that it has a responsibility to take all reasonable practicable steps to secure the health and safety of pupils, staff and others using the school premises or participating in school-sponsored activities. It believes that the prevention of accidents, injury or loss is essential to the efficient operation of the school and is part of the good education of its pupils.

1.2 The aim of the Governing Body is "*To provide a safe, healthy working and learning environment for staff, pupils and visitors*".

1.3 The arrangements outlined in this statement and the various other safety provisions made by the Governing Body cannot by themselves prevent accidents or ensure safe and healthy working conditions. The Governing Body believes that only the adoption of safe methods of work and good practice by every individual can ensure everyone's personal health and safety. The Governing Body will take all reasonable steps to identify and reduce hazards to a minimum, but all staff and pupils must appreciate that their own safety and that of others, also depends on their individual conduct and vigilance while on the school premises or while taking part in school sponsored activities.

2. THE DUTIES OF THE LOCAL GOVERNING BOARD

2.1 In the discharge of its duties, the Governing Body, in consultation with the Headteacher, will:

(a) make itself familiar with the requirements of the Health and Safety at Work Act 1974, and any other major health and safety legislation and codes of practice which are relevant to the work of the school, in particular the Management of Health and Safety at Work Regulations 1999 (SI 1999 No.3242)
(b) ensure that there is an effective and enforceable policy for the provision of health and safety throughout the school
(c) periodically assess the effectiveness of this policy and ensure that any necessary changes are made
(d) identify and evaluate all risks relating to:
  (i) accidents
  (ii) health
  (iii) school sponsored activities
(e) identify and evaluate risk control measures in order to select the most appropriate means of minimizing risk to staff, pupils and others
(f) create and monitor the management structure.

2.2 In particular the Governing Body undertakes to provide:

(a) a safe place for staff and pupils to work, including safe means of entry and exit
(b) plant, equipment and systems of work which are safe
(c) safe arrangements for the handling, storage and transport of articles and substances
(d) safe and healthy working conditions which take account of all appropriate:
  (i) statutory requirements
  (ii) codes of practice whether statutory or advisory
  (iii) guidance whether statutory or advisory

(e) supervision, training and instruction so that all staff and pupils can perform their school related activities in a healthy and safe manner. All staff will be offered the opportunity to receive health and safety training which is appropriate to their duties and responsibilities and which will be given before an employee commences any relevant work. Wherever training is required by statute or considered necessary for the safety of staff, pupils and others, then the governing body will ensure, within the financial resources available, that such training is provided. Pupils will receive such training as is considered appropriate to school related activities which they are carrying out. All training will be regularly updated.

(f) necessary safety and protective equipment and clothing, together with any necessary guidance, instruction and supervision

(g) adequate welfare facilities

2.3 So far as is reasonably practicable the governing body, through the Headteacher, will make arrangements for all staff, including temporary and voluntary staff and helpers and those on fixed term contracts, to receive comprehensive information on:

(a) this policy
(b) all other relevant health and safety matters
(c) the instruction and training that will be given to all employees so that they may carry out their duties in a safe manner without placing themselves or others at risk

3. THE DUTIES OF THE HEADTEACHER

3.1 As well as the general duties which all members of staff have (see 4.0), the Headteacher has responsibility for the day to day maintenance and development of safe working practices and conditions for teaching staff, non-teaching staff, support staff, pupils, visitors and any other person using the premises or engaged in activities sponsored by the school, and will take all reasonably practicable steps to achieve this end through senior members of staff, teachers and others as appropriate.

3.2 The Headteacher is required to take all necessary and appropriate action to ensure that the requirements of all relevant legislation, codes of practice and guidelines are met in full at all times.

3.3 In particular, the Headteacher will:

(a) be aware of the basic requirements of the Health and Safety at Work Act 1974 and any other health and safety legislation and codes of practices relevant to the work of the school

(b) ensure at all times the health, safety and welfare of the staff, pupils and others using the school premises or facilities or services or attending or taking part in school sponsored activities

(c) ensure safe working conditions for the health, safety and welfare of staff, pupils and others using the school premises and facilities

(d) ensure safe working practices and procedures throughout the school, including those relating to the provision and use of machinery and other apparatus, so that each task is carried out to the required standards, and so that all risks are controlled

(e) consult with members of staff, including the safety representatives, on health and safety issues

(f) arrange systems of risk assessment to allow the prompt identification of potential hazards

(g) carry out periodic reviews and safety audits on the findings of the risk assessment

