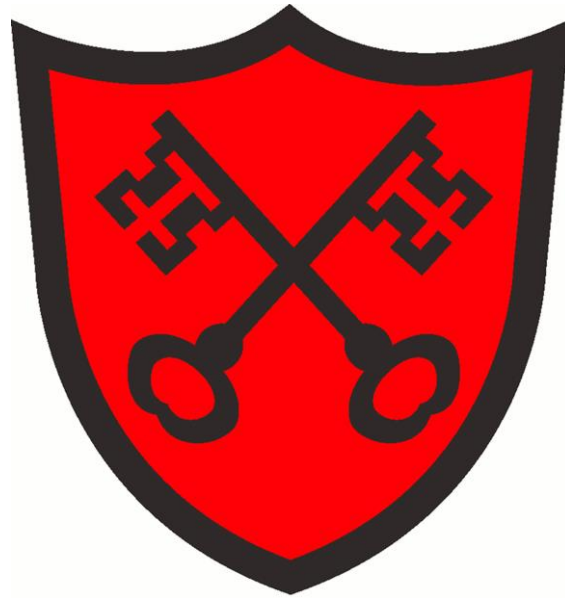


ST ALBAN'S CATHOLIC PRIMARY SCHOOL



Christ Be Our Light

HEALTH AND SAFETY POLICY

Spring 2022

STATEMENT OF POLICY

We, the Governors of St. Alban's Catholic Primary School, recognise and accept our responsibilities for the establishment and maintenance of a Health and Safety Management System as outlined in the LA's Health and Safety Management Manual.

We shall ensure, so far as reasonably practical, the safety and welfare of our staff, pupils and any visitors to our premises, and will adopt and incorporate the Health and Safety policies and procedures of the County Council and of the LA. To this end, we have prepared this written policy statement which sets out both Health and Safety rules and procedures applicable to everyone in the school, which are necessary if we are to discharge our responsibilities.

Responsibility for the day-to-day implementation and monitoring of this Health and Safety Policy rests with the Headteacher, who will in collaboration with the staff and the recognised appointed safety representatives, ensure compliance. The Governors will, guided by advice from the School's Health and Safety Group, update and revise the Policy as is considered necessary.

Signed: Chair of Governors

Signed: Headteacher

Signed: Health and Safety Governor

HEALTH AND SAFETY POLICY

A. Our Philosophy

To produce a safe, clean and well-maintained environment which contributes to the happiness and security of all at St. Alban's.

B. Aims and Procedures

Health and Safety is one of the most important issues at St. Alban's School. Ultimate responsibility for Health and Safety rests with the Governing Body. However, everyone using the site must accept responsibility for ensuring a safe and pleasant environment.

All members of staff, teaching and non-teaching will:

- Familiarise themselves with and implement the School's Health and Safety procedures.
- Promote in all pupils an awareness of Health and Safety issues.
- Bring to the attention of the Health and Safety Group those issues which cause concern, via the Headteacher.

C. The Health and Safety Working Group

1. The Health and Safety Group is a sub group of the Resources Committee.

The membership of site inspection teams will consist of at least 2 of the following and report back to the Resources Committee:

- Headteacher
- Health and Safety Governor
- Parent Governor
- Site Manager
- Administrative Staff Member
- Pupil

2. The Health and Safety Group will:

- Respond effectively to Health and Safety concerns within a reasonable timescale.
- Provide a focus for staff concern
- Liaise with the Governing Body.
- Carry out regular inspections.
- Review the policy and report to the Governing Body.
- Carry out fire drills once each term.
- Develop, maintain and keep under review Risk Assessments.
- Inform Governors at full Governors' meetings.
- Liaise with appropriate external support agencies.
- Keep staff, pupils and parents informed of Health and Safety issues and changes in legislation.

D. Implementation

Curriculum Pupils will be educated about the need to support the Health and Safety Policy through the curriculum and assemblies.

Pastoral Care All members of staff have a responsibility in the pastoral care and welfare of the children. However, members of staff on duty have a prominent role to play. Staff will be deployed to areas so as to maximise the safety of all social areas.

E. Schedule for Risk Assessments

A programme of Risk Assessments will be implemented:

1. Security of Building – External Access
2. Dealing with Spillage of Body Fluids
3. External Site - Playground Areas KS1/KS2 and wooded area
4. Teaching Areas
 - Reception
 - Year One
 - Year Two
 - Year Three
 - Year Four
 - Year Five
 - Year Six
5. Toilet Areas
 - Reception Toilets
 - Year 1/2 Toilets
 - KS2 Girls' Toilets
 - KS2 Boys' Toilets
 - Disabled toilets
6. Communal Areas
 - School Hall including PE Equipment
 - Music room
 - Main Entrance
 - Multi Purpose room
 - Multi media room
7. Administration Area
 - Head's Office
 - School Office
 - IT Technician's Office
8. Storage Areas
 - Middle Store
 - Cupboards
9. Staff Areas
 - Cloakroom
 - Toilet Areas
10. Educational visits

The headteacher and site manager will draw up the Risk Assessments, in consultation with appropriate school staff. The Health and Safety Working Group will monitor the Risk Assessments.

F. INSET

The Health and Safety Policy and procedures will be reviewed to take account of current legislation on Health and Safety issues.

G. Monitoring and Evaluation

This will be established through regular Health and Safety meetings and inspections, liaison with external agencies and careful records of accidents.

The Member of Staff responsible for Health and Safety is Mr McCrossan.

Health and Safety Working Group

Priority: - To see that the correct procedures are in place to ensure the Welfare of the children, staff and parents is maintained as a priority