



Our Lady of Lourdes Catholic Primary School

Health and Safety Policy			
Date	Review Date	Coordinator	Nominated governor
December 2019	Annually, To be re-presented December 2022	James Green	

Mission Statement

*Loving like Mary
Serving like Mary
Learning like Mary
Believing like Mary*

At Our Lady of Lourdes Catholic Primary School we believe that ensuring the health and safety of pupils, staff and visitors is essential to the success of the school.

We are committed to:

- providing a safe and healthy working and learning environment;
- ensuring safe working methods and providing safe equipment;
- preventing accidents and work related ill health;
- assessing and controlling risks from curricular and extra-curricular activities;
- providing effective information, instruction and training;
- developing and maintaining a positive health and safety culture through communication and consultation with stakeholders on health and safety matters;
- ensuring adequate welfare facilities exist at the school;
- monitoring and reviewing systems to make sure they are effective;
- and complying with all statutory requirements.

Roles and Responsibilities

Governing Body Responsibilities:

- a) To ensure a policy which promotes positive approaches towards health and safety at Our Lady of Lourdes Catholic Primary is in place and is adhered to.
- b) To ensure responsibilities for health, safety and welfare are allocated to specific staff and they are informed of these responsibilities.
- c) To ensure staff have sufficient knowledge and training to perform the tasks required of them.
- d) To ensure clear procedures are created which assess risks and produce safe systems.
- e) To ensure sufficient funds are set aside with which to operate safe systems.
- f) To monitor and evaluate health and safety performance.
- g) To review the health and safety policy cyclically.

Headteacher Responsibilities:

- a) To ensure the policy for health and safety is adhered to.
- b) To ensure the health and safety policy is communicated to all relevant persons.



- c) To provide appropriate information on significant risk activities to visitors and contractors.
- d) To ensure appropriate consultation arrangements are in place for staff and their Trade Union representatives.
- e) To provide staff with adequate information and training on health and safety issues.
- f) To ensure risk assessments are undertaken and safe systems are identified.
- g) To ensure emergency procedures are in place.
- h) To ensure equipment is inspected and tested so that it remains in a safe condition.
- i) To ensure records are kept of all relevant health and safety activities e.g. assessments, inspections, accidents etc.
- j) To ensure arrangements are in place to monitor the premises annually.
- k) To ensure accidents are investigated and any remedial actions required are taken or requested.
- l) To report to the Governing Body on health and safety at Our Lady of Lourdes Catholic Primary annually.

Health and Safety Co-ordinator Responsibilities:

- a) To co-ordinate and manage the annual risk assessment process for the school.
- b) To co-ordinate the annual general workplace monitoring inspections and performance monitoring process.
- c) To make provision for the inspection and maintenance of work equipment.
- d) To manage the maintenance of records of all health and safety activities, including management of building fabric and building services in liaison with NPS and other contractors.
- e) To advise the Headteacher of situations or activities which are potentially hazardous to the health and safety of staff, pupils and visitors.
- f) To ensure that staff are adequately instructed in health, safety and welfare matters about their workplace.
- g) To carry out any other functions devolved by the Headteacher or Governing Body. Teaching and

Non-Teaching Staff with Additional Responsibilities: This includes members of the SLT, wider Leadership Team, Site Manager and Office Staff.

- a) To follow the school's health and safety policy and be directly responsible to the Headteacher for the application of the health and safety procedures and arrangements.
- b) To carry out regular health and safety risk assessments for the activities for which they are responsible.
- c) To ensure that all staff under their management are familiar with relevant health and safety information.
- d) To quickly resolve any health, safety and welfare problems referred to them, or report concerns. Significant concerns should be brought to the immediate attention of the Headteacher.
- e) To carry out regular inspections of their areas of responsibility to ensure that equipment and activities are safe, recording these inspections where required.
- f) To ensure, so far as is practicable, the provision of sufficient information, instruction, training and supervision to enable other employees and pupils to avoid hazards and contribute positively to their own health and safety.
- g) To investigate any accidents that occur within their area of responsibility.



Teaching Staff (including Breakfast Club staff or support staff undertaking after school club supervision) Responsibilities:

- a) To exercise effective supervision of their pupils, to know the procedures for fire, first aid and other emergencies and to carry them out.
- b) To follow the particular health and safety measures to be adopted in their own teaching areas as laid down in the relevant Code of Practice, if issued, and to ensure they are applied.
- c) To give clear instructions and warnings to pupils when necessary.
- d) To follow safe working procedures, including changing for Physical Education lessons.
- e) To make recommendations to their line manager on health and safety equipment and on additions or necessary improvements.
- f) To integrate relevant aspects of safety into the teaching process and, where necessary, plan and deliver lessons on health and safety in line with the National Curriculum.
- g) To avoid introducing personal items of equipment (electrical or mechanical) into the school without prior authorisation.
- h) To report all accidents, defects and dangerous occurrences to the Headteacher and site managers.

