



**St Mary's Roman Catholic Primary school
Health & Safety Policy**

Status: Approved

Governing Committee: Resources

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St Mary's Roman Catholic Primary School

Health and Safety Policy

1.0 STATEMENT OF INTENT

- 1.1 The aim of the Governing Body is to provide a safe and healthy working and learning environment for staff, pupils and visitors
- 1.2 The Governing Body accepts that it has a responsibility to take all reasonable steps to secure the health of pupils, staff and others using the school premises or participating in school sponsored activities
- 1.3 The Governing Body believes that the prevention of incidents, accidents, injury or loss is essential to the efficient operation of the school and its part of the good education of its pupils.
- 1.4 The Governing Body will take all reasonable steps to identify hazards and reduce the risks from them to a minimum. All staff and pupils must appreciate, however, that their own safety and that of others also depends on their individual conduct and vigilance while on the school premises or while taking part in school sponsored activities.

2.0 DUTIES OF THE GOVERNING BODY

- 2.1 In the discharge of its duty the Governing Body will:
 - a) Make itself familiar with the Local Education Authorities Health and Safety and Welfare policies and the advice and guidance provided by the Local Authority.
 - b) Take account of that policy and scheme within the budget and other policy considerations.
 - c) Ensure that there is an effective and enforceable policy for the provision of Health and Safety throughout the school.
 - d) Periodically assess the effectiveness of this policy and ensure that any necessary revisions are made by requesting a visit by the Health and Safety Governor.
 - e) Establish an effective Health and Safety management structure within the school and monitor and evaluate all Health and Safety matters.
- 2.2 So far as is reasonably practicable the Governing Body, through the Headteacher, will make arrangements for all staff, including temporary and voluntary staff, to receive information on:
 - a) This policy which will be issued to all staff making sure that new members of staff are included, there will also be a central copy in both the staff room and reception. All staff will sign to say that they have read and understood the policy and their responsibilities.

- b)** Temporary and voluntary staff and helpers will be made aware of the fire precautions and assembly points by the class teacher with whom they are working.
- c)** The instruction and training that is available to all staff so that they may carry out their duties in a safe manner without placing themselves or others at risk. This will be the responsibility of the Health & Safety Officer, the Health & Safety Governor and the Headteacher.

3.0 DUTIES OF THE HEADTEACHER

- 3.1 As well as the duties which all members of staff have (see point 5.0), the Headteacher has specific responsibilities, these are:
- a)** To manage the school staff, site and activities so that Health, Safety and Welfare of all those involved is secured.
 - b)** To bring any Health & Safety concern outside of own control or any Health & Safety responsibility that is unable to be met, to the attention of the Governing Body.
 - c)** To assess and record all significant risks to staff, pupils, visitors, contractors and hirers and to ensure that they are controlled as far as is reasonably practicable.
 - d)** To develop and distribute school specific policies on local Health & Safety issues.
 - e)** To monitor and secure compliance with the school's policy and the control Measures identified through risk assessments.
 - f)** To ensure staff are properly trained, instructed and supervised for any Health & Safety role and that all staff engage with the Local Authority and school Health & Safety procedures will be the responsibility of both the Headteacher, Health & Safety Governor and the Health & Safety Officer. This will be done by keeping all staff up to date with new procedures.
 - g)** To inspect the school site and property for any unsafe condition and to make safe in a timescale commensurate to the level of danger. This inspection will be carried out on a weekly basis by the caretaker also by any member of staff or pupil who recognises that there is a danger that needs reporting. There will also be a written risk assessment done once every year.
 - h)** To arrange routine maintenance and servicing of equipment with guidance from the Local Authority or other competent means.
 - i)** To consider Health & Safety in the selection of contractors and the planning of contracted work, and to provide general supervision to contractors whilst on school site.
 - j)** To investigate all accidents, near misses and episodes of work related ill health, this will be done by the headteacher who will then pass any relevant information on to the caretaker, Health & Safety Governor and Health & Safety Officer.
 - k)** To monitor and evaluate the Health & Safety performance of staff by updating information about any pupils with medical needs to the class teacher and to the relevant staff. Also update any training e.g. epipen, first aid, diabetes.
 - l)** To have an emergency and contingency plans.

m) To provide the means for consultation with staff on Health & Safety matters discussed at H&S meetings (which are to be held 3 times a year).

n) To supply, where possible, Health & Safety reports to the Local Authority.

3.2 The Headteacher is required to take all necessary and appropriate action to ensure that proper health and safety standards are maintained at all times.

4.0 DUTIES OF CLASSROOM TEACHERS

4.1 In addition to the general duties which all members of staff have (see classroom teachers who supervise staff (ie Teaching Assistants) will be directly responsible to the Headteacher. Classroom teachers have the overall day to day responsibility for the implementation and operation of the schools health and safety policy within their relevant departments and areas of responsibility. As such the supervisory staff accept the responsibilities set out in section 4.12 of the Local Authority's policy statement on Health, Safety and Welfare.

