



CHRIST the KING

Catholic Primary School and Nursery with
The Ark, a Specialist Resource

“Loving Learning Growing together as Christ’s family”



Health & Safety Policy

Policy Management

Policy owner	Headteacher
Approval level:	FGB
Date of next review	September 2025
Review cycle	Annual
Type of Policy:	Statutory
Statutory Guidance	<i>Insert any link to any statutory guidance relating to the policy</i>

1. INTRODUCTION

All human beings are created in the image and likeness of God. At Christ the King School we care for and we look after all who come into our community. Our school rules are “Ready, respectful and safe”. The onus is on everyone to keep each other safe.

2. LEGAL FRAMEWORK

This policy has due regard to all relevant legislation including, but not limited to, the following:

- Health and Safety at Work etc. Act 1974
- The Workplace (Health, Safety and Welfare) Regulations 1992
- The Management of Health and Safety at Work Regulations 1999
- The Control of Substances Hazardous to Health Regulations 2002
- The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013
- The Construction (Design and Management) Regulations 2015
- The Personal Protective Equipment at Work Regulations 1992
- The Education (School Premises) Regulations 1999
- The Ionising Radiation Regulations 2017 (IRR17)
- The Food Information (Amendment) (England) Regulations 2019 (Natasha’s Law)

This policy has due regard to national guidance including, but not limited to, the following:

- DfE (2021) ‘Health and safety: responsibilities and duties for schools’
- DfE (2017) ‘Safe storage and disposal of hazardous materials and chemicals’
- HSE (2014) ‘Sensible health and safety management in schools’
- DfE (2022) ‘First aid in schools, early years and colleges’

This policy operates in conjunction with all other school policies, in particular the following:

- Safeguarding children policy
- Disability and Equality policy
- Emergency fire procedures
- Lockdown procedure
- Environment policy
- Whistleblowing policy
- Data protection policy
- Administering medication policy

3. STATEMENT OF INTENT

At Christ the King School, we are committed to the health and safety of our staff, pupils and visitors. Ensuring the safety of our community is of paramount importance and this policy reflects our dedication to creating a safe learning environment.

We are committed to:

- Providing a productive and safe learning environment.
- Preventing accidents and any work-related illnesses.
- Compliance with all statutory requirements.
- Minimising risks via assessment and policy.
- Providing safe working equipment and ensuring safe working methods.
- Including all staff and representatives in health and safety decisions.
- Monitoring and reviewing our policies to ensure effectiveness.
- Setting high targets and objectives to develop the school's culture of continuous improvement.
- Ensuring adequate welfare facilities are available throughout our school.
- Ensuring adequate resources are available to address health and safety issues, so far as is reasonably practicable.

4. ROLES AND RESPONSIBILITIES

The governing board

The governing board has ultimate responsibility for health and safety matters in the school but will delegate day-to-day responsibility to the headteacher.

The governing board has a duty to take reasonable steps to ensure that staff and pupils are not exposed to risks to their health and safety. This applies to activities on or off the school premises.

The governing board as the employer, also has a duty to:

- Assess the risks to staff and others affected by school activities in order to identify and introduce the health and safety measures necessary to manage those risks
- Inform employees about risks and the measures in place to manage them
- Ensure that adequate health and safety training is provided The governor who oversees health and safety is Conor Prendergast.

Headteacher

The headteacher is responsible for health and safety day-to-day. This involves:

- Implementing the health and safety policy
- Ensuring there is enough staff to safely supervise pupils
- Ensuring that all members of staff (including new staff, supply staff, probationers and students, voluntary helpers etc.) are aware of the contents of the school health & safety policy and all safe working practices.
- Ensuring that the school building and premises are safe and regularly inspected
- Providing adequate training for school staff
- Reporting to the governing board on health and safety matters

- Ensuring appropriate evacuation procedures are in place and regular fire drills are held
- Ensuring that in their absence, health and safety responsibilities are delegated to another member of staff
- Ensuring all risk assessments are completed and reviewed
- Monitoring cleaning contracts, and ensuring cleaners are appropriately trained and have access to personal protective equipment, where necessary
- Ensuring that effective first aid provision and accident reporting procedures exist.