(h) identify the training needs of staff and pupils and ensure, within the financial resources available, that all members of staff and pupils who have identified training needs, receive adequate and appropriate training and instruction in health and safety matters

(i) encourage staff, pupils and others to promote health and safety

(j) ensure that any defects in the premises, its plant, equipment or facilities which relate to or may affect the health and safety of staff, pupils and others are made safe without delay

(k) encourage all employees to suggest ways and means of reducing risk

(l) collate accident and incident information and, when necessary, carry out accident and incident investigations

(m) monitor the standard of health and safety throughout the school, including all school-based activities, encourage staff, pupils and others to achieve the highest possible standards, and discipline those who consistently fail to consider their own wellbeing or the health and safety of others

(n) monitor first aid and welfare provision

(o) monitor the management structure, along with the governors

4. THE DUTIES OF ALL MEMBERS OF STAFF

4.1 All staff will make themselves familiar with the requirements of the Health and Safety at Work Act 1974 and any other health and safety legislation and codes of practice which are relevant to their work. They should:

(a) take reasonable care of their own health and safety and any other persons who may be affected by their acts or omissions at work

(b) as regards any duty or requirements imposed on his or her employer or any other person by or under any of the relevant statutory provisions, cooperate with him or her so far as necessary to enable that duty or requirement to be performed or complied with

4.2 All staff are expected to familiarise themselves with the health and safety aspects of their work and to avoid conduct which would put them or anyone else at risk.

4.3 In particular, all members of staff will, as appropriate to their role:

(a) be familiar with the Health and Safety policy and any and all safety regulations as laid down by the governing body

(b) ensure health and safety regulations, rules, routines and procedures are being applied effectively by both staff and pupils

(c) see that all plant, machinery and equipment is adequately guarded

(d) see that all plant, machinery and equipment is in good and safe working order

(e) not make unauthorised or improper use of plant, machinery and equipment

(f) use the correct equipment and tools for the job and any protective equipment or safety devices which may be supplied

(g) ensure that toxic, hazardous and highly flammable substances are correctly used, stored and labeled

(h) report any defects in the premises, plant, equipment and facilities which they observe

(i) take an active interest in promoting health and safety and suggest ways of reducing risks

5. HIRERS, CONTRACTORS AND OTHERS

5.1 When the premises are used for purposes not under the direction of the Headteacher, then the principal person in charge of the activities for which the premises are in use will have responsibility for safe practices as indicated in paragraph 3.0 of this document.

5.2 The Headteacher or the Site Manager will seek to ensure that hirers, contractors and others who use the school premises conduct themselves and carry out their operations in such a manner that all statutory and advisory safety requirements are met at all times.

5.3 When the school premises or facilities are being used out of normal school hours for a school sponsored activity then, for the purpose of this policy, the organiser of that activity, even if an employee, will be treated as a hirer and will comply with the requirements of this section.

5.4 When the premises are hired to persons outside the employ of the Governing Body, it will be a condition for all hirers, contractors and others using the school premises or facilities, that they are familiar with this policy, that they comply with all safety directives of the Governing Body and that they will not without prior consent of the Governing Body:

(a) introduce equipment for use on the school premises
(b) alter fixed installations
(c) remove fire and safety notices or equipment
(d) take any action that may create hazards for persons using the premises or the staff or pupils of the school

5.5 All contractors who work on the premises are required to ensure safe working practices by their own employees under the provision of the Health and Safety at Work Act 1974 and must pay due regard to the safety of all persons using the premises in accordance with Ss. 3-4 of the Health and Safety at Work etc. Act 1974.

5.6 In instances where the contractor creates hazardous conditions and refuses to eliminate them or to take action to make them safe, the Headteacher or in their absence the site manager or representative will take such actions as are necessary to prevent persons in his or her care from risk of injury.

5.7 The Governing Body draws attention of all users of the school premises (including hirers and contractors) to S.8 of the Health and Safety at Work Act 1974, which states that no person shall intentionally or recklessly interfere with or misuse anything provided in the interests of health, safety or welfare in pursuance of any of the relevant statutory provisions.

6.0 THE FINANCE AND RESOURCES COMMITTEE

6.1 The Local Governing Board has established a subcommittee which has in terms of Reference Health and Safety to oversee all matters of health and safety. There is a designated governor linked to Health and Safety.

