

**Margaret Roper Catholic Primary School**

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Headteacher: D. J. Mooney

Deputy Head: Mrs. V O'Byrne



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# HEALTH & SAFETY POLICY

**Responsible: Finance Subcommittee**

**Created: 2010**

**Last Reviewed: May 2016**

**Date Last Revised: June 2017**

1. The Health and Safety at Work Act 1974 (HSW Act 1974) places duties on employers to safeguard, so far as is reasonably practicable, the health, safety and welfare of their employees and the health and safety of persons not employed but who may be affected by work activities, such as pupils and visitors.

2. The Governors and Headteacher of **Margaret Roper Catholic Primary School** recognise and accept their responsibilities, within the framework of the Health and Safety Policy of the Council of the London Borough of Croydon, for ensuring a safe and healthy working environment for all its staff, pupils and visitors.

3. The Governors and Headteacher will take all steps within their power to meet these responsibilities. To this end they delegate to the Headteacher as Health and Safety Manager with:

- the responsibility for managing health and safety matters within the school;
- direct control of whole-school procedures, resources and co-ordination of departments/areas.

4. The Governors and Headteacher have appointed a Governor responsible for Health and Safety on the Board of Governors with a staff and union safety representative to monitor, review and develop standards of health and safety. The Convener of the Finance & Premises Committee will chair this committee and matters for the agenda should be referred to him/her.

5. The aim of the school policy and statement of intent is to ensure that all reasonably practicable steps are taken to secure the health, safety and welfare of all persons using these premises and in particular to:

- establish and maintain a safe and healthy environment throughout the school;
- establish and maintain safe working procedures among the staff and pupils;
- make arrangements for ensuring safety and avoiding risk to health;
- ensure the provision of sufficient information, supervision and training.

**Margaret Roper Catholic School** has

- a policy
- a Governors' committee
- a Health and Safety file containing L.A. documents;

### **The Board of Governors**

The Governing Body has a duty to become familiar with the requirements of the Council policies for Health and Safety and Welfare. They will ensure that the Headteacher and Senior Management Team are fulfilling their responsibilities for establishing, implementing, managing and monitoring the School Health and Safety Policy.

The Board will ensure that the roles and functions of staff in relation to Health and Safety and Welfare are clearly set out and written into individuals' job descriptions; that the Headteacher ensure that staff, pupils and visitors are made aware of their responsibilities and that staff are competent to carry out their duties. The Governing Body will encourage a culture of co-operation of Health and Safety and Welfare by complying with legal requirements and acknowledging the importance of well-established structures, and effective communication, for example, in written guidance, through Health and Safety representatives, Health and Safety committees or through training and information.

## The Headteacher

The Headteacher is responsible to the Governing Body and the Director of Education for the implementation, management and monitoring of the Health and Safety and Welfare policies and procedures of the London Borough of Croydon and the school. The Headteacher has responsibility for day to day management and for making clear any duties for Health and Safety which are delegated to members of staff. As far as is reasonable practicable, the Headteacher will ensure a safe and healthy work place and working environment for all employees, pupils, contractors, visitors and others who may be affected by the work of the school.

The Headteacher will require contractors and others, when working on the school site, to take all reasonable care for their own employees and others who may be affected by their work. He will co-operate with and provide relevant information to the school Health and Safety representative and keep the Governing Body informed, where necessary, making recommendations to the Governing Body for it to consider appropriate action.

The Headteacher, involving staff with special responsibility or other competent persons will, where practicable, administer a systematic assessment of the risks involved in order to carry out work safely. All staff should know that codes of practice are available in the Health and Safety file.

### Staff with special responsibility

Staff who have been delegated by the Headteacher as managers of others, having responsibility for particular aspects of the school, (for example as head of department or as caretaker) have a duty to take all practicable measures to ensure that those under their management, or working in the areas for which they have responsibility, maintain all relevant legal requirements. They should contribute to the implementation and monitoring of the Health and Safety policies and procedures of the school. Staff with special responsibility should report all accidents, defects and dangerous occurrences to the Headteacher.

### Site Definition

**Margaret Roper School** is a single form entry school for boys and girls age 4-10. The school is situated off Russell Hill, in the grounds of Thomas More Secondary School in Purley, Surrey and is a 1960's building on an attractive site.

**Margaret Roper School** is approached by foot from Russell Hill Road or Highfield Road. Access to the school is by entry phone connected to the office.

**Margaret Roper** has one playground shared by Infant and Junior children. The main playground is of tarmac with a climbing frame, trim trail, wooden play equipment and access to adjacent field.

### Health and Safety Representative and overall responsibilities

Mr Dermot Mooney - Headteacher

Responsibility for premises                      Mr Chris Jones - Caretaker

Responsibility for First Aid                      Mrs Christine Garcia & Mrs Joanna Inman

Qualified First Aiders                              Mrs Karen Cormican & Mrs Joanna Inman

The caretaker checks the building and grounds on a regular basis with regard to Health and Safety. The school grounds and building are checked regularly in conjunction with the cleaning monitoring. Any potential hazards or problems are reported to the Headteacher and appropriate action taken.