All Staff: All employees at Our Lady of Lourdes Catholic Primary have individual legal responsibilities to take reasonable care for the health and safety of themselves and for others who may be affected by their acts or omissions. In particular:

- a) To comply with the school's health and safety policy and procedures at all times – in particular procedures for fire, first aid and other emergencies.
- b) To comply with relevant health and safety law and in accordance with any specific health and safety training received.
- c) To use all equipment and substances at Our Lady of Lourdes Catholic Primary in accordance with instruction, training and information received.
- d) To report any incidents, hazardous situations or defects to equipment found in their work places to their line manager immediately.
- e) To exercise good standards of hygiene and cleanliness.
- f) To co-operate with appointed Trade Union Health and Safety Representatives.

Pupils, allowing for their age and aptitude, are expected to:

- a) To exercise personal responsibility for the health and safety of themselves and others, including the use of equipment.
- b) To observe standards of dress consistent with school uniform policy, safety and hygiene.
- c) To observe the health and safety rules at Our Lady of Lourdes Catholic Primary, in particular the instructions of staff in an emergency situation.

Our Lady of Lourdes Catholic Primary Health and Safety Representatives



The Governing Body recognises the role of Health and Safety Representatives appointed by a recognised Trade Union.

Health and Safety Representatives will be allowed to investigate accidents and potential hazards, pursue employee complaints and carry out inspections within directed time but, wherever practicable, outside the normal school day.

They will also be consulted on health and safety matters affecting all staff and they are entitled to certain information, e.g. about accidents and to paid time off to train for and carry out their health and safety functions.

However, they are not part of the management structure and do not carry out duties on behalf of the Headteacher or Governing Body.

Trade Union representatives include:
Mrs Sisca Watts/Mrs Cathy Durham: NEU Representatives

Procedures and Principles

Risk Assessments General	Risk Assessments will be co-ordinated by the Health and Safety Coordinator.
Curricular and Extra-Curricular Activities	Risk Assessments for curricular and extra-curricular activities will be carried out by teachers and subject leaders using the standard risk assessment forms.
Maternity Risk Assessment	Maternity Risk Assessments will be carried out by the relevant line manager and/or Personnel Officer for all school staff and by the Nursery Manager for nursery staff.
Fire Risk Assessment	A Fire Risk Assessment is carried out by the ACT Trust's appointed Health and Safety advisor.
Manual Handling Risk Assessment	Manual handling Risk Assessments will be carried out by the Site Manager.
Hazardous Substances Risk Assessment	The Site Manager will identify hazardous substances for which no generic risk assessment exists and prepare data sheets, risk assessments and COCHE forms.
Young Person Risk Assessments	These are required for persons under 18 years and will be completed by the Health and Safety Coordinator. Staff are responsible for ensuring the safety of young people at work.



Other risk assessments

Will be completed on a working document basis

Emergency Procedures Fire and Evacuation Procedures

Fire notices are displayed within the school, (including the hall and reception). Exit routes are checked by the site management team daily as part of the opening and closing procedures. All staff are responsible for ensuring these do not become blocked or obstructed.

Fire extinguishers are located throughout all building and are checked annually.

Alarms are tested by the site management team weekly and records are maintained in log which is held in the site manager's office. Emergency evacuation procedures are tested termly and records a report is created by the Health and Safety Coordinator and shared with the staff.

Emergency Evacuation Procedures

The signal for an emergency evacuation e.g. fire drill, is a continuous alarm. Upon hearing the alarm, all pupils, staff and visitors must be evacuated to the Fire Assembly Point (classes line up on the school playground facing the KS1 school building). The Head Teacher or Person in Charge should act as Lead Fire Marshall in the Fire Assembly Point.

Fire Marshalls should aim to check each of the 5 Fire Zones as they leave the building unless to do so would compromise their safety.

The Fire Marshall for each zone must inform the Head Teacher or Person in Charge that each zone has been checked.