In the headteacher's absence, the School Business Manager and the Site Manager assume the above day-to-day health and safety responsibilities.

Teaching Staff (including Supply Teachers)

Teachers have a duty of care under Health and Safety Legislation. In order to achieve this, their duties include the following:

- a) Ensuring that all students/probationers, supply teachers, Learning Support Assistants, volunteers and work experience students etc. assigned to work with them, are aware of the general health and safety requirements of the school and the detailed requirements for activities relevant to them.
- b) Implementing the health, safety and welfare procedures for pupils at a level appropriate for their requirements. Ensuring that these procedures are explained in terms that they can readily understand.
- c) Exercising effective supervision of pupils and maintaining an awareness of emergency procedures in respect of fire, first aid, accident reporting etc. carrying them out as necessary.
- d) Seeking information on any special safety measures to be adopted in their own teaching areas and ensuring that they are adhered to.
- e) Setting an example by personally following safe working practices.
- f) Ensuring that where necessary, the appropriate protective clothing, guards etc. are available, in good condition and are used; and visually checking all electrical equipment before use.
- g) Reporting to the Headteacher or Deputy Headteacher any defects in equipment or identified inadequacies in procedures. (Where any defect renders the equipment potentially hazardous, it should be isolated and clearly labelled 'not to be used until repaired'.) *Note: it is not uncommon for defects to be reported directly to the Site Manager or the School Business Manager. This is fine, but the head or deputy should also always be informed.*
- h) Integrating all relevant aspects of health and safety into the teaching process and if necessary, giving special lessons. (e.g. The use of equipment in DT lessons)
- i) Checking the adequacy of fire precautions and procedures in liaison with the Headteacher.

- j) If an accident/incident occurs, assisting in the accident investigation regarding any findings and recommendations to prevent a recurrence.

Non Teaching Staff

All non-teaching staff within the school are expected to put the safety of children as their highest priority at all times. They should be familiar with this policy and with all health and safety procedures, for example the fire drill and first aid procedures.

In particular, all adults within the school must:

- set an example by following safe working practices;
- exercise vigilance and maintain awareness of potential safety issues;
- report any concerns to Senior Management without delay;

Note: All employees have **legal** responsibilities under The Health and Safety At Work Act. Those duties are to safeguard themselves, colleagues and others in the workplace. Health and safety responsibilities can never be delegated. (For example, if a class is being taken by a swimming teacher, or an outdoor activity instructor, and a member of the school's staff is present, the member of staff is still responsible for ensuring safe practice.)

Trade Union Safety Representative

Any Trade Union Safety Representative will be encouraged by the Headteacher to fulfil his/her duties as well as being released for any appropriate training. The Headteacher will also consult regularly with the Safety Representative on Health & Safety matters. He/she will be entitled to inspect the school in accordance with the agreed Trade Union/Authority procedures.

5. SITE SECURITY

The Site Manager is responsible for the security of the school site in and out of school hours. He is responsible for visual inspections of the site, and for the intruder and fire alarm systems.

The security of the school site is vital. During the school day entry to the site will only be by key-fob or by entryphone controlled from the school office. Only members of staff, Governors and students on full-time placements of longer than four weeks' duration will be given key-fobs. The holders of all key-fobs will be recorded and will be expected to be accountable for the whereabouts and the use of their fob.

Temporary fobs can be issued to contractors when they are working within the school. These fobs will allow access to internal doors but not the external gates.

6. FIRE

Emergency exits, assembly points and assembly point instructions are clearly identified by safety signs and notices. Fire risk assessment of the premises will be reviewed regularly.

The fire log book is kept in the School Office. Full and detailed records are kept of evacuations, call point testing, alarm system servicing, fire fighting equipment checks etc.

Fire drills will be carried out at least six times a year to enable everyone to become familiar with the evacuation procedure.

Fire alarm testing will take place weekly.

In each room there is a diagram showing exit points.

Fire exits and exit routes are kept free from obstruction. Fire exit doors must be unlocked at all times whilst there are people in the building.

All fire exits are labelled and comply with legislation (i.e. pictorial notices as well as writing).

