



St Paschal Baylon  
Catholic Primary School



Following In The Footsteps Of Christ

Health and Safety Policy

## Aims

St. Paschal Baylon Catholic Primary School aims to:

- Provide and maintain a safe and healthy environment for all users of the school: children, staff, parents and visitors.
- Establish and maintain safe working procedures amongst staff, pupils and all visitors to the school site.
- Have robust procedures in place in case of emergencies.
- Ensure that the premises and equipment are maintained safely and regularly inspected.

## Legislation

This policy is based on advice from the Department for Education on Health and Safety in Schools.

## Roles and Responsibilities

- Liverpool Local Authority has ultimate responsibility for health and safety matters in the school, but delegates responsibility for the strategic management of such matters to the school's governing body.
- The governing body delegates day-to-day operational matters and tasks to the head teacher and staff members.

## Headteacher

The headteacher is responsible for health and safety day-to-day. This involves:

- Implementing the health and safety policy
- Ensuring there is enough staff to safely supervise pupils
- Ensuring that the school building and premises are safe and regularly inspected
- Providing adequate training for school staff
- Reporting to the governing body on health and safety matters
- Ensuring appropriate evacuation procedures are in place and regular fire drills are held
- Ensuring that, in their absence, health and safety responsibilities are delegated to another member of staff
- Ensuring all risk assessments are completed and reviewed
- Monitoring cleaning contracts and ensuring cleaners are appropriately trained and have access to personal protective equipment where necessary.

In the head teacher's absence, the deputy head teacher assumes the above day-to-day health and safety responsibilities.

### Staff

School staff have a duty to care of pupils in the same way that a prudent parent would do so.

Staff will:

- Take reasonable care of their own health and safety and that of others who may be affected by what they do at work.
- Co-operate with the school on health and safety matters
- Work in accordance with training and instructions
- Inform the appropriate person of any work situation representing a serious and immediate danger so that remedial action can be taken
- Model safe and hygienic practice for pupils
- Understand emergency evacuation and lock down procedures and feel confident in implementing them.

### Pupils and Parents

Pupils and parents are responsible for following the school's health and safety advice, on and off-site, and for reporting any health and safety incidents to a member of staff.

### Health and Safety in the Curriculum

The school works towards ensuring all children develop an understanding of safety and risk through providing them with the information they need to enable them to have the ability to protect themselves and to have:

- Concern and consideration for their own safety and the safety of others
- Knowledge of what to do in certain situations (e.g. upon hearing the fire alarm)
- Alertness and control
- Cultivation of good habits

For children, good safety habits are taught as part of a broad and balanced curriculum. This can be through topics e.g. 'a safe place to play' which could include Science, English, Design and Technology, PSHCE and the involvement of outside agencies such as visits from the police, fire brigade, road safety officers etc. Personal health and hygiene is also taught through Science, RSE and PSHCE lessons. Children are also taught about online safety.

The children are encouraged to develop healthy habits through good health and hygiene routines, the development of an understanding of the importance of exercise in PE and

through encouraging healthy eating. A positive policy for healthy eating is maintained at the school, with a healthy menu cooked by a fully trained chef. Fruit, salad and vegetarian options are always available.

Adults in the school model safe conduct to children from the Early Years through to Year 6 so that children learn how to move safely around the school, how to handle classroom equipment (e.g. scissors) safely and how to have care and consideration for the safety of others.

The school's uniform policy ensures that children are wearing safe, suitable clothing and footwear at all times including during PE.

### Safety of the Site

The headteacher/ Site Manager are the designated key holders and are responsible for the security of the building.

It is the responsibility of the site manager to check daily that:

- All locks and catches are in working order
- The emergency lighting is working
- The fire/lock down alarm has no faults
- The security system is working properly

Before leaving the site, the site manager will check:

- All windows are closed
- All doors are locked and secured and security shutters are down
- The security alarm is set
- All gates are locked

It is the responsibility of the headteacher, or a person designated by the headteacher, to perform the above functions in the absence of the site manager.

### Smoking Policy

- It is the policy of Liverpool City Council that the school is a smoke-free site.
- Smoking is not permitted in any area of the school by staff, parents or visitors to the school.

