



# HEALTH & SAFETY SUMMARY

## 2024

## Our Mission Statement

Our Lady of Grace RC Primary School recognises that each member of our community is unique and made in the image and likeness of God. Our School will encourage each member:

Through **WORK**, to develop his or her potential

Through **WORSHIP**, to learn to know and love God and His world

Through **WITNESS**, to proclaim to all the peace, joy and glory of God

As Catholics we live our faith through all aspects of our lives. Our Mission Statement underpins our thinking when implementing this procedure



**IT IS YOUR DUTY TO FAMILIARISE YOURSELF WITH THE HEALTH & SAFETY POLICY. THIS CAN BE FOUND ON THE SCHOOL WEBSITE.**

**THIS DOCUMENT IS JUST A SUMMARY**

### **Summary of Policy & Procedures**

- School have a duty to comply with legal requirements outlined in the Health & Safety at Work Act 1974 & associated regulations.
- The Governing Body have duties to ensure, so far as is reasonably practicable:
  - the health, safety and welfare of teachers and other education staff
  - the health and safety of pupils in-school and on off-site visits
  - the health & safety of others in school, e.g. visitors, volunteers & contractors

The School Health and Safety Governor is Mr R Cahill.

Mrs Casey (Head) & Mr Collins (Health & Safety Lead) have day-to-day responsibility.

All staff are required by law to assist in applying all H&S policy/procedure. Health and Safety Documents are on the school website (or school office on request).

Red Health & Safety files are in the strong room.

The Health & Safety Board is a useful resource to check good practice. (Main Corridor)



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## Key Health & Safety Topics

### 1. Accident/Incident reporting

- Staff to record injuries and communicate to parents.
- If child is injured at school and subsequently requires medical help (Walk in/GP/A&E) record on SMART system. Mr. Collins has access. Forms/Log in details in H&S File.
- If child/adult loses consciousness (even for a short time) an ambulance should be called. If child requires collection SLT must be informed. Also see First Aid below.

### 2. Asbestos/Legionella

- Asbestos/Legionella Management plans. Available to staff/contractors. (H&S Files)
- Some rooms have asbestos in roof spaces. Do not access areas above ceiling tiles.
- Taps not used for long periods need reporting/flushing.

### 3. Animals

- Animals are not permitted anywhere on the school premises (except guide dogs).

### 4. COSHH (Control of substances hazardous to health).

- Any cleaning materials should be provided and stored by the Site Manager. All classroom resources should be purchased through the School Office.

### 5. Behaviour Guidelines

- Children must be made aware of the school's Behaviour Guidelines (H&S Noticeboard).

### 6. Educational Visits

- School uses Evolve system. Lead is Mr Collins (see Educational Visits Agreement). Staff submit Risk Assessment 2 weeks before visit (4 weeks if it is a residential trip).

### 7. Electrical Safety

- Do not leave liquids near electrical equipment or over-load sockets. Only school appliances to be used. All Electrical Appliances to be presented for PAT test annually.

### 8. Fire/Bomb/Lockdown

- See Fire/Lockdown policy. Copies to be displayed in class. Keep areas clear of hazards & tidy. Identify fire routes. Keep children calm. Fire Marshall lead = Mr. Collins.

### 9. **First Aid** Please seek first aider if unsure. First Aid qualifications/expiry listed on H&S Board.

Mrs Ramsbottom,  
Mrs Bainbridge  
Mrs McPhillips  
Mr Collins  
Mrs Ravenscroft  
Mrs Stone



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**10. Slips, Trips, Falls, Lone Working & Manual Handling**

- Cause the majority of injuries to staff. Use common sense. Remove/clean/report hazards.
- Never stand on tables/chairs (Site Manager has stepladders and secure steps).
- Make sure Site Manager knows when you are on site & keep class door open if alone.
- Never pick up or attempt to move heavy objects.

**11. Medicines**

- The Medicine & Care Plan Agreement is on the School Website.
- SLT must authorise any medicine brought to school/administered.
- Encourage parents to arrange for somebody to return to school to administer medicine.

**12. Staff Well-Being**

- If you are suffering stress/too ill to be in work - inform SLT, school will support you.

**13. Site Security**

- Staff & visitors must use main entrance and sign in at school office. Electronically/Manually.
- Visitors must have DBS clearance. Unidentified persons on site or open/unlocked gates should be reported to Head/Deputy immediately.

**14. Induction**

- All staff have completed Health & Safety induction. Inc. H&S questionnaire & site walk.

**15. Physical/Verbal aggression/Restraint.**

- Abuse is not tolerated. If safe, remove yourself from danger as soon as possible.
- Ensure another member of staff is present when dealing with potentially upset/unstable or unknown children/ adults.
- Child Restraint Guidelines are available from Mr. Collins. Restraint should only be used when people are in danger of serious harm.

**16. Risk Assessment**

- Risk assessments are usually only required for a new or infrequent activity.
- Speak to Mr Collins if you feel a risk assessment may be required.

**17. Safeguarding**

- Safeguarding Documents are on the school website. All staff have received L1 Training
- Mr Collins is the Designated Safeguarding Lead (DSL).
- Safeguarding concerns should only be reported to the Designated Safeguarding Lead (DSL) or the Head Teacher who is the Deputy Designated Safeguarding Lead (DDSL) Please use the Safeguarding Concern Form. *Staff Shared Drive/Safeguarding.*

**18. Virus Transmission - Hand Washing & Ventilation**

- School has Golden Rules, Hand washing guidelines and a Ventilation Agreement. (H&S Board).

***Shared with Staff 2024***