Staff who note any potential hazard must inform the Site Manager/ Health and Safety Representative / Admin. Officer who will take appropriate action and report matter to the Headteacher.

### **First Aid**

The Teaching Assistants are trained First Aiders. As officers responsible for this area, the first aid boxes are checked regularly, the contents updated and ordered when needed. All First Aid incidents are seen by the First Aider and procedures indicated in policy are followed closely.

### **Emergency Procedures**

The Headteacher organises regular fire drills on a termly basis. These fire drills are timed and logged by the caretaker and kept in the Health & Safety file in his office.

#### **(a) Accident reports and Investigations**

Procedure

- Any child who is hurt is seen by the teacher or a supervisor on duty and may be sent to receive medical attention from the First Aider on duty.
- All Injuries are recorded in an Accident Book by Teaching Assistants or Lunchtime Supervisors - dated and signed and the class teacher informed.

**Parents/carers will be contacted at home or work if:**

- Their child has received a bump to the head
- Their child has received an injury that causes concern - hard knock to body.
- Their child presents themselves to a member of staff complaining of feeling unwell.
- Their child has a rash of unknown origin.
- Their child vomits. {Children suffering from vomiting / diarrhoea should be kept away from school for a period of 48 hours after the last episode, in line with Health Protection Agency advice}
- If a child is taken to hospital by parent or school an L.E.A. Accident Report form is complete by the adult supervising first aid at the time. It is read and signed by the Headteacher. These are sent to the Education Department and a copy kept in school office.
- Accidents of a potentially serious nature are fully investigated by the Headteacher/Deputy Headteacher and reported to the Governors.
- Accidents resulting in major injury or deaths must be reported to the Health and Safety Executive within 24 hours and followed up in writing.

#### **(b) First Aid: Provision and the Administration of Medicines**

Procedure

- Children with a minor injury are brought into the medical room where the duty First Aider attends to the injury. At lunch time the injuries are dealt with by Lunchtime Supervisors and if necessary the First Aider is consulted.
- Named Teaching Assistants will monitor the first aid stock and order more contents when needed:  
Mrs Joanna Inman
- First Aid kits are available for outings. (see below para. (l))

- All medicines are kept in the Office. Medicines will not be administered by teachers or support staff.

**(c) Fire Safety**

Procedures

- Fire alarms are checked every term by the school, with weekly periodic testing. There is a twice annual service contract for overall checking and maintenance.
- Fire extinguishers are checked regularly by Chubb
- Fire drills are held termly; a report is completed for each drill. These are kept in the Health/Safety file in the Headteacher's office.

**(d) Storage and Use of Hazardous Substances**

Procedures

- All cleaning fluids are kept in the caretaker's cupboard and this is kept locked.
- All personal protective equipment are kept in the site manager's office and is kept locked.
- No other hazardous substances are used on our school site.

**(e) Cleaning**

- The caretaker manages this on site. Cleaning of the whole school is undertaken by him plus 2 cleaners.

**(f) Staff involvement through Safety Representative**

- The staff Health and Safety Representative is the staff governor. The staff are informed of all matters in the school regarding Health and Safety and all have read and agreed our School Policy.

**(g) Safety Training**

Procedure

- All staff trained for "the red card system" for anaphylactic attacks.
- All staff and helpers are given a copy of the Fire Drill in their information file, and this information is updated annually.
- The school is willing to send staff on Health and Safety Training to keep up with developments.

**(h) Design Technology, P.E., Art Practices**

Procedure

- Only teachers have use of staple and glue guns. Under no circumstances are these used by the children.
- P.E. Apparatus - the large apparatus both indoor and outdoor is inspected annually by SportsSafe Services.
- The school follows Croydon guidance for use of tools found on Croydon Fronter <http://fronter.com/croydon/lpathobj/page.php?pageid=1614562&fromChp=1>

## **(i) Maintenance of Building and Equipment**

### Procedure

- The caretaker will check the school and grounds on a regular basis and notify the Headteacher of any concerns.
- All electrical equipment has been tested and a PAT testing register is kept.
- All repaired computer equipment is re-tested by the authority safety officer

## **(j) Playground Safety**

### Procedures

- The caretaker checks playgrounds regularly for animal mess and glass.
- The bark is checked regularly and moved around regularly to ensure it is not trodden down.
- The sand is checked regularly and replaced each year by the school.
- Children are not allowed to use the playground without adult supervision

## **(k) Sun Safety**

### Procedures

- Children are encouraged to wear sun-hats and to play in the shade.
- The children are encouraged to drink plenty of water during play / lunchtimes. Water fountains are available in the playgrounds and water is made available on the field.

The application of sun-cream to a child by a member of staff and school helpers is not permitted in accordance with general child protection terms. Parents are encouraged to apply sun-cream before the school day begins.