### Equipment

Children are permitted to carry certain items of school equipment under the direction and supervision of a member of staff. Children are shown the correct way to lift and carry

equipment: e.g. if carrying a chair, only carry one at a time, use both hands either side of the seat and ensure the chair legs are facing down towards the ground.

Children are not permitted to carry the PA system, large electrical equipment, paper cutters or any item deemed too heavy for a child to safely manage.

### Electrical Equipment

- All staff are responsible for ensuring that they use and handle electrical equipment sensibly and safely
- Any pupil who handles electrical equipment does so only under the supervision of a member of staff
- Permanently installed electrical equipment is connected through a dedicated isolator switch and adequately earthed.
- Where necessary a portable appliance test (PAT) will be carried out by a qualified person
- Maintenance, repair and installation of electrical equipment is carried out by a qualified and competent person.

### PE Equipment

- Pupils are taught how to carry and set up PE equipment safely and efficiently under the supervision of a member of staff.
- Gym equipment is inspected regularly and any concerns about safety are immediately reported to the headteacher and the equipment is taken out of use until it can be repaired or replaced.

### Educational Visits

- Educational Visits are carefully planned in advance, with staff visits made where possible.
- Full risk assessments of educational visits are completed in line with Local Authority guidelines.
- Details of school trips are always shared with parents/ carers
- Children are asked to wear clothing that is appropriate for the visit.
- Adult-Child ratio guidelines are always followed

### Medical Procedures

All children are taught to take care of themselves and each other but in a school environment, accidents may occur. Most accidents in school are minor and can be dealt with by any member of staff who have all received First Aid Training. A fully equipped first aid

box is kept in the main office, on the Year 2 corridor and in the EYFS/Y1 building, along with accident books for the recording of all minor accidents. Photos and names of children with diagnosed medical conditions such as asthma or with severe allergies are on the First Aid information board in the staff room and these children have an individual health and care plan. Medicine such as inhalers or epi-pens are kept securely in individual pupil's classrooms with an emergency set stored in the school office.

In the case of a more serious accident, the school's main priority is to get the child qualified medical attention as soon as possible. Separate accident forms are kept in the main school office for the recording of any more serious accident that has required medical attention from a qualified medical professional. The school has a First Aid policy which contains more detailed information about the school's medical and first aid procedures.

### Fire Procedures

The school has an emergency evacuation/ fire drill procedure which is practised regularly.

- Upon hearing the fire alarm, all children and adults must stop what they are doing and walk calmly out of the building via the nearest exit and proceed to their designated assembly point.
- All classrooms/ areas have procedures and exit routes pinned up on the classroom walls and fire exits are clearly labelled.
- Designated members of staff check the areas, toilets, cloakrooms etc for any children not evacuated with their class
- Attendance registers are brought out by designated members of staff to teachers who take a roll call of their class and report it to the head teacher
- No one re-enters the building until it is declared safe to do so by the headteacher or a member of the fire service.
- On completion of a fire drill children walk calmly back into their classrooms, supervised by teaching staff.

### Lunch time Fire Procedure

- On hearing the fire alarm, all staff on lunch duty on the playground supervise the children with lining up at their class designated assembly points and ensure no child re-enters the building.
- Staff on duty in the dining room evacuate all children from the dining room via the nearest exit and escort them to their designated assembly points.
- The headteacher and designated fire marshalls will ensure that the toilets, cloakroom areas and corridors are evacuated.
- Roll call will take place as outlined above.

## Lockdown

A Lockdown procedure is a method of keeping children and staff as safe as possible from a potential threat from the outside. It requires all children and staff to be moved as quickly and safely as possible to the safest areas inside the school building and remaining there until the threat is removed or emergency services give instructions to vacate the building.

A lockdown may be activated in response to a threatening situation such as:

- An incident or civil disturbance that poses a significant risk to the school.
- An intruder on the school site who has the potential to pose a risk of harm to the children and staff.
- Local risk of dangerous air pollution such as a smoke plume or gas cloud.
- A major fire in the vicinity of the school.
- A dangerous dog/fox roaming loose on the school grounds.

