

STATUTORY POLICY



Health & Safety Policy

(No 33)

Responsibility for policy update lies with the Head Teacher.

To be reviewed by Resources Committee a minimum of every **3 Years**.

Dates Adopted
14.10.13
Dec 16
10.07.17
30.06.21
02.07.24

1. REVIEW PROCEDURES

The Health and Safety Policy will be reviewed regularly and revised as necessary.

2. STATEMENT OF INTENT

St Patrick's Catholic Primary and Nursery School recognises that ensuring the health and safety of staff, students and visitors is essential to the success of our school.

We are committed to:

- Providing a safe and healthy working and learning environment.
- Preventing accidents and work related ill health.
- Meeting our legal responsibilities under health and safety legislation as a minimum.
- Assessing all risks to anyone who could be affected by curriculum and non-curriculum activities and putting in place measures to control these risks.
- Ensuring safe working methods and providing safe work equipment.
- Providing effective information, instruction, training and supervision.
- Consulting with employees and their representatives on health and safety matters.
- Monitoring and reviewing safety arrangements and prevention measures to ensure they are effective.
- Setting targets and objectives to develop a culture of continual improvement.
- Ensuring adequate welfare facilities exist.
- Ensuring adequate resources are made available for health and safety issues, so far as is reasonably practicable.

Health and safety management procedures will be adopted, and responsibilities appropriately assigned, to ensure the above commitments can be met. All governors, staff and pupils will play their part in their implementation.

3 ORGANISATION

3.1 Introduction

In order to achieve compliance with the Statement of Intent the following responsibilities have been agreed for governors and staff.

3.2 The Governing Body

The Governing Body is responsible for ensuring that:

- The health and safety policy statement is adopted and implemented to ensure a positive attitude towards safety in staff and pupils.
- The Headteacher is aware of his/her health and safety responsibilities and has sufficient experience, knowledge and training to perform the tasks required.
- Clear procedures are created to assess any significant risks and ensure that safe working practices are adopted.
- Sufficient funds are set aside with which to operate safe working practices.
- Health and safety performance is monitored, failures in health & safety policy or implementation recognised, and policy and procedure revised as necessary.
- There is a designated governor with specific health and safety responsibility who liaises with the school's senior management team and participates in scheduled safety and welfare inspections.

3.3 Headteacher

Reporting to the Governing Body, the Headteacher has the overall responsibility for ensuring that the Health and Safety Policy is effectively implemented and that proper resources are made available in order to achieve this.

He/She will plan ahead as necessary to make human, financial and other resources available to secure a high standard of health and safety management, taking competent advice on matters of health and safety where relevant.

The Headteacher provides the final authority on matters concerning health and safety at work. The Headteacher will make decisions on health and safety issues based on a proper assessment of any risks to health and safety, and will ensure the control of those risks in an appropriate manner. The Headteacher will delegate specific responsibility for the day-to-day management of safety arrangements.

The Headteacher will support the Governing Body by ensuring that:

- The Health and Safety Policy is clearly communicated to all relevant persons.
- Appropriate information on significant risks is given to visitors and contractors.
- All staff are provided with adequate information, instruction and training on health and safety issues.
- Risk assessments of the premises and working practices are undertaken.

- Safe systems of work are in place as identified from risk assessments.
- Emergency procedures are in place.
- Machinery and equipment is inspected and tested to ensure it remains in a safe condition.
- Records are kept of all relevant health and safety activities e.g. assessments, inspections, accidents, etc.
- Arrangements are in place to inspect the premises and monitor performance.
- Accidents are investigated and any remedial actions required are taken or requested.
- The activities of contractors are adequately monitored and controlled.
- Reports to the Governing Body on the health and safety performance of the school are presented at Resources Committee meetings.

Note: The Deputy/Assistant Headteacher shall be fully understanding of the above responsibilities, and with the Senior Leadership Team effectively support the Headteacher and provide the necessary leadership in her absence.

3.4 School Office Manager

The School Office Manager is responsible for:

- Working in conjunction with the school's Health & Safety Consultants, advising the Headteacher on health and safety issues and procedures.
- Acting for and on behalf of the Headteacher, ensuring the policy is implemented.
- Ensuring the health and safety policy is clearly communicated to all relevant persons.
- Overall control of health, safety and welfare related costs within the school.
- The sourcing and procurement of services deemed to be necessary to ensure the maintenance of the premises and associated services meets the highest standards.
- The engagement of external competency for health, safety and welfare matters to support the school's organisation and arrangements for health and safety.
- Liaising with the Site Manager/Caretaker with regards to the engagement of contractors and other service providers, ensuring that

they are competent to carry out the duties engaged for without the school incurring excessive cost.