4.2 As part of their day to day responsibilities classroom teachers will ensure that:

- a)** Safe methods of working exist and are implemented throughout their areas of responsibility
- b)** Health and safety regulations, rules, procedures and codes of practice are being applied effectively
- c)** Staff, pupils and others under their jurisdiction are instructed in safe working practices:
- d)** New employees working within their areas are given instruction in safe working practices:
- e)** Risk assessments are conducted in their area of responsibility as required by the Headteacher or as necessary:
- f)** Regular inspections are made of their area of responsibility as required by the Headteacher or as necessary a risk assessment will be done by the this will then be formally recorded:
- g)** Positive corrective action is taken where necessary to ensure the health and safety of all staff pupils and other:
- h)** First aid and fire appliances are provided and readily available in the department in which they work:
- i)** Exposure is limited by using cold glue guns but if a hot glue gun is used it will be supervised closely by a member of staff
- j)** They monitor the standard of health and safety throughout the department in which they work and encourage staff, pupils and others to achieve the highest possible standards of health and safety.
- k)** All health and safety information is communicated to the relevant persons.
- l)** They report any health and safety concerns to the Headteacher.

5.0 DUTIES OF ALL MEMBERS OF STAFF

- 5.1 All staff are expected to familiarise themselves with the health and safety aspects of their work.
- 5.2 All staff have the responsibility to:
- a) Take reasonable care of their own health and safety and that of any other persons who may be affected by their acts or omissions at work.
 - b) Follow agreed working practices and safety procedures.
 - c) Report any accident, near miss, incidents of violent abuse or any hazard.
 - d) Ensure health and safety equipment is not misused or interfered with.
 - e) The fire alarms, boilers and emergency lighting will be checked by caretaker regularly.
 - f) The MDSA's are responsible for their own safety and to ensure that the children are in a safe play environment.
 - g) The kitchen staff are responsible for their own safety and to ensure that any pupil with dietary needs is catered for.

6.0 HIRERS, CONTRACTORS AND OTHERS

- 6.1 The Headteacher will seek to ensure that hirers, contractors and others who use the school premises conduct themselves and carry out their operations in such a manner that all statutory and advisory safety requirements are met at all times. It is the responsibility of contractors and their employees to read and comply with the health and safety policy.
- 6.2 All external contractors are to ensure implementation of their own code of conduct to ensure that they operate in and create a safe working environment. Such contractors must be aware of the unique character of the school as an institution for the welfare of minors. All contractors must be regulated by the Construction, Design and Management (CONDAM) Regulations.
- 6.3 When the premises are used for purposes not under the direction of the Headteacher, then the principle persons in charge of the activities for which the premises are in use will be expected to maintain the safe practices as indicated in paragraph 3.2 of this document. The lettings policy is to be given to the appropriate person and a meeting is to take place between the hirer and the Headteacher or representative for the Headteacher to discuss the fire procedures, electrical equipment and security.
- 6.4 When the school premises or facilities are being used out of normal school hours for a school sponsored activity then, the purposes of this policy, the organiser of that activity even if an employee, will be treated as an hirer, and will comply with requirements of this section.

- 6.5 When the premises are hired to persons outside the employment of the Local Authority, it will be a condition of all Hirers, contractors and others using school premises of facilities that they are familiar with this policy, that they comply with all safety directives of the Governing Body and they not, without the prior consent of the Governing Body:
- a) Introduce equipment for use on the school premises.
 - b) Alter fixed installations.
 - c) Remove fire and safety notices or equipment.
 - d) Take any action that may create hazards for persons using the premises or the staff or pupils of the school.
- 6.5 All contractors who work on the school premises are requires to ensure safe working practices by their own employees under the provision of the Health and Safety at Work Act 1974 and must pay due regard to the safety of all persons using the premises.
- 6.6 In the instance where the contractor creates hazardous conditions and refuses to eliminate them or to take action to make them safe, the Headteacher will take such actions as are necessary to prevent persons in his or her care from risk of injury. This may include the contractor to stop work or leave the site.
- 6.7 The Governing Body will draw the attention of users of the school premises (including hirers and contractors) to section 8 of the health and safety at work act 1974, which states that no person shall intentionally or recklessly interfere with or misuse anything which is provided in the interests of health safety and welfare.

7.0 STAFF CONSULTATIVE ARRANGEMENTS

- 7.1 The Governing Body, through the Headteacher, will make arrangements for full and proper consultation with employees on health and safety matters.

8.0 EMERGENCY

- 8.1 The Headteacher will ensure that an emergency plan is prepared to cover or foreseeable major incidents which could put the occupants or users of the school at risk. This plan will indicate the actions to be taken in the event of a major incident so that everything possible is done to:
- a) Save life.
 - b) Prevent injury.
 - c) Minimise loss. This sequence will determine the priorities of the emergency plan.
- 8.2 This plan will be agreed by the Governing Body and be regularly rehearsed by staff and pupils. The result of all such rehearsals will form

part of the regular risk assessment survey and the outcome will be reported to the Governing Body.