## Lockdown Procedure

- Any member of staff who perceives there to be a threat of serious harm to the children and staff from the outside can trigger the lockdown alarm by calling/going to the office staff and saying the phrase 'lockdown alarm needed.'
- Once the alarm is triggered, the caller needs to relay the detail of the threat so that the head teacher can call the relevant emergency services and manage the incident in line with Local Authority and Police guidelines.
- Upon hearing the lockdown alarm, any children who are outside must line up quickly and quietly in the designated places (as for end of play/ fire drill)
- Any staff who are outside with the children must ensure this happens quickly and quietly.
- Class teachers collect their class as quickly as possible from outside and lead them into their classrooms, ensuring children are as silent as possible.
- Staff must close all doors and windows and sit the children down on the floor – hidden by furniture if possible and away from windows and doors. (EYFS: close metal shutters to prevent any unauthorised access via barn area)
- TAs to attend their usual classroom to support in ensuring safety of children.
- Head teacher / Deputy head to close all external doors – hall, kitchen, staff room, main entrance and to check all toilets, corridors and cloakrooms for pupils.
- Class teachers should take registers immediately and quickly (as in a fire drill)
- Class teachers to report by phoning the office if any child or staff member is unaccounted for. All staff: keep low and hidden from view.

- Any lunch time staff /Site manager/ out of class staff/ external professionals to report directly to office to register via signing in book and remain there in lockdown.
- Remain in lockdown, keeping children as quiet and calm as possible until informed that the threat has gone or given evacuation instructions by emergency services.

#### If Lockdown occurs whilst indoors:

- Class teachers keep the children calm and quiet and ask them to sit down on the floor, hidden from view.
- All external doors and windows are closed.
- The register is taken quickly and calmly.
- Office/ Headteacher informed if any pupil is unaccounted for.
- School remains in lockdown, keeping children as quiet and calm as possible until informed that the threat has gone or given evacuation instructions by emergency services.

#### Visitors

All visitors are required to report to the main school office.

If a visitor will be entering the main body of the school, they will be required to sign in using the visitor signing in book and asked to wear a visitor badge. They will also be informed of the schools' safeguarding policy and procedures.

All parents/carers and other adults are requested to report to the main office when bringing children to school or collecting them outside of normal starting and finishing times.

#### Contractors on Site

- Contractors must telephone and make appropriate arrangements prior to visiting the school. They must contact either the headteacher or the Site Manager.
- All contractors must report to the school office. The headteacher and/or Site Manager will be informed of their arrival.
- Contractors will work under the close supervision of the Site Manager as not to endanger the health and safety of children or adults in the school.
- Any equipment that contractors bring into school must be stored in a safe place away from corridors, classrooms or any other areas used by children and adults in the school.
- No repairs or maintenance can be carried out in areas which children or adults are occupying, this includes toilets and cloakroom areas.

- If contractors are working near to children's play areas, then all equipment and machinery must be cleared away during this time and the contractors must leave the area.

All work will be monitored by the Site Manager and any concerns reported to the headteacher, the contractor concerned and any other relevant parties.

All contractors are given the same advice as recommended by the Health and Safety Inspector. This includes asking all contractors to refrain from:

- Smoking in the building or in the grounds
- Talking to the children (our children are asked not to speak to strangers)
- Moving vehicles when children are at play
- Working on or near the playgrounds when children are at play
- Leaving equipment around
- Playing music during school hours
- Use of mobile phones in sight of pupils

#### Policy on the use of hazardous substances in school

All substances which may be hazardous (such as cleaning products) are kept in a locked store. Any staff ordering chemicals must only order those recommended by the Authority.

Any member of staff using chemicals must:

- Check the substance against the COSHH register
- Follow procedures laid down for use
- Be aware of procedures for avoiding exposure and for control
- Inform the headteacher/ site manager of any difficulties

#### Links with other School Policies

Please also refer to:

- First Aid Policy
- Supporting Children with Medical Needs Policy
- Child Protection Policy
- Educational Visits Policy
- Accessibility Plan
- School Code of Conduct and Safer Working Practices Policy

All aspects of Health and Safety will be monitored on a regular basis and any necessary amendments will be made to policy in the light of any incidents.