- Ensuring there is a suitable system in place for records to be kept of all relevant health and safety activities e.g. assessments, inspections, accidents, etc.
- Ensuring arrangements are in place to inspect the premises and monitor performance.
- Ensuring staff are provided with adequate information, instruction and training on health and safety issues.
- Ensuring that accidents are investigated and any remedial actions required are taken or requested.
- Establishing the competency of companies or individuals (contractors) to provide professional services meeting required health and safety standards, prior to engagement.

3.5 Site Manger/Caretaker

The Site Manager/Caretaker is responsible for:

- Ensuring that monitoring of the premises and associated services, systems and equipment, including fire safety tests, is carried out in a scheduled and structured manner.
- The administration and maintenance of records, drawings and plans relating to the inspection, servicing, planned and unplanned maintenance of the premises and equipment.
- Risk assessments of the premises and working practices are undertaken.
- Safe systems of work are in place as identified from risk assessments.
- Emergency procedures are in place.
- Plant, machinery and equipment is inspected and tested to ensure it remains in a safe condition.
- The activities of contractors are adequately monitored and controlled.
- Appropriate information on significant risks is given to visitors and contractors

3.6 Teachers

Teachers are expected to:

- Exercise effective supervision of their pupils and to know the procedures in respect of fire, first aid and other emergencies, and to carry them out.

- Follow the health and safety procedures applicable to their area of work and be directly responsible to the Headteacher for the application of the health and safety procedures and arrangements.
- Carry out risk assessments of the activities for which they are responsible and submit reports to the Headteacher e.g trips
- Give clear oral and written health and safety instructions and warnings to pupils as often as necessary.
- Ensure all accidents are investigated appropriately.
- Integrate relevant aspects of safety into teaching, in line with National Curriculum requirements for safety education.
- Ensure that personal items of equipment (electrical or mechanical) or proprietary substances are not brought into the school without prior authorisation.
- Regularly check their classrooms for potential hazards and report any observed to the Site Manager/Caretaker.
- Report all accidents, defects and dangerous occurrences to their Headteacher.

3.7 Obligations of all Employees

All employees must:

- Act in the course of their employment with due care for the health, safety and welfare of themselves, other employees and other persons.
- Observe all instructions on health and safety issued by the Governing Body or any other person delegated to be responsible for a relevant aspect of health and safety.
- Act in accordance with any specific health and safety training received.
- Report all accidents and near misses in accordance with procedure agreed in school.
- Know and apply emergency procedures in respect of fire, first aid and other emergencies.
- Co-operate with other persons to enable them to carry out their health and safety responsibilities.
- Inform the Headteacher of all potential hazards to health and safety, in particular those which are of a serious or imminent danger.
- Inform the Headteacher of any shortcomings they identify in the school's health and safety arrangements.
- Exercise good standards of housekeeping and cleanliness.

3.8 Obligations of Contractors

When the premises are used for purposes not under the direction of the Headteacher e.g. the provision of meals, then, subject to the explicit agreement of the Governing Body, the person in charge of the activities will have responsibility for safe practices in the areas under their control.

All contractors who work on the premises are required to identify and control any risk arising from their activities and inform the Headteacher, the Business Manager or Site Manager/Caretaker of any risks that may affect the school staff, pupils and visitors.

All contractors must be aware of the health and safety policy and emergency procedures and comply with these at all times.

In instances where the contractor creates hazardous conditions and refuses to eliminate them or to take action to make them safe, the Headteacher or his representative will take such actions as are necessary to protect the safety of staff, pupils and visitors.

3.9 Pupils

Pupils, in accordance with their age and aptitude, are expected to:

- Exercise personal responsibility for the health and safety of themselves and others.
- Observe standards of dress consistent with safety and/or hygiene.
- Follow all the health and safety rules of the school and in particular the instructions of staff given in an emergency.
- Use and not misuse items provided for their health and safety.

4 ARRANGEMENTS

4.1 Introduction

The following procedures and arrangements are recommended within schools to eliminate or reduce health and safety risks to an acceptable level and to comply with minimum legal requirements.