7. CODES OF PRACTICE

7.1 In consultation with the Local Governing Board (where appropriate) and taking into account the requirements of this statement, the Committee will approve (where necessary) codes of practice for the observation of safety requirements of the school.

7.2 From time to time the Department for Education (DFE), Local Authority (LA), the Health and Safety Executive and other regulatory or advisory bodies will issue codes of practice on particular topics for the guidance of heads and others who are in control of educational premises, who will normally incorporate such codes into their health and safety policy and procedures.

8. RISK ASSESSMENT

8.1 The Headteacher will ensure that risk assessment of the premises, methods of work and school sponsored activities is carried out as necessary. Termly health and safety inspections with the Site supervisor involved, this may include the teacher union health and safety representative. This survey will identify all defects and deficiencies, together with the necessary remedial action or risk control measures. Findings are reported to the Resources subcommittee and then the full Governing Body.

9. CRISIS PLANS

9.1 The Headteacher will ensure that a crisis or emergency plan is prepared to cover foreseeable major incidents which could put at risk the occupants or users of the school. This plan will indicate the actions to be taken in the event of a major incident so that everything possible is done to:

(a) save life
(b) prevent injury
(c) minimise loss

10. FIRST AID

10.1 The arrangements for first aid provision will be adequate to cope with all foreseeable major incidents.

10.2 The number of certificated first aiders will not, at any time, be less than the number required by law.

10.3 At the discretion of the Governing Body and through the Headteacher, other staff will be given such training in first aid techniques as is required to give them a basic, minimum level of competence. The Governing Body will agree this level after seeking appropriate advice. The number of such trained but uncertificated first aiders will be determined by the Governing Body as that being sufficient to meet the needs of all foreseeable circumstances.

10.4 Supplies of first aid materials will be held at various locations throughout the school. These locations will be determined by the Headteacher. They will be prominently marked and all staff will be advised of their position. The materials will be checked regularly and any deficiencies made good without delay.

10.5 Adequate and appropriate first aid provision will form part of the arrangements for all out of school activities.

10.6 A record will be made of each occasion any member of staff, pupil or other person receives first aid treatment either on the school premises or as part of a school related activity to a level deemed as serious.

11. OTHER POLICIES

11.1 The school follows the guidelines recommended by Kingston Council's policies on Manual Handling, Working with Display Screen Equipment, Stress, Asbestos and Violence.

12. MONITORING AND REVIEW

12.1 The Headteacher and Local Governing Board and the Health and Safety Representative will monitor the health and safety arrangements in the school by:

(a) reviewing the accident book entries (in medical room) and injury report form (in office)
(b) carrying out an annual inspection of the premises

The Local Governing Board will review this policy statement annually and update, modify or amend it as it considers necessary to ensure the health, safety and welfare of staff and pupils.

PART TWO – ARRANGEMENTS

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1. EARLY AND LATE SUPERVISION OF PUPILS

1.1 A member of staff will, from 8.40 a.m., supervise the doors being opened to allow the children into the school. Class teachers are in their classrooms from 8.40am, before the school day officially starts at 8.50 a.m.

1.2 Key Stage One children will be dismissed at 15.15:
- into the safekeeping of their parents/guardians or agents acting on their behalf

1.3 Key Stage Two children will be dismissed at 15.20:
- into the safekeeping of their parents/guardians or agents acting on their behalf
– to make their own way home, with the prior agreement of their parent/carer (Year 6 children only)

1.4 In the event of any child not being collected by their parents/carer, the child should remain with his/her class teacher and after 10 minutes be taken to the school office.

2. PLAYTIME SUPERVISION

2.1 Adequate supervision should be maintained during playtimes and staff on duty should report any reduction in the level of cover. At playtime two members of staff are required in each playground. The staff member in each playground is responsible for ending playtime. Supervision must begin as soon as the children exit the building. The Headteacher and Deputy Headteacher are responsible for establishing a supervision rota.

3. LUNCHTIME SUPERVISION

3.1 Adequate supervision should be maintained during lunchtimes in the dining hall and playground areas and staff on duty should report any reduction in the level of cover. At lunchtime 8 supervisors are normally on duty. The Head or Deputy takes overall responsibility at lunchtime.