9.0 SOURCES OF ADVICE AND TECHNICAL ASSISTANCE

- 9.1 Whenever required, the Governing Body , Headteacher and other staff are to seek advice from the Local Authority, the Council's corporate occupational health and safety service or other competent persons to ensure that the most current and relevant information is used in carrying out this policy.

10.0 REVIEW

- 10.1 The Governing Body and Headteacher will review this policy statement every two years or sooner and update, modify or replace it as it considers necessary to ensure the health, safety and welfare of staff and pupils.

11.0 SPECIFIC PROCEDURES AND FURTHER GUIDANCE

- 11.1 The Governing Body and the Headteacher will ensure that written procedures, preceded by risk assessments, are produced and maintained to provide detail and current information about the specific health and safety arrangements in place to deal with particular risks and situations. These procedures will give instructions as to how staff should carry out duties or activities and will clearly state who is responsible for doing what and in what circumstances (normal or abnormal). All staff are to be informed about these procedures.
- 11.2 The written procedures required within the school are as follows;
- a) Storage and administration of medicines**
Medicines must not be kept in the classroom, but must be kept in the medicine cupboard in the medical room. Staff are not allowed to administer medicines. The children either have to administer their own medicine, or parents have to come into to do so.
 - b) Provision of First Aid**
First Aid supplies and a first aid kit (to be taken on trips) are held in the Medical room. There is also a basic first aid kit in every classroom. A list of staff trained in first aid is displayed in the Staff room and Medical room.
 - c) Fire and other emergency evacuations**
Detailed instructions are on display in each classroom and at the main exit points and in the staff handbook (in every classroom and the staff room). Fire drills are to take place every half term, providing that the previous fire drill was a success. Each fire drill must be entered into a log book.
 - d) Organising outdoor education activities**

The school complies with the Local Authority guidance, risk assessments are carried out by a teacher or the activity leader.

e) Site security

The main entrance is protected by a keypad operated entry system. When an unknown person arrives at the main entrance, they should not be admitted until they have identified themselves. Pupils are not to operate the door entry system.

f) Reporting of accidents, incidents, hazards and near misses

i) All accidents, incidents, hazards and near misses need to be noted in the School Accident Book which is kept in the medical room.

ii) A “Head Injuries” form must be completed and sent home if the injury is to the head.

iii) An Appointed person will assess the situation and if necessary a phone call is to be made to the parents. If the situation is more serious the Headteacher is to be informed.

g) Guidance on the safe use of Outdoor Play Equipment

i) Children must be appropriately supervised at all times whilst using outdoor play equipment. In particular children should be educated about the use of climbing equipment.

ii) Staff/supervisors on duty have a responsibility to make regular checks for defects and report them as appropriate.

iii) Consideration needs to be given to weather conditions. Staff/supervisors should be empowered to carry out dynamic risk assessments regarding changing weather conditions.

Outdoor play apparatus, for example the Infant Playground Fort and the Junior Playground Climbing Frame, should not be used during wet or icy weather conditions.

h) Use of or exposure to any hazardous substances or materials

The use or exposure to hazardous substances or materials will be avoided or, if this is not possible, controlled as far as is reasonably practicable. Cleaning Materials are in a lockable cupboard. The H&S Officer will be responsible for ensuring that a COSHH risk assessment is in place.

St. Mary’s R.C. Primary School Health & Safety Procedures

1. Administration and Storage of Medicines

Medicines will be kept in a locked cupboard in the medical room and only be administered by either the child or a parent who will have to come into school to do this. A member of staff is not to administer medicines.

2. Control of traffic on around site

Vehicles are to follow one- way system. They are to park only in designated areas. This is an ongoing issue that is looked at regularly by the Governors.

3. Lone working by staff

After 5 pm all doors into the school are locked and only key code holders can open the doors from outside.

4. Emergency arrangements for the loss of power, water, heating

There is emergency lighting. Prolonged loss of water & heating would result in school closure.

5. Access to dangerous parts of premises such as roofs, boiler rooms

Restricted to authorised personnel only.

6. Reporting hazards and premises defects

These must be logged and passed to either the caretaker or the site manager.

7. Reporting incidents of verbal abuse

To be reported to the Headteacher.

8. Use of school equipment and facilities outside of normal school hours

All information can be found in the lettings policy.

9. Use of employees' own private vehicles for school business eg. Taking children to sports matches

The driver is to ensure that the children are all in a seat belt. The driver must be insured and hold a current driving licence. The vehicle must be road worthy. Also the school insurance covers any person using their car on school business.

10. Signing in Book

A signing in/out of the school premises book will be provided for persons (not staff) who enter the building at reception. Staff are to sign in/out on a separate sheet kept in the office.