All visitors spending any length of time in the school should be made aware of arrangements in case of fire.

In the event of a fire:

- The alarm will be raised immediately by whoever discovers the fire and the emergency services contacted. Evacuation procedures will also begin immediately.
- The class teacher will supervise children leaving the school building by the nearest exit.
- Exit should be calm and silent, everyone should walk and not run. They should not stop to collect any belongings.
- There are fire wardens in each area, they should ensure that doors are closed as they leave the room and check their area of responsibility.
- The office staff will take the school registers, the staff and visitor signing in books and the grab bag.
- Fire extinguishers may be used by staff only, and only then if staff are trained in how to operate them and are confident they can use them without putting themselves or others at risk.
- Staff and pupils will congregate at the assembly points on the KS2 playground.
- Office staff will issue the registers to the class teachers.
- Class teachers will take a register of pupils.
- The office staff will take a register of all staff.
- Staff and pupils will remain outside the building until the emergency services say it is safe to re-enter.
- In the case of the school building being unsafe to re-enter, our buddy school for school evacuation is Geoffrey Field Junior School in Exbourne Road.
- There are a few children/ adults who have personal emergency evacuation plans. Their evacuation from the building should follow these plans.

If the Site Manager discovers a fire when the school is unoccupied, the alarm should be sounded and the fire brigade called. The Headteacher must be informed immediately.

7. LOCKDOWN PROCEDURES

The lockdown procedure will be used when it is considered safer to keep pupils indoors. For example: a chemical leak outside, a serious threat from an intruder on the school premises or within the vicinity of the school.

- Signal for lockdown will be different from the fire alarm
- Class teachers to keep pupils inside the classroom. Anyone outside a classroom to go immediately to the nearest secured room.
- Staff in the corridors to accompany any children that are also in the corridors to the nearest secured room.
- If the children are outside, teachers/supervisors, depending on the situation, either move them to the nearest room/building that can be secured or ask the children to hide, disperse or take cover.
- **If safe to do so**, Site Manager and Senior Leadership team to collect grab bag, check corridors and toilets, then assemble in the Business Manager or Head's office. If this is unsafe go to the nearest secured room. The grab bag is located in the school office.
- If you can, lock the classroom door, or wedge your door shut with door wedge that has been provided.
- Shut windows and blinds (if appropriate).
- Turn off the lights.
- Keep pupils seated away from doors and windows. Pupils may need to sit on the floor or under desks.
- Teachers will (as best they can) keep a calm atmosphere in the classroom, the children engaged in a quiet activity or game and keep alert to the emotional needs of the pupils.
- **Do not allow anyone out of the classroom during a lockdown under any circumstances.**
- **END OF LOCKDOWN SIGNAL: Ringing of the hand bell. Only then has the lockdown finished.**
- After lockdown has ended, await instructions from the emergency response team.
- Remember that a lockdown can last for a long period. It is important to be patient and wait until the all clear signal.

8. SITE SAFETY

COSH

Schools are required to control hazardous substances, which can take many forms, including:

- Chemicals

- Products containing chemicals
- Fumes
- Dusts
- Vapours
- Mists
- Gases and asphyxiating gases

Control of substances hazardous to health (COSHH) risk assessments are completed by the School Business Manager and circulated to all employees who work with hazardous substances. Staff will also be provided with protective equipment, where necessary.

Our staff use and store hazardous products in accordance with instructions on the product label. All hazardous products are kept in their original containers, with clear labelling and product information.

All hazardous materials should be stored in the Site Manager's office which will be kept locked at all times.

Any hazardous products are disposed of in accordance with specific disposal procedures.

Emergency procedures, including procedures for dealing with spillages, are displayed near where hazardous products are stored and in areas where they are routinely used.

Gas Safety

Installation, maintenance and repair of gas appliances and fittings will be carried out by a competent Gas Safe registered engineer.

Gas pipework, appliances and flues are regularly maintained.

All rooms with gas appliances are checked to ensure they have adequate ventilation.

The boiler room will not be used for storage.

The gas shed will be kept locked at all times, the key is available from the school office.