## **(l) School Trips**

### Procedures

- All coaches for our school trips are hired with seat belts and are from a reputable, established company.
- All Parents are asked to give consent for participation via the ParentPay system or to complete a consent form and are given details of the trip in advance.
- The ratio of adults to infant children is up to no more than 1 adult to 5 and 1 adult to 8 with the junior children. The adult helpers are given a list of the children in their group and the children know who is responsible for them, a copy of each list is kept in the school office. Mobile phone contact numbers are also given to the administration staff.
- The only long distance outings or residential trips are made by Year 4 visiting Hindleap Warren and by Y6 children visiting France.
- The children are always reminded of the conduct expected of them on a trip and any particular behaviour required i.e.: if travelling by foot and crossing roads.
- The class teacher has overall responsibility for the class outing, children and adult helpers.
- Class teachers undertake a risk assessment and complete a risk assessment form, prior to the outing, and a record is kept in the Headteacher's office.
- A first aid kit is available for all trips and is taken on each visit

### **(m) Contractors on School Premises**

#### Procedures

- All contractors meet with the Headteacher or caretaker, prior to their visit to discuss school regulations and use of school involved. Fire exits/alarms, etc., timetable etc. They will be notified of fire regulations and fire exits in the building.
- Contractors on site are not allowed to smoke, play radios, or talk to children.
- All contractors have to report to the office and sign the visitors' book during school hours.

### **(n) Vehicle Movement**

#### Procedures

Parents are informed on a regular basis, by newsletter and by the Headteacher, not to park on the school premises, unless they are helping in the school or visiting out of school hours.

- The Headteacher regularly encourages parents and children to walk to school to reduce congestion.
- Contractors - are asked to report to the office each visit to ensure it is safe to use the large lawn mowing or other hazardous equipment.

### **(o) Security**

#### Procedures

- Locks are fitted to external doors so that people cannot enter without using the entry 'phone or ringing the doorbell.
- Entry gates are unlocked at 7.30 am to allow access for Breakfast Club pupils and locked at 9.15 am. In the afternoon they are unlocked at 2.45 pm and locked at 3:15 pm. When after school clubs are taking place the gates are locked at 4.30 pm. Parents collecting from After School Club must always use the main entrance where they will be met by a member of staff.
- Exterior lighting has been fitted to main school entrance and staff car park.
- Home/school visits by staff are always made in pairs.

### **(p) Emergency Evacuation**

#### Procedures

- In the event of an emergency, the children and staff evacuate to the playground. Headteacher would inform staff if this were to be the case, or the fire alarm will be sounded.

### **(q) Body Fluids**

- These are cleaned up by the caretaker or Teaching Assistant.
- Staff are reminded of the importance of hygiene and of using disposable gloves. These are available in the medical room.
- Waste bags are used in the medical room for "body fluid" waste.

### **(r) Head Lice**

- When the school is notified of a child with head lice, a letter is not sent out to all parents in the child's class notifying them of "head lice". Instead, a notice will be inserted in the parents' newsletter advising that a case of headlice has been reported and to be health aware, reminding parents to check their child's hair and giving appropriate information. Where persistent cases of headlice occur in a specific class, that class may then be targeted for further advice and information to parents.

**(s) Manual Handling**

- The main manual handling needs involve the setting up and taking down of apparatus; high level display work; movement of furniture in the classrooms; putting away stock.
- The caretaker has received training on correct Manual Handling procedures from the Authority.

**RISK ASSESSMENT FOR HBV (Hepatitis B Virus), HIV AIDS (Human Immunodeficiency Virus) AND FIRST AID**

For all Staff involved in First Aid please use the following procedures:

- cover all broken skin, to avoid contact with blood and other body fluids, with a waterproof dressing or use rubber gloves before giving first aid. Unbroken skin is a natural barrier,
- wash hands before and after applying dressings.
- when mopping up blood or body fluids with paper towels always wear gloves.
- do not use teeth when putting on or removing rubber gloves,
- removed gloves so that they are inside out and the contaminated side is not exposed.
- dispose of gloves by putting them in a plastic bag and placing in a closed bin or incinerator,
- wash hands and other surfaces immediately after contact with blood/body fluids and after removing gloves,
- disposable towels should be placed in a plastic bag for incineration,
- blood stained clothing should be changed for clean ones once wound has been treated. Handle blood stained clothes with rubber gloves and soak them in cold water before washing in washing machine on a hot cycle,
- when handling needles/sharp objects, take care to avoid accidental piercing of skin, anyone who has direct contact with another person's blood/body fluids should wash the exposed part of his/her body immediately with soap and water,
- if lips, mouth, tongue, eyes or broken skin are involved wash with clean, cold tap water and seek medical advice,
- reinforcing the procedures the reporting and managing of accidents

For detailed guidance on all matters of health and safety please refer to the Croydon Fronter Health and Safety section which can be found at <http://fronter.com/croydon/main.phtml>

Reviewed by Finance & Premises Committee - 2010, October 2011, November 2012, October 2013, November 2014, March 2016, June 2017