

***ST MARYS CATHOLIC PRIMARY
SCHOOL AND NURSERY
(including Happy Days)***



***Health and Safety Policy
2018***



Health & Safety Policy

Health and Safety Policy Statement St Mary's Catholic Primary School, Nursery and Happy Days club.

This policy statement complements (and should be read in conjunction with) the Staffordshire County Council Health, Safety and Welfare Policy, it records the school's local organisation and arrangements for implementing the County Policy.

The requirement to provide a safe and healthy working environment for all employees is acknowledged and the Governing Body and those in control of the school recognise and take responsibility for compliance with the statutory duties under the Health and Safety at Work etc Act 1974.

In compliance with the Health and Safety at Work etc. Act, this schools Governing Body will ensure so far as is reasonably practicable that:

- all places and premises where staff and pupils are required to work and engage in school activities are maintained in a condition which is safe and without risk to health. (This includes the health and safety of persons on school premises or taking part in school activities elsewhere.)
- all plant and equipment is safe to use and that arrangements exist for the safe use, handling and storage of articles and substances at work.
- appropriate safe systems of work exist and are maintained.
- sufficient information, instruction, training and supervision is available and provided to ensure that staff and pupils can avoid hazards and contribute in a positive manner towards their own health and safety and others.
- a healthy working environment is maintained including adequate welfare facilities.

4. In addition to the above the school will ensure that so far as is reasonably practicable that the health and safety of non-employees is not adversely affected by its' activities.

5. Employee involvement is an important part of managing safely, and consultation on health and safety with employees and employee representatives forms part of this policy.

6. This policy statement and the accompanying organisational arrangements supersede any previously issued.

Part 2

Health, Safety and Welfare Policy – Organisation and Responsibility

Overall responsibility for health and safety in schools rests with the employer. As an Academy the responsibility lies with the Academy Representative Committee.

All school governing bodies (ARC) have health and safety responsibility as the **occupier** of the premises.

The Executive Head of School must make arrangements for ensuring the implementation of the health and safety policies of the ARC arrangements arising out of their health and safety responsibilities.

The County Council's delegation scheme includes provision to ensure that schools meet their health and safety responsibilities and that necessary work is carried out.

Organisation and Responsibilities for Health, Safety and Welfare

Duties and responsibilities for health and safety have been assigned to Staff and ARC based upon the following roles outlined in the County Council's Health, Safety and Welfare Policy

Policy-makers	Devise and produce policy on health, safety and welfare at a strategic level. Preserve, develop, promote and maintain the School's and the Council's health and safety management system. Ensure that health and safety matters are taken into account when organisational decisions are made.
Planners	Develop the local plans to achieve corporate/school health & safety objectives. Develop management arrangements for the identification of hazards and control of risks within their area
Implementers	Ensure that workplace precautions and safe systems of work are developed in order to identify hazards and control risks. Ensure all the systems are working effectively
Assisters	Have the authority, independence and competence to advise Directors, Managers and Employees (or their representatives). They may also be technical or specialist employees who have achieved a certain level of health and safety competency within their specialised field
Employees	Irrespective of their position within the County Councils structure, everyone is regarded as an employee and therefore the employee duties within the H&S Policy apply to them.

Who are the Policy-makers, Planners, Implementers, Assisters and Employees in schools?

	Policy-makers	Planners	Implementers	Assisters	Employees
ARC					
Executive Head of School/ Head of School					
School Leadership Team					
School Bursar					
Teachers					
Managers					
Premises Manager					
Teaching Assistants					
Admin Staff					
Caretaker					
Health, Safety and Wellbeing Advisors and Occupational Health Professionals					
Other Assisters <i>Insurance services</i> Entrust <i>Asbestos Management Team</i> <i>Property Services</i> <i>PHRP HR</i>					Excluding Entrust Assisters

The responsibilities of Policy Makers, Planners, Implementers, Assisters and Employees within the Policy

Policy-makers	
ARC Executive Head of School, Head of School H&S Adviser	<i>Devise and produce policy on health, safety and Wellbeing at a strategic level.</i> <i>Preserve, develop, promote and maintain the School's and the Council's health and safety management system.</i> <i>Ensure that health and safety matters are taken into account when organisational decisions are made.</i>

The Policy makers:

- Will be familiar with the overall responsibilities laid down for **Policy Makers** in the County Council Health, Safety and Welfare Policy.
- Must ensure that the school has a structure in place to manage health and safety which includes; planning, implementation of these plans, monitoring, and reviewing and auditing. This must be integrated into general day to day management.
- Will ensure that plans for continuous improvement in health and safety management are developed and reviewed regularly.
- Must ensure that all school activities are organised and have sufficient arrangements and resources; to ensure that health and safety can be managed effectively.