Legionella

A water risk assessment is completed every two years. The Site Manager is responsible for ensuring that the water temperature is regularly monitored and recorded in the school's water log book.

Asbestos

We have taken advice and conducted surveys and believe there is no dangerous asbestos on site. However, there is asbestos within the school and this is regularly monitored. The asbestos register provides details of the whereabouts of the asbestos and this is available from the Site Manager or School Business Manager.

The asbestos register will always be provided to contractors when they are working within the school.

The asbestos register can only details asbestos that we are aware of, we do not know what is behind plaster/ screens. For this reason displays in corridors and common areas may only be put up with blue-tack unless on a purpose built notice-board. No pins or

staples should ever be used on walls to avoid the risk of disturbing asbestos.

When any building/modification works are planned a refurbishment or demolition survey must be carried out to ensure that there is no asbestos in that area, before any work can commence.

Electrical Equipment

Portable Appliance Testing (PAT testing) will take place annually. Fixed wiring checks will be carried out every five years.

Maintenance, repair, installation and disconnection work associated with permanently installed or portable electrical equipment is only carried out by a competent person.

All staff are responsible for ensuring they use and handle electrical equipment sensibly and safely.

Any pupil or volunteer who handles electrical appliances does so under the supervision of the member of staff who so directs them.

Electrical apparatus and connections will not be touched by wet hands and will only be used in dry conditions.

Any defective equipment must be isolated and labelled for repair.

Rubbish and Combustible Waste

This will not be left in the boiler room or in escape routes or in passageways. It will be placed in metal or non-combustible containers and be disposed of as soon as possible. Bins stored outside will be at least 6 metres away from the building.

Contractors on Site

Before we select contractors, we will make sure that they not only have a good work record, but also a good health and safety record. Wherever possible we will use Strictly Education to provide suitable contractors.

We will investigate their Health and Safety track record and will always ask:

- Have they got any history of working within a school in this area? (If so we will contact the school for advice on their experience with these contractors.)
- What is their accident rate, when was the last time they had a reportable accident?
- Have they had any Health and Safety Prosecutions/investigations in the last 3 years?

When Contractors arrive on site to commence work the following Safe Systems of Work will be followed...

- All staff will be informed of the works being carried out and any areas that are likely to be affected. Also the duration and timing of the works will be discussed.
- Any changes to the job must be discussed with the Headteacher or Site Manager, and any changes affecting timing, or Health and Safety will be looked at and action will be taken where necessary.
- Contractors working on site or sub contractors must be familiar with our Health and Safety Policy, Asbestos Management Plan and aware of any local safety rules.
- If, in the opinion of the Headteacher (or the Deputy Headteacher in the Headteacher's absence) there could be detrimental effects on Health and Safety from the work the contractors are doing, then the job will be stopped until we are satisfied with the Health and Safety practices.

Smoking

There is no smoking anywhere on our site.

9. RISK ASSESSMENTS

Risk assessment is a principal requirement of the management of Health & Safety at Work Regulations 1999. Regulation 3 requires all employers and self-employed persons to undertake a systematic assessment of all risks (except the trivial) to workers and any others who may be affected by their work activities. The purpose of the risk assessment is to assist the employer to determine what measures to take in order to establish safe systems of work and to comply with health and safety legislation.

In school the main purpose of completing a risk assessment is to ensure the safety of pupils. A written risk assessment should be carried out when pupils are undertaking an unusual or unfamiliar task, are being taken to an unfamiliar setting, or are taking part in an activity which the adult in charge feels to carry significant risks. Risk assessments are carried out for individual pupils if there has been an incident where they have posed a risk to themselves or others and there is a likelihood of this being repeated. Risk assessments are also carried out for every classroom.

The outcome of risk assessments should always be shared with all adults assisting with the supervision of pupils on the activity.

10. LETTINGS

Details of fire procedures and Lockdown will be given to hirers.

Precautions must be taken for large gatherings (e.g. plays)

All emergency exits must be unlocked.

Access to a telephone is advisable, however if access is not given this must be communicated to hirers so that they can make their own arrangements.

The Site Manager must inspect premises after evening use and check for possible fires.

The school smoking policy must be communicated to the hirers.

