Holy Child

Primary and Nursery School



**HEALTH AND SAFETY POLICY**

**PRINCIPAL: Nicola Cullen**

AIMS

1. The Board of Governors and Staff of this school regard the promotion of Health and Safety measures as a mutual objective for the pupils and employees at all levels.
2. It is therefore the management policy to do all that is reasonably practical to prevent personal injury and damage to property and to protect everyone from foreseeable work hazards, including the public insofar as they come into contact with the school.
3. In particular, the management has a responsibility to:
* Provide and maintain safe and healthy working conditions taking account of any statutory requirements.
* Ensure a security system is in operation so that all visitors are monitored.
* Ensure all entrances, gates and doors are to be kept clear and secure at all times.
* Provide training and instruction to enable employees to perform their work safely and efficiently.
* Make available all necessary safety devices and protective equipment and to supervise their use.
* Maintain a constant and continuing interest in health and safety matters applicable to the school activities, in particular, by consulting and involving teachers, staff or appropriate agencies, where possible.

Staff have a duty to co-operate in the operation of this policy by:

* Working safely and efficiently
* Using protective equipment provided and by meeting statutory requirements
* Reporting incidents that have led, or may lead, to injury or damages
* Adhering to the school’s procedures, jointly agreed on their behalf, for securing a safe workplace
* Assisting in the investigation of accidents with the objective of introducing measures to prevent a recurrence.

**GOOD PRACTICE PROCEDURES**

* Children are supervised at **all** times.
* At no time will a member of staff be alone with a child without being visible to other members of staff.
* Should there be concern about any child the staff member must follow child protection policies.
* If any adult working in the school has suspicions that a person may be trespassing on the site, they must inform Mrs Cullen Principal immediately. Mrs Cullen will investigate immediately and take suitable action.

**TRIPS**

* A risk assessment will be carried out for each trip
* Only members of staff will take children to the toilet except for the child’s own parent.
* All children and accompanying adults will stay with a designated staff member
* Educational Trip Policy will be followed at all times

**HEALTH AND SAFETY GUIDELINES FOR PARENTS**

1. Please do not send your child to School if he/she is unwell. If your child is absent for any reason it would be appreciated if you could inform the office.
2. In the event of a child becoming unwell the parent/carer will be contacted as soon as possible. It will be our policy to encourage him/her to participate in a quiet activity until the parent or carer can come to collect the child. The child will be observed for any worsening symptoms.
3. Parents are requested to complete a form in which they are asked to share relevant information on the child including his/her medical background. E.g. allergies, asthma etc
4. If any child is exposed to a recognised reportable communicable disease, it will be our policy to notify parents.
5. Parents are made aware of Child Protection procedures and good practices used within school.

**INJURIES**

1. Minor accidents (cuts, bruises ect.) are treated by staff in accordance with First Aid Policy
2. All staff receive annual training in emergency procedures in the case of fire or other incidents requiring evacuation of the building. All children will be taught what to do and practice sessions will be held regularly.
3. If any child receives a knock to the head it is school policy to inform the parents immediately. (see FIRST AID POLICY)

**BUILDING SUPERVISOR**

Mr Bradley, our Building Supervisor will take a lead role in the provision and maintenance of;

1. A safe place of work, safe access to it and leaving it.
2. Equipment storage of and ensuring maintenance.
3. Safe arrangements for the use, handling, storage and transport of articles and substances.

**ACCIDENT PREVENTION**

School management in association with all staff have a crucial role in the establishment of a proactive safety culture within the school environment which will in time produce positive results in terms of accident prevention. A moral and legislative duty is placed upon all concerned parties to ensure that the likelihood of a serious accident occurring is significantly reduced.

**Other polices within the school on Health and Safety**

1. **FIRST AID POLICY**
2. **ADMINISTERING MEDICATION POLICY**
3. **FIRE SAFETY POLICY**