As Policy Makers the ARC;

- Must ensure that those who have been assigned specific responsibilities in school for H&S have been identified, this has been communicated, and adequate training or instruction has been given.
- Must ensure that sufficient competent persons are in place to advise the school on H&S issues.
- Will set H&S targets (with Planners) to improve H&S performance.
- Is required to monitor that the H&S targets are being met and the school is meeting health and safety obligations by checking that policies and procedures are implemented in accordance with requirements, and by reviewing Key Performance Indicators (KPI) of health and safety performance on a regular basis.
 - Some annual KPIs are required by the County Council, the GB can also identify other indicators they wish to monitor.
 - The H&S Coordinator may be delegated the responsibility to collate these KPI's on the Head of Schools' behalf (see **Assisters** below)
- Seek advice from and receive reports from the County Council H&S Advisers and their School H&S Coordinator as appropriate and take actions as necessary.
- Ensure that the auditing of H&S takes place and that action plans are developed as a result of audit.
- The ARC will ensure that all their decisions reflect the commitment of this policy and promote a positive culture towards health, safety and welfare issues.
- The ARC will inform the Children and Lifelong Learning Directorate of any issue which has significant health and safety implications which cannot be resolved satisfactorily without their support and involvement.

Planners	
Executive Head of School/Head of School Members of the School Leadership Team ARC Health and Safety Coordinator Teachers Managers Premises Manager	<i>Develop the local plans to achieve corporate/school health & safety objectives. Develop management arrangements for the identification of hazards and control of risks within their area</i>

The Planners will;

- Be familiar with the overall responsibilities laid down for **Planners** in the County Council Health, Safety and Welfare Policy.
- Take overall responsibility for the day to day health and safety management of the school and school activities taking place outside school premises.
- Determine the resources and arrangements needed to manage health and safety effectively as part of the school planning process.
- Delegate duties to other members of staff any or all of the duties associated with the management of health and safety. (It is clearly understood by everyone concerned that the delegation of certain duties will not relieve the Head of School from the overall day to day responsibilities for health and safety within the establishment.)
- As part of their management of health and safety;
 - appoint a Premises Manager (see **Implementers** below)
 - identify a member of staff who can act as a Health and Safety Coordinator (see **Assisters** below)
- Ensure that these staff receive appropriate H&S training.
- Ensure that all staff within the school are aware of their responsibilities with regard to Health and Safety issues. Where staff have specific duties in health and safety matters (e.g. First Aid/Fire Marshal), this should be identified clearly to everyone in the premises.
- Keep up to date with changes or updates in health and safety management by using the County Council or other resources and communications.
- Ensure that suitable and sufficient training, instruction and information is provided when required
- Set health and safety objectives as part of the school planning process.
- Include health and safety in staff objectives where appropriate and assess their performance against these objectives regularly.
- Advise Governors of the resources and arrangements needed to manage health and safety effectively as part of the school planning process.
- Communicate any health and safety actions outlined in the school planning process to relevant staff and governors.
- Develop management arrangements for the identification of hazards and control of risks (risk assessments), ensure these take place and that results are communicated to staff.
- Develop local policies and procedures as necessary for health and safety and ensure they reflect the overall CC Policy.
- Seek help from the CC H&S Adviser or other specialist to ensure that H&S Policy can be implemented effectively and advise the GB and/or the County Council (as necessary) where issues arise which cannot be managed at a local level, need additional resources or require external support.
- Ensure that an annual **Premises H&S Evaluation Checklist** (inspection) of the premises is carried out, in line with the County Council Audit arrangements. (This duty may be delegated to other members of school staff)
- Ensure that an **annual Health, Safety and Wellbeing Self Audit** of the management of H&S is carried out, in line with the County Council Audit arrangements. (This duty may be shared with other staff such as SLT)
- Draw up any Action Plans required from the results of the Premises H&S Evaluation and Annual Self Audit and monitor these regularly.

- Take part in and cooperate with any **Health and Safety Audit** which may be carried out by the Council's Health, Safety and Wellbeing Service.
- Advise the ARC and others of the results of any H&S monitoring (including KPI information) which takes place and of any actions required as a result of this.
- Consult with staff as necessary on matters of health and safety which may affect them at work.