If the site manager discovers a fire when the school is unoccupied, he/she must sound the alarm and call the fire brigade.

The Headteacher must be informed immediately.

11. FIRST AID

Most members of staff have received basic first aid training. The appointed persons list is located in the staff room and in the school office. All first aiders hold a nationally recognised qualification.

Appointed persons are qualified to administer first aid to casualties. The responsibilities of appointed persons are: -

1. To take charge in the situation where personal injury or illness has occurred and where further medical help is needed.
2. To ensure that the first aid boxes/cupboards are fully stocked with designated items only.

The first aid box is located in the school office. At lunchtimes a duty first aider is available in the foyer. When carrying out first aid the duty first aider must ensure appropriate use of personal protective equipment (PPE) such as gloves.

All injuries, whether to staff, pupils or visitors, must be recorded in the school accident book or for more serious injuries, on the accident report forms. Any head injuries should also be reported to the school office who will contact parents to advise.

Any serious injuries should be transported to hospital by ambulance as the patient's condition could worsen. Accidents of this type should be reported by too the Health and Safety officer at Reading Borough Council using the online accident reporting portal.

A portable first aid bag is taken on trips and to sporting events.

The Headteacher will assume responsibilities of the appointed person in the absence of the appointed person. However, these instances should be very few and far between, as planned cover should be achieved and only in the case of unplanned absence will this situation occur.

All teaching staff act in loco parentis during the time that the school is open for children.

No attempt to move an injured person should be made until a proper examination and assessment has been completed.

In the case of serious injury, responsibility of the appointed person ends when the patient is handed over to medical care or parent/guardian.

In the event of fatal or serious injury, nothing at the site of the accident must be moved, except for helping the injured, until a thorough examination has been carried out.

Trade Union Safety Representatives must also be informed of injuries and dangerous occurrences.

Parents/guardians or next of kin must be contacted as soon as possible.

Medicines

Please refer to our separate medications policy.

Epilepsy

If a known epileptic suffers a short seizure and shows rapid signs of recovery, then it is appropriate to sit the child quietly and to closely monitor his/her condition.

If the person suffers an injury during the seizure, then immediate first aid should be given.

If the fit is violent and/or prolonged, medical help should be sought, or an ambulance called as well as contacting the parents, or partners in the case of adults.

All staff are to be informed of children who are epileptic and are to be aware of action to be taken.

If a child with no past history of epilepsy has a seizure, parents should be contacted immediately and medical advice sought.

HIV/AIDS

There are publications available regarding the care of children and adults who suffer with HIV/AIDS.

Infectious Diseases

A separate notice dealing with this is available, entitled 'Infectious Diseases Hand Book & Procedures'. This is on display in the school office.

12. WORKING AT HEIGHT

We will ensure that work is properly planned, supervised and carried out by competent people with the skills, knowledge and experience to do the work.

In addition:

- The Site Manager retains ladders for working at height
- Before using a ladder, a visual inspection should be carried out
- Access to high levels, such as roofs, is only permitted by trained persons
- Pupils/ other staff are prohibited from using staff
- Kicksteps are available for use of staff to reach display boards etc. Staff should wear appropriate footwear when using kicksteps

- Contractors are expected to provide their own ladders for working at height.

13. LASSROOM SAFETY

Craft/Design/Technology

Members of Staff should ensure that: -

- Children are well supervised at all times.
- Protective clothing is worn when appropriate.
- Sharp edged tools are stored so that the cutting edge cannot be accidentally touched.
- All tools are stored appropriately in commercially purchased storage units.
- Files and similar objects have properly fitted handles.
- Hammer heads must be checked regularly.
- Tools must be used for their intended purpose.
- Scissors must be handled correctly and be of the round edged type.

Glue Guns

- Hot melt glue guns should be trigger operated. If used by pupils, protective clothing and eye protection are required. They should **NOT** be used by children under 7 years of age.
- Low temperature glue guns should be preferred.
- Glue guns should be located on stands ready for use.
- Electrical testing must be carried out annually.

Kettles

Kettles should not be used in classes or activity areas.

Extension Cables

Extension cables must not be used permanently - only as a temporary measure.