The list provides a brief summary of all the key health and safety arrangements applicable to the school. More detailed policies and written procedures for a number of these areas should be available in the school, as indicated.

4.2 Accident and Incident Reporting

All staff are required to ensure that all accidents are reported to the School Office Manager in the first instance, who will ensure that the accident is investigated and reported to the Headteacher and Governing Body.

All incidents or near misses - i.e. something which has the potential to cause harm although it doesn't do so on this occasion - must also be reported so they can be investigated and appropriate steps taken to prevent a more serious reoccurrence. *See School Accident Procedures.*

4.3 Asbestos

- The Site Manager/Caretaker is responsible for ensuring that the school Asbestos Log is read and signed by all contractors prior to starting any work on the premises.
- The headteacher is responsible for ensuring that all staff are aware of where asbestos is located in the school. Staff must not affix anything to walls, ceilings etc. where asbestos is present.
- Inspection and condition monitoring of the remaining asbestos in the school should be carried out by a competent person under a contractual arrangement.
- Staff must report any damage to asbestos materials immediately to the Headteacher.
- Where damage to asbestos material has occurred the area must be evacuated and secured. The School Business Manager will immediately notify the engaged asbestos consultant by telephone.

4.4 Contractors

The School Office Manager, with the Site Manager/Caretaker is responsible for the selection and management of contractors. (For larger projects, where the school's architect is involved, they will manage the selection of contractors)

4.5 Curriculum Safety (including out of school learning activities)

Teachers are responsible for ensuring that risk assessments are in place for curriculum activities where there is a potential risk to staff and students. The risk assessments must be made known to all teaching and support staff and reviewed regularly. Guidance from CLEAPSS (Advisory service for Science and Technology), Association for Physical Education (afPE) - formerly BAALPE, and other lead bodies should be adopted as appropriate.

4.6 Display Screen Equipment (DSE)

The Headteacher is responsible for ensuring that DSE assessments are completed for administrative staff and teaching staff who regularly use laptops or desktop PCs.

Staff are reminded that laptops should not be used on laps, chair arms and other unsuitable surfaces.

4.7 Educational Visits and Journeys

The Headteacher with the Educational Visits Co-ordinator is responsible for ensuring that all School trips are managed in accordance with the School policy for Educational Trips which all teachers must be familiar with.

See Off-Site Visits Policy.

4.8 Electrical Safety

- The School Office Manager through the Site Manager/Caretaker is responsible for ensuring that the hard wiring system is inspected every five years by a competent person and any identified remedial work is undertaken without delay.
- The Site Manager/Caretaker will ensure that all portable electrical equipment is tested annually.
- All staff must be familiar with school procedures and report any problems to the Site Manager/Caretaker or School Office Manager in the first instance. Staff are reminded that they must not bring electrical equipment into school without the permission of the Headteacher.

4.9 Fire Precautions and Emergency Procedures

The Headteacher is responsible for ensuring:

- That a Fire Risk Assessment is completed and reviewed annually.
- That the school emergency plan and evacuation procedures are regularly reviewed.
- The provision of fire awareness training for selected staff.
- That an emergency fire drill is undertaken every term.
- The preparation of specific evacuation arrangements for staff and/or students with special needs.

The School Office Manager, through the Site Manager/Caretaker is responsible for:

- The formal maintenance and regular testing of the fire alarm and emergency lighting.
- The maintenance and inspection of the fire fighting equipment.
- The maintenance of exit/escape routes and signage.
- Supervision of contractors undertaking hot work.

All staff must be made familiar with the *School Fire Safety Risk Assessment, Emergency plan and Evacuation Procedures*.

4.10 First Aid

- The names of the school's qualified First Aiders must be displayed clearly in a visible place in school.
- First Aid supplies should be readily available and it is the responsibility of the School Administrator to ensure that stocks of supplies are kept up to date.
- All staff must be familiar with the school arrangements for First Aid.
See First Aid and Administration of Medication Policies.

4.11 Hazardous Substances

- The School Office Manager and Site Manager/Caretaker are responsible for ensuring that all cleaning and maintenance products that may be hazardous to health are assessed before being used.
- The substances must be stored securely in accordance with the manufacturer's instructions and only used by authorised persons trained in the safe use of the product.
- All staff are reminded that no hazardous substances should be used without the permission of the Headteacher. The Site Manager/Caretaker will be responsible for ensuring (COSHH) assessments are carried out and communicated for any authorised products.