Health and Safety Committee

The school may choose to establish a Health and Safety Committee which should meet regularly to consider health and safety planning and organisation, the implementation of policies and to review and monitor performance. Where health and safety is integrated into the strategic planning meetings of the school a separate meeting may not be required. It is recommended that health and safety is a regular agenda item in these meetings.

An annual report to the ARC outlining achievements against the health and safety plan and annual KPI's should be considered by planners and implementers, the school's health and safety co-ordinator may be responsible for collating this information (see **Assisters**) for their consideration. As a minimum, the report will contain a summary of accident and ill health statistics for the current year and will suggest health and safety targets and priorities for the forthcoming year.

Implementers	
Executive Head of School/ Head of School(also Policy maker, Planner), Head of School School Leadership Team (also planners) Teaching Staff [Including supply teachers] Managers Premises Manager Teaching Assistants Learning Support Staff Admin Staff Caretaker	<i>Ensure that workplace precautions and safe systems of work are developed in order to identify hazards and control risks. Ensure all the systems are working effectively</i>

The Implementers will;

- Maintain an understanding of the Health and Safety Policies of the County Council and those developed within school
- Demonstrate commitment to the management of health and safety by:
 - Setting a good example to others
 - Promoting good practice
 - Identifying H&S problems and rectifying them if possible
 - Challenging poor H&S performance or attitudes
 - Communicating regularly about H&S
- Be responsible for and take the lead on implementation of health and safety policies and any arrangements which have been developed by the Policy makers and Planners.
- Understand and own the plans in place for H&S as part of the overall school planning process monitor progress in these areas and advise planners of the results or any

deficiencies.

- Ensure that any personal targets set by Planners are achieved, feedback any issues identified in this process.
- Ensure that individuals have health and safety objectives as part of their annual review process (these may reflect the overall H&S plans)
- Encourage participation in H&S and ensure that communication about H&S issues takes place.
- Assess new and existing work activities for hazards, ensuring that risk assessments are in place, control measures implemented (safe methods of work/Personal Protective Equipment etc) and the results of risk assessments communicated.
- Ensure that, where responsibilities for health and safety have been delegated to staff members, these roles are properly assigned and understood by employees in their teams/areas.
- Ensure that staff in these roles have received appropriate training.
- Ensure that there is sufficient information, instruction and training and resources available for staff in order for them to do their job
- Consult with staff as necessary on matters of health and safety which may affect them at work and receive health and safety reports from Health and Safety Representatives, responding as necessary.
- Supervise work adequately to ensure that good health and safety standards are maintained.
- Ensure that adequate monitoring of H&S takes place e.g. by taking part on Premises H&S Evaluations and carrying out own inspection of work areas.
- Carry out any reactive monitoring required such as investigation of accidents, near misses and occupational illness and ensure the information gained is used to improve H&S in the future.
- Avoid allocating "blame" to individuals who report accidents, illness or near misses, and ensure that all reports of this nature are managed effectively.
- Monitor H&S standards at the local level by retaining statistics to identify patterns and trends in events.
- Seek advice from the CC H&S Adviser or other specialist as required.
- Make use of other resources provided by the County Council to promote H&S at work (e.g. intranet/Newsletters)
- In addition to the above, Teaching staff are responsible for the health and safety of all pupils under their control whilst involved in organised work activities both on site e.g. classrooms, laboratories, workshops etc., and off site e.g. school trips.

Premises Managers

In addition to the responsibilities above Premises Managers have specific duties laid down in the County Council Health, Safety and Welfare policy. These are reproduced here;

1. To maintain an understanding of County Council health and safety policy arrangements and the premise manager responsibilities detailed within them, and an awareness of relevant premise related health and safety legislation, issues and procedures and operating within these requirements;
2. To control contractors working on the premises, and ensure that hazard information has been exchanged and suitable risk control measures implemented;