Zone	Area	Person (deputised by)
Zone 1	Reception area, hall and staff toilets Opposite Playground toilets	Finance Officer (Office Administrator)
Zone 2	Music Room, Kitchen, Small office, Old sensory room, Site Manager's office, Boiler Room	Site Manager (AHT)
Zone 3	Old SENCo office, KS2 Library, Oasis room	SENCO (DHT/ Assistant SENCO)
Zone 4	KS1 Library, Reception Quad	AHT (PE Lead)
Zone 5	KS2 upstairs toilets	DHT (member of y5 or 6 support staff)

Signing in book taken out by the Office administrator. All teachers must take out their red card displaying the number of children in on that day. Office staff should check that all visitors are accounted for.



Instructions for Teachers

Teachers should ensure their class are evacuated safely to the Fire Assembly Point on the playground, walking in silence and waiting in line. On exit from the building, all external doors should be closed. Teachers count the number of children in their class line as a first check, then using the register on the red card account for all children. When taking the register, children must repeat their name back to their teacher to avoid any mistakes. Once satisfied that all children are safe, the teacher holds up their red card to signal this to the Head Teacher or Person in Charge. If any person is missing, the Head Teacher or Person in Charge must be informed immediately. Only the Head Teacher or Person in Charge can make the decision to go back into the building when it is safe to do so.

Emergency Evacuations at Different Times of the Day

Assembly: the teacher leading assembly should coordinate the evacuation, directing classes out of the fire exits and towards the field as quickly as possible. All staff should evacuate via their nearest exit.

Breakfast Club: the club manager(s) charge calls for silence and asks the children to line up quickly, leaving via the exit at the front of the hall (projector end). The manager should ensure that they take the register, leading the children to the Fire Assembly Point on the playground. Doors should be closed on exit and staff should position themselves at the front and rear of the line. Staff count the number of children in the club, then call the register. Children should respond by repeating their names. When the club manager(s) is satisfied all the children are safe, they signal to the Head Teacher or Person in Charge. If any person is missing, the Head Teacher or Person in Charge must be informed immediately. Only the Head Teacher or Person in Charge can make the decision to go back into the building when it is safe to do so.

Morning Break: the member of staff on duty blows a whistle for silence and coordinates the movement to lines at the rear of the playground, with colleagues leading the children at the front and back if possible. All staff should evacuate via their nearest exit.

Lunchtime: member of staff on duty oversees the evacuation of the children from the immediate area and must check that all teachers are with classes at the Fire Assembly Point. Staff in the dining hall blow a whistle for silence, then lead children out to the Fire Assembly Point. They blow a whistle to line the children up and walk them to the Fire Assembly Point. On the playground a whistle is blown for silence and children are led to the Fire Assembly Point. During wet play, LSAs blow a whistle for silence and lead children to the Fire Assembly Point via the nearest exit, closing doors behind them. All staff and visitors should leave via the nearest exit, and follow the normal procedures.

Emergency Procedures for Disabled Pupils, Staff and Visitors

Although Our Lady of Lourdes Catholic Primary does not currently have any wheelchair users among its pupils or staff, it is important to recognise that in the event of an emergency, procedures need to be in place to assist people with disabilities to exit the buildings and reach the designated Fire Assembly Point safely. It is also important to recognise that disabilities extend beyond physical impairments and may also include other groups, such as visually or hearing impaired pupils, staff and visitors. In the case of pupils, it will be the responsibility of the class teacher and support staff working in the child's class to



ensure they leave the building safely using a buddy system. Staff will follow the normal exit routes themselves and visitors will be escorted out by the member of staff they are visiting. In the case of school productions and events, when large numbers of people may be using the school hall, senior leaders will ensure that everyone is able to exit the building safely and meet at the designated Fire Assembly Point. A member of staff must be last to leave the area and inform the Head Teacher/ Person in Charge that the area is now clear of visitors. Any pupil, member of staff or school visitor will be able to leave the area of the school building where they are working at the time of the emergency, following the normal exit routes. However, wheelchair users will need to follow certain routes in different parts of the school to ensure they exit the building safely

First Aid

First aid boxes are provided at the following locations:

Main Office; School Kitchen; Reception Classrooms.

A first aid kit is kept on the playground during play and lunchtime.

An up to date list of qualified First Aiders can be obtained from the Finance Officer and is displayed in the school medical room.

In the event of needing first aid:

The child/adult should be directed or accompanied to the school office which is the first aid point. If the person cannot be moved to the first aid point a first aider is called to assist.

Adults requiring assistance will be supported by the first aider at reception.

Breakfast club Staff should administer first aid themselves.

Lone working

Lone working should be avoided wherever possible. Radios should be carried and SLT/Office staff must have a working radio at all times which is on.