4.12 Inclusion

- All teaching and support staff should be familiar with the school's policy on Inclusion and supporting guidance.
- The Headteacher is responsible for ensuring that there are adequate facilities and support staff to ensure the health, safety and welfare of any pupil with special educational needs and disabilities (SEND).
- All teaching and support staff must be given any information about a pupil's needs and receive such training as is necessary for them to be able to support the pupil's learning, social and personal needs.
- The Inclusion Manager/SENCo, with the class teacher, must ensure that all risk assessments for curriculum activities are adapted as necessary to ensure the safety of any pupil with SEND. No pupil should be excluded from an activity on the grounds of health and safety unless this is absolutely unavoidable.
- Where it is considered essential to exclude a pupil from all or part of an activity this exclusion must be authorised by the Headteacher.
See Inclusion SEN Policy and Supporting Pupils with Medical Conditions Policy

4.13 Lettings/ Use of Premises Outside School Hours

Whilst out of hours' activities using the school will be controlled by others (the organisers), the Headteacher is responsible for ensuring that any use of the premises outside school hours is managed in accordance with the health and safety policy and Charging and Lettings policy.

The School Office Manager is responsible for managing the arrangements for lettings, e.g. staffing requirements, first aid provision, fire and emergency arrangements, and any restriction on use of facilities and equipment.

See Charging and Lettings Policy

4.14 Lone Working

Lone workers can be defined as anyone who works by themselves without close or direct supervision.

Site Managers/Caretakers, in particular, and cleaning staff may be regular lone workers, but teachers and other staff may also work in isolated classrooms/offices after normal school hours or during holiday times.

Any member of staff working after hours must notify the Headteacher of their location and intended time of departure.

Lone workers should not undertake any activities which present a significant risk of injury.

4.15 Managing Medicines & Drugs

No pupil is allowed to take medication on the school site without their parent/carer completing a consent form.

Staff must notify the Headteacher if they believe a pupil to be carrying any unauthorised medicines/drugs.

The School Policy for First Aid and the Administration of Medicines Policy provides detailed guidance and all staff should be familiar with this policy.

4.16 Maintenance and Inspection of Equipment

All faulty equipment must be taken out of use and reported to the Site Manager. Staff must not attempt to repair equipment themselves.

4.17 Manual Handling and Lifting

The Headteacher should ensure that any significant manual handling tasks are risk assessed and these tasks eliminated where possible.

No member of staff should attempt to lift or move any heavy furniture or equipment themselves but must ask the School Office Manager for assistance.

Pupils should not be allowed to move or lift any heavy or unwieldy furniture or equipment.

Staff/Support staff who assist pupils with physical disabilities must be trained in the safe use of equipment and handling techniques.

4.18 PE Equipment

- PE Leaders are responsible for ensuring that all PE equipment is suitable and safe for the activities planned and the age and abilities of the students.
- Risk assessments are to have been completed for all PE activities and all staff must be familiar with these.
- Equipment such as wall bars, ropes, beams, benches and mats should be formally inspected annually by a competent contractor.
- All PE equipment must be visually checked before lessons and returned to the designated store area after use.
- Students must not use the PE equipment unless supervised.
- Any faulty equipment must be taken out of use and reported to the relevant PE Leader.

5.19 Risk Assessments - Including COVID-19

- It is the Headteacher's responsibility to ensure that potential hazards are identified and that risk assessments are completed for all significant risks in the school.
- The Headteacher and Senior Leadership team are responsible for ensuring general risk assessments are carried out.
- Teachers will undertake risk assessments for activities that undertake off-site and any activities within school that contain potential risks.
- The School Office Manager and Site Manager/Caretaker will ensure risk assessments for maintenance and cleaning tasks are carried out.
- It is the Headteacher's responsibility to ensure the COVID-19 Risk Assessment is updated in accordance with Government Guidelines as and when they are released.

5.20 Security/Violence

- Reporting to the School Office Manager, the Site Manager/Caretaker is responsible for the security of the school site and will undertake regular checks of the boundary walls /fences, entrance points, outbuildings and external lighting.
- The Site Manager/ Caretaker is also responsible for the security of the school site during and after school use and lettings.