3. Ensuring adequate security arrangements are maintained;
4. Ensuring the general cleanliness of the premises and that adequate welfare facilities are provided;
5. Arranging for regular inspection of the areas of the premises for which they are responsible to monitor that workplace health and safety standards are in effective working order and that a safe means of access and egress is maintained;
6. Ensuring that adequate fire safety arrangements and emergency procedures are implemented and maintained;
7. Ensuring that plant and equipment is adequately maintained;
8. Arranging for the regular testing and maintenance of electrical equipment;
9. Maintaining records of plant and equipment maintenance, tests, fire evacuation drills, fire officer inspections and fire extinguisher maintenance;
10. Ensuring adequate first aid requirements for the premises are formally assessed and adequate provision is made;
11. Ensuring that all premise related hazards are adequately identified, assessed and suitable and sufficient control measures implemented and monitored;
12. Undertaking thorough investigation of all premise related accidents/incidents. Ensure the availability of an accident book at each premise ;
13. Ensuring the adequate provision of health and safety notices and warning signs are prominently displayed and comply with the Health and Safety (Safety Signs and Signals) Regulations;
14. Ensuring that a copy of the Health and Safety Law Poster is displayed in an accessible location and the information on the poster kept up to date;
15. Maintaining a health and safety file on the premises in relation to any construction work covered by the Construction (Design and Maintenance) Regulations and make this available to contractors upon requests;
16. Ensuring that adequate systems are in place for the management of asbestos and control of legionella and excessive water temperatures;
17. To respond promptly to 'D1 Notifications' that is notification of a defect that could affect the health and safety of building occupants/visitors, informed to them by County Property Services as a result of a maintenance contact visit.

Assisters	
Health and Safety Coordinators Health and Safety Advisors Occupational Health Professionals Specialist Technical Staff	<i>Have the authority, independence and competence to advise Directors, Managers and Employees (or their representatives). They may also be technical or specialist employees who have achieved a certain level of health and safety competency within their specialised field</i>

Assisters act in a supportive role to managers and may use their authority, independence and competence to advise when required to do so

The Health and Safety Coordinator;

- Is familiar with the responsibilities of Assisters laid down in the County Council Health, Safety and Welfare Policy.

- Has the core duty to ensure that there is a system established for the management of health and safety - this planning and organisation must take place with the Planner(s) and Policy makers as necessary.
- Will keep up to date with Health and Safety issues and changes by making use of resources provided by the County Council to promote H&S at work (e.g. intranet/Newsletters)
- May take on certain functions such as communication, collation of statistics, coordination of H&S Evaluation/Audits as directed, but the overall responsibility rests with the Head of Establishment.
- May collate and produce an **annual report on Health and Safety performance including essential KPIs** (see Part 4) for the ARC to view as part of their monitoring process. A template is available for this on the SLN/Health and safety Intranet site at <http://education.staffordshire.gov.uk/SchoolAdministration/HS/KeyDocuments/>

Employees

Irrespective of their position within the County Councils structure, everyone is regarded as an employee and therefore the employee duties within the H&S Policy apply to them.

Employees [including temporary & volunteers]

Employees - Irrespective of their position within the County Councils structure, all staff are employees and therefore all the employee responsibilities within the County Council Health, Safety and Welfare Policy apply to everyone. All employees in the establishment are aware of the responsibilities of employees laid down in the County Council Health, Safety and Welfare Policy.

All employees have general health and safety responsibilities under both criminal and civil law. Staff must be aware that they are obliged to take care of their own safety and health whilst at work along with that of others who may be affected by their actions.

Employees must also co-operate with the governing body and senior management of the school so that they may fulfil any legal requirements placed on them as employers and/or persons in control of premises.

Pupils/students

All pupils must be encouraged to follow all safe working practices and observe all school safety rules.

All pupils will:

- follow all instructions issued by any member of staff in the case of an emergency;
- ensure that they do not intentionally or recklessly interfere with equipment provided for safety purposes e.g. fire extinguishers etc.
- inform any member of staff of any situation which may affect their safety.

Staff Safety Representatives

Health and safety at work law provides for the appointment or trade union appointed safety representatives from amongst the employees. Where the Governing Body is notified in writing of such an appointment, the safety representative shall have the following functions:

- to investigate potential hazards and to examine the causes of accidents in the workplace;
- to investigate complaints by any employee he represents relating to that employees health and safety or welfare at work;
- to make representations to the Head of School via the Deputy Head of School on general matters affecting the health, safety and welfare of employees;
- to carry out workplace health, safety and welfare inspections;
- to attend any safety committee meetings;
- to co-operate with employers in promoting health and safety at work.

None of the above functions given to a safety representative impose any legal duty or liability whatsoever on that person. A safety representative is in no way obliged to carry out any or all of the above functions.

Part 3

Arrangements & Procedures for Health, Safety