Those with multi sockets and surge protectors may be used for computers.

Printing and Reprographics

Children must not use the photocopier.

The photocopier has been sited in a well-ventilated area.

Correction Fluids

This should only be used by staff.

Children must not bring their own correction fluids into school.

Marker Pens

Pens, which are mainly water based, should be used.

If and when other marker pens are to be used, this must only be by staff in a well-ventilated area.

Pen Tops

Staff need to be vigilant about the danger of pen tops as there have been several accidents and subsequent deaths due to children putting pen tops into their mouths. Children should be warned of the risk on a regular basis.

Displays and decorations

Decorations will not be suspended from light fittings.

Piano

Only adults should move the piano.

There should be one person at each end and then it should be on a smooth, level surface. Specific care should be taken when moving a piano backwards or forwards, as a falling piano will always fall backwards or forwards. It is therefore important to keep the area clear of obstructions and people.

A visual check on castors should be made to check that they are adequate for the load.

The piano must NOT be moved up or down stairs/steps.

P.E. and Swimming /After School activities

Staff are reminded that: -

1. If a parent has put a restriction on a child's activity on medical grounds, it is the PARENT ALONE WHO CAN REMOVE IT.
2. If a child taking part in an unaccustomed physical activity is known to be disabled, or have an ongoing medical complaint (e.g. asthma, epilepsy, cystic fibrosis, etc), rigorous supervision should be maintained.

If these two points are not followed, a serious situation could develop, which may result in claims for damages should an incident occur.

A note of consent must be received from the parent/guardian before a child may take part in swimming and any after school activities.

Play areas

The Site Manager makes a regular check on all play equipment. Reading Borough Council's Playground Officer inspect the play equipment annually and issues a report.

Children are only allowed to play on the outdoor equipment when the relevant supervisory staff are in place.

Cancellation of Activities

Parents/guardians must be notified in advance if after school activities have to be cancelled. Where this is not possible, children must be kept in school until the time they would normally leave at the end of the activity.

Gymnasium Ropes

Children are not allowed to 'knot' the ends of the ropes. When the ropes are knotted this is to be done by a teacher or by the site supervisor.

Swimming Supervision

There should be continuous supervision by at least one fully qualified lifeguard patrolling the pool for each 50 bathers at all times.

There should also be adequate qualified cover for this lifeguard should he/she have to leave the poolside for any reason. The instructors working with swimmers cannot be the lifeguard but may be used to provide cover if they are adequately qualified. In this case the instructor must stop teaching and their pupils must leave the water.

Teachers are instructed that they do not allow children into the pool unless the pool lifeguard is in attendance or if the individual teacher(s) possess the relevant qualifications.

Animals in School

It is felt that pupils can benefit from caring for, and observing animals.

Teachers should discuss with the Headteacher the possibility of keeping animals in school.

The animals must be among the approved kinds mentioned in the Dangerous Wild Animals Act 1976.

Pupils are not allowed to bring scheduled animals into school even for a day. This would be an offence. The animals included on this schedule are: -

- All canines, except domestic dogs
- All cats, other than the domestic cat
- Monkeys, Apes, Crocodile and Alligator family
- Poisonous snakes, including adders
- Some birds

Violence to Staff

The Governors are concerned about the possibility of staff being subjected to violence of any kind whilst working in school.

If any member of staff is subjected to **any** aggression on school premises they **must** inform the Headteacher immediately.

Staff are asked to keep written records of such episodes.

An accident report form should be completed.

Appropriate steps will be taken by the Headteacher to deal with such a situation.

If necessary, the Governors and LEA will be informed and involved.

Accidents

All accidents must be entered into accident book which is found in the School Office.

Accidents which require an ambulance should be reported to RBC using the online accident reporting website. Any violent incidents/ near misses should also be reported through the website.

Fatal or Major Injuries must be reported immediately by telephone to Health and Safety Officer at Reading Borough Council and also to the Chair of Governors. This must be followed up by the completion of an accident report form which is then sent to the Education Health and Safety Officer.

Dangerous Occurrences must also be reported immediately by telephone to Health & Safety Officer.