- Where an electronic pass (swipe card/fob) gate/door access system is in operation the issuing and control of these passes will be controlled by the School Office Manager. Staff must report the loss of a card/fob immediately to the School Office Manager or Headteacher
- The numbers on digital security pads will be changed at regular intervals and these changes notified to all staff. They will also be changed when we have changes in staffing. Staff are reminded that these numbers should not be divulged to any pupil or parent.
- Staff must question any visitor on the school premises who is not wearing a visitor badge and escort them back to reception.
- If an intruder becomes aggressive staff should seek assistance.
- Meetings with parents known to be verbally abusive or threatening in their behaviour should only be held in an area of the school where assistance is available. The Headteacher should be notified in advance of these meetings where possible.
- Any incidents of verbal abuse or threatening behaviour by parents, visitors or students must be reported immediately to the Headteacher.

5.21 Site Maintenance

- The Site Manager/Caretaker is responsible for ensuring the basic maintenance of the school premises and grounds and for ensuring cleaning standards are maintained.
- The Site Manager/Caretaker will undertake routine inspections of the site and report any hazards that cannot be dealt with immediately to the School Office Manager.
- Members of the Governing body and Senior Leadership Team shall also carry out inspections of the premises to ensure that required maintenance and cleaning standards are achieved.
- Planned maintenance and inspections of a more complex nature should be carried out by suitably competent contractors.
- All staff are responsible for reporting any damage or unsafe condition to the Site Manager/Caretaker or School Office Manager immediately.

4.22 Smoking

It is prohibited to smoke anywhere on the school premises.

4.23 Staff Training & Development

- The Headteacher, with the support of the School Office Manager, is responsible for annually assessing the health and safety training needs of all staff and for arranging any identified training.

- All new staff will receive specific information and training as part of the school induction process.
- Staff will receive fire awareness training on an annual basis.
- Staff given specific health and safety responsibilities and duties will be provided with the necessary levels of information, instruction and training to enable them to carry out these duties.
- Health and safety will be a regular agenda item for staff meetings and on the September INSET day in each new school year.

4.24 Stress

The school governors and Headteacher are responsible for taking steps to reduce the risk of stress in the school by taking measures to ensure colleagues are supported through:

- An environment in which there is good communication, support, trust and mutual respect.
- Training to enable them to carry out their jobs competently.
- Control to plan their own work and seek advice as required.
- Involvement in any major changes.
- Clearly defined roles and responsibilities.
- Consideration of domestic or personal difficulties.
- Individual support, mentoring and referral to outside agencies where appropriate.

4.25 Swimming

- Swimming venues should be visited by the teacher leading swimming and risk assessed with advice from the operators.
- Deep and shallow ends should be clearly marked and pupils made aware of these. Lifesaving devices are located around the poolside.
- Clear procedures should be put in place during swimming lessons to ensure safety of all pupils.
- All teachers and pupils should be made aware of Emergency Evacuation Procedures. These should be refreshed following any change in teachers or pupils.

4.26 Visitors and Contractors

- All visitors must sign in and out at the school reception. This includes volunteers, parents and supply teachers/specialists. A pass will be issued which must be worn and clearly visible at all times in school.
- Visitors to the school should be made aware of the emergency procedures, safeguarding arrangements and other safety information as is relevant.

- Contractors undertaking maintenance work on the school should be informed of the emergency procedures and any risks in their work e.g fragile roof, asbestos.

4.27 Working at Height

Staff are reminded that 'working at height' applies to all activities which cannot be undertaken whilst standing on the floor.

- The Site Manager/Caretaker is responsible for the purchase and maintenance of all ladders and other access equipment in the school.
- All ladders shall conform to BS/EN standards as appropriate.
- The School Office Manager and Site Manager/Caretaker are responsible for ensuring that risk assessments are in place for all working at height tasks in the school.
- Working at height for teaching and support staff is restricted to low level, low risk work using a step up stool or stepladder. Staff should ensure that their knees are no higher than the top rung of the stepladder and never stand on the top step of a stepladder unless it is a platform with handrails.
- If staff need to hang decorations or displays then only a step stool or small step ladder must be used. Standing on desks, chairs or other furniture is **not** permitted.
- Contractors will be engaged to carry out high level, higher risk and extended duration work at height tasks.
- Aluminium ladders or steps must not be used in close proximity to electrical conductors.