4. PLAYGROUND SUPERVISION

4.1 External doors should be fastened back with a hook when open.

4.2 Supervising staff should ensure that:

- ball games are only played in the designated areas
- the children are not handling stones or similar objects
- there is no swinging around, hanging on to or carrying each other by the children
- there are no rough games
- no child is within the environmental area without a member of staff in supervision
- no unauthorised adults are allowed in the playground at playtimes
- all accidents should be reported to the Headteacher or leadership team member on duty and dealt with immediately by the designated first aider
- any hazards should be reported to the Headteacher or member of the senior staff on duty

5. MOVEMENT AROUND THE SCHOOL BUILDING

5.1 The movement of children between different parts of the building should be orderly and quiet. Running in the hall, corridors and on staircases is discouraged. Silence is expected during a fire alarm alert.

6. MEDICINES

6.1 Medicines are not permitted in school unless in exceptional circumstances, i.e. antibiotics which need to be administered four times a day and after a school medicine form has been completed by the parent or responsible adult.

6.2 All medicine should be taken to the school office and must bear the recipient's name, the date of issue and the dosage clearly labeled. Parents are advised to hold duplicate long-term medicines at home such as inhalers for asthmatics.

6.3 Medicines are administered under adult supervision and a record kept.

6.4 A copy of the school medicine form is available in the medicines policy.

7. ELECTRICAL EQUIPMENT

7.1 All electrical equipment receives a safety check according to the maintenance schedule and bears a dated 'pass' sticker, when subject to portable appliance testing.

7.2 The moving of equipment by children is restricted:

- pianos should never be moved by children
- computer trolleys may be moved by children but with adult supervision at all times, the trolley should be immobilised when in position

7.3 The use of electrical equipment has restrictions:

- no child should be permitted to plug in, or remove, a mains plug on any electrical apparatus
- electrical equipment may only be brought into school on the approval of the Headteacher

8. FIRE DRILL

8.1 Fire drills are rehearsed regularly throughout the school year, (at least one drill per term), practicing a variety of scenarios:

- blocked staircase
- blocked exit
- varying times of day or day of the week

A reasonable time for the complete evacuation of the building, with everyone mustered in the playground is two minutes.

8.2 Firefighting equipment is regularly inspected and serviced.

8.3 A copy of the Fire Drill regulations is appended to Fire Safety Policy

9. EVACUATION OF THE BUILDING

9.1 In the event of the need to evacuate the building for reasons other than fire, the FIRE DRILL procedures will be followed. If the playground needs to be evacuated, their teachers will escort pupils to Fairfield Park using exit keys for the playground

10. CLASSROOM ORGANISATION

10.1 The use of equipment and apparatus with sharp or pointed edges is restricted:

- guillotines must only be used under adult supervision
- staple guns should not be used near children and on no account should they be handled by the children or left unattended. Hand staplers may be used by the children if adequately supervised
- knives, scissors and other cutting implements may be used by the children under supervision

10.2 The use of equipment or products containing spirit-based solvents are restricted:

- no child is permitted to use spirit-based correction fluid. The use of such liquid is restricted to adults and any container must be returned to a place of safety immediately after use
- no child is permitted to use spirit based felt tipped marker pens. The school purchases such items for adult use, children may only use water soluble markers. Children may bring their own water-based markers from home

10.3 No child should be left unsupervised in any part of the school building at play times or lunch time, before or after school.

10.4 No child is permitted to leave the premises without prior notice and only after clearance has been obtained from the Headteacher.

10.5 Children will be registered in accordance with the guidance notes printed in class registers at the commencement of each school session at 8:50a.m. and 1.10p.m. Nursery at 8:30a.m and 12:20p.m

10.6 The use of display materials must be controlled and fire exit routes kept clear. Decorations must not be suspended from light fittings.

11. GENERAL RULES OF SAFETY

11.1 The handling of substances has health implications:

- broken glass or china should not be handled by the children but wrapped in newspaper by an adult and either disposed of directly into the refuse bins or clearly labelled and placed in the waste paper bin
- small spillages of sand or water should be cleaned up immediately whilst larger spillages should be reported to the Site Manager

11.2 Only animals approved by the LA should be kept in school. Cages must be kept clean and litter wrapped in newspaper prior to disposal. Animals must be handled and kept in a befitting manner. No animal should be allowed to roam the classroom and children must wash their hands after handling animals.

11.3 Smoking or vaping is not permitted in any part of the school building or grounds used by the children.

11.4 No dogs are allowed on the school premises with the exception of guide dogs or therapy dogs.

11.5 There is provision for the storage of cycles but they must be locked. The school does not take responsibility for loss or damage of cycles. It is preferred that the child cycling to and from school has passed their level 1 bikeability.