Transport to Hospital

If an ambulance is required, the emergency services should be contacted with a 999/112 call. It may be appropriate in non-emergency cases to contact parents and invite them to transport their own child, or if parents cannot be contacted, for a member of staff to transport them to hospital. In this case, the driver should have insurance cover for work related activities and should be accompanied by another adult for safeguarding reasons.

Incident Reporting

All incidents are reported and recorded on an incident form. The Assistant Headteacher is responsible for completing this form and will be internally reviewed in conjunction with the Headteacher. Accidents are recorded in line with the Health and Safety Act 1974. All records are held in the Leadership office and stored on Google Drive.

Gas Leaks



Any member of staff discovering or suspecting a gas leak should make an informed judgement based on how strong the smell is, as to whether they immediately evacuate the building or contact the site management staff. If there is a slight smell of gas, the first action should be to check that all gas appliances are switched off and to open windows. The only gas appliances in Our Lady of Lourdes Catholic Primary School are the heating boilers.

The National Gas Emergency Service (National Grid) can be contacted on 0800 111 999.

Shutting Down Services:

Gas shut off point is located in the Boiler room.

Electricity shut off point is located in the cupboard in the PPA room. Further isolation switches are located in the cleaners' cupboard and the resources cupboard.

Water shut off point is located in the Boiler room for the school building.

Health and Safety Training

Health and Safety induction is provided for all new employees, volunteers and placements.

All training records are held by the Finance Officer in the office.

Portable Electrical Appliances

Annual inspection and testing of portable electrical appliances is carried out by the site manager

Ladders and Access Equipment

The site manager is responsible for inspection and maintenance of ladders, including maintaining a ladder inspection log.

PE and Adventure Play Equipment

PE Equipment is inspected annually by an appropriate contractor.

Fixed outdoor play equipment is inspected on a monthly basis by the site management team.

Premises Management Security and Visitors

All visitors must report to reception, where they will be asked to sign the visitors' book and wear a visitors' sticker. Visitors are also reminded to read the safety flash card to ensure they are aware of the emergency procedures.

Parents and carers using breakfast club must use the designated entrance by ringing the bell and waiting for a member of staff to answer the door.

Control of Contractors

All contractors must report to the school office where they will be asked to sign the visitors' book and wear a badge. Contractors will be issued with guidance on fire procedures, local management arrangements and vehicle movement restrictions. The site manager is responsible for managing areas where contractors work, particularly when this may directly affect pupils and staff, and for keeping records of all work undertaken. All contractors must provide a risk assessment for any work prior to



starting. All contractors must have appropriate insurance. All contractors are made aware of any known risks associated with the Our Lady of Lourdes Catholic Primary site e.g. asbestos.

Vehicles on Site

Only cars which have 'fobs' for the gates may use the staff car park. Cars must be parked in marked spaces. Deliveries and contractors' vehicles accessing the site must enter by the front gates, pressing the buzzer for entry.

Asbestos

The asbestos register and asbestos management plan is held in the school office and is made available to all contractors working in the school. Contractors must sign to say they have seen the report prior to starting work. The register must be maintained for a period of 40 years.

Building Maintenance

All building maintenance must be carried out by an approved building maintenance contractor.

Lettings

Lettings are booked by the Finance Officer and managed by the site management team. All hirers must be given the Terms and Conditions and also be provided with the Fire procedures.

Mortar Bees

Our Lady of Lourdes Catholic Primary School have a population of Mortar Bees which reside in the walls underneath the Year 3 classrooms around the front garden. Due to the fact that these are protected species, we cannot remove these. These bees are non-aggressive and their stinger cannot pierce human skin.



Appendix

Health and Safety Card

As a visitor to Our Lady of Lourdes Catholic Primary School, it is important for your safety that you understand our Emergency Evacuation procedures, therefore we would like all visitors to read this information: In the event of a fire or other emergency you will hear a loud continuous ringing alarm.

Please evacuate the building by your nearest fire exit.

Fire plans are available in all rooms and are located by the fire call point.
Please take time to locate your nearest evacuation point.

The fire assembly point is on the school playground at the furthest point from the school. Once out of the building please inform a member of the office staff that you are safely out of the building.

If you discover a fire: Do not attempt to put out the fire. Raise the alarm using one of the call points
Evacuate the building.

School Hires – Health and Safety Card

On discovering a fire, please raise the alarm using one of the call points. The emergency fire bell is a continuous ringing bell.

All personnel must evacuate the building via the nearest exit. The fire assembly point is on the school playground at the furthest point. If the fire is small, it can be contained using the Fire Extinguishers provided this can be done at no personal risk.

The school is linked to a central call point but if you need to call the fire brigade your location is: Our Lady of Lourdes Catholic Primary School, Manchester Drive, Leigh on Sea, Essex. SS9 3HS.

The person in charge (hirer) must ensure that all their guests are out of the building and this must be reported to the fire brigade on their arrival.



2020 amendum: COVID 19

The Covid Risk assessment contains a range of control measures for the safety of all staff.

2020 amendum: Building work

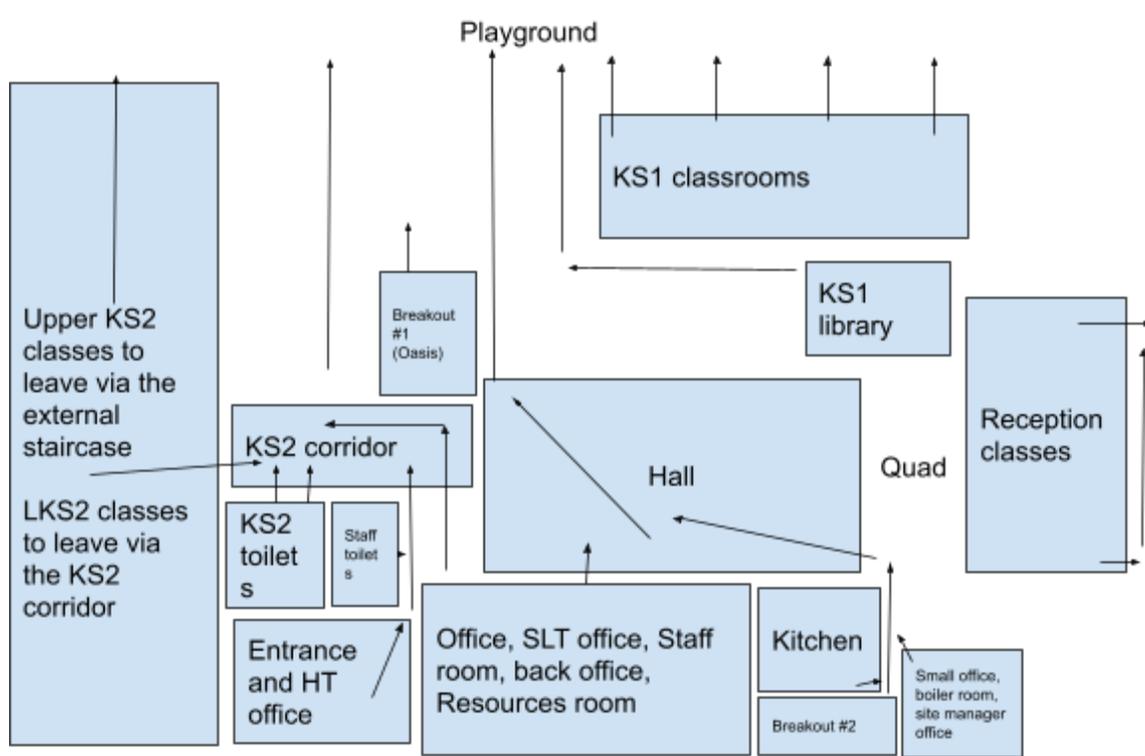
See KS2 amended fire exit plan.

Children given specific rules around the building site.

Building site has their own risk assessment and is COVID secure.



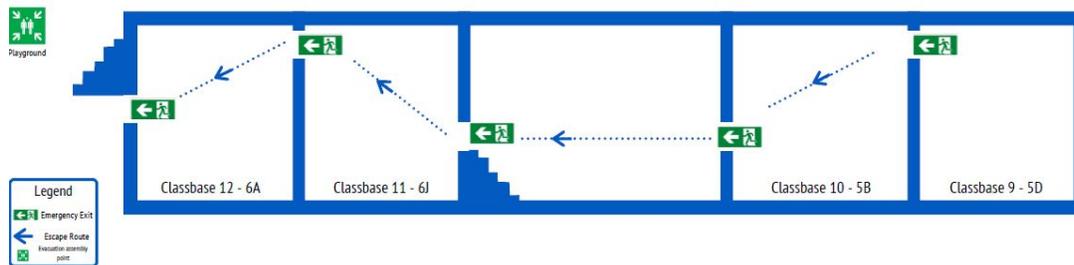
6J 6A 5B 5D 4M 4T 3LB 3W 2H 2M 1K 1H RM RZ



Upstairs library exit via the KS2 corridor.

KS2 Block Escape Plan

Upstairs



Downstairs