11.6 Children should be trained to use the toilet facilities correctly and to leave them in a suitable condition for others. They should also wash their hands.

12. SECURITY

12.1 All visitors must report to the School Office, sign in and wear a visitor's lanyard. Where appropriate the Headteacher or site manager will notify all staff of work persons on site.

12.2 All strangers should be challenged but no employee must put themselves at risk. The presence of a stranger acting in a suspicious manner, on or off site should be reported to the Headteacher and site manager as soon as possible.

12.3 The school is obliged to telephone or e-mail details of any suspicious occurrence to the relevant authorities.

13. FIRST AID

13.1 The main first aid kit is kept in the medical room. Smaller portable kits are available for use at lunchtime and for off-site trips.

13.2 In dealing with accidents the following procedures must be followed:

- disposable rubber gloves are available and must be worn by any person administering first aid for whatever reason to whomsoever
- all medical waste should be disposed of in the clinical waste bag stored in the medical room
- on no account should children be asked to clear away blood or other bodily fluids

13.3 First aid should be given, but only as far as knowledge and skill limit. Details of treatment given, child's name, class and date should be entered in the accident book kept in the medical room. There are 8 current First Aid certificate holders including office and support staff and includes four pediatric trained first aiders.

13.4 Serious injury and any injury to the head, neck or back must be referred immediately to the Headteacher or Deputy Headteacher.

13.5 As soon as practicable following an incident involving pupils, staff and others using the school premises or participating in school sponsored activities, details of the injuries sustained and the accident must be fully and accurately reported on the accident report form obtainable from the Secretary.

14. PHYSICAL EDUCATION – LARGE APPARATUS

14.1 The P.E. large apparatus, i.e. box, stools, benches, ladders, poles and planks, have annual safety checks and are regularly overhauled.

14.2 When setting out the apparatus teachers must:

- check for faults and report any defects to the Headteacher and curriculum leader
- ensure that the P.E. apparatus is deployed in a safe manner and that all equipment is properly positioned and secured.

14.3 When using the P.E. apparatus:

- the children should be dressed in the appropriate clothing, shorts and t-shirts and plimsolls or bare feet
- all jewellery and watches should be removed or covered by arrangement in special circumstances
- the children should work quietly
- no child, nor the teacher, should touch another child, except in an emergency or when it is part of a demonstration
- a child can only use boxes or a bench when there is no one else on it
- the children should dismount from the equipment in a safe and orderly way, only jumping where there is a mat and only after instruction from the teacher

14.4 Teachers are expected to:

- position themselves so that the whole class is under constant supervision
- report any accident to the Headteacher or Deputy Headteacher immediately: if serious, send a child for help

- ensure the apparatus is dismantled and stored away in the appropriate areas and that all safety locks are engaged

15. EDUCATIONAL VISITS

15.1 The school's proposed educational visit form must be completed to ensure that all arrangements regarding catering, transport and insurance are finalised.

15.2 The LA's Code of Practice concerning educational visits will be strictly followed. Recommended levels of adult supervision will be regarded as a minimum.

15.3 Safety at the swimming pool:

- pupils walk in twos or single file. Teachers at the front, TA/parent/helper at the rear
- be aware of where emergency exits are situated
- count pupils on arrival and again before departure
- asthma inhalers should be taken to the pool
- long hair should be tied back
- encourage the pupils to visit the toilet before entering the pool
- pupils should always be supervised in changing rooms

16. USE OF TRANSPORT

16.1 In considering private coach travel for educational visits and Residential School Journey, the school will only use reputable coach companies and will not necessarily accept the lowest quotation for coach hire (unless there is a negotiated discount).

16.2 The nature of the trip is considered when a decision is made upon the type of coach to hire

The school ensures a coach is fitted with seat belts.

16.3 Strictly enforced rules of travel on any type of vehicle are applied:

(i) each child is allocated a seat of his or her own
(ii) there is no standing when the vehicle is in motion
(iii) supervising adults will be seated throughout the vehicle
(iv) there is no eating on the coach
(v) no child is permitted to use seats deemed to be more at risk than others, that is:

(a) front window seats
(b) middle of the back seat, facing the central aisle
(c) any seat positioned behind another exit

17. HEALTH AND SAFETY REPRESENTATIVES

17.1 The role of trade union approved health and safety representative is recognised and encouraged. The school representative is the Headteacher

17.2 Staff bring any concerns over health and safety to staff meetings where there is provision for this in any other business or fill in an entry in the caretakers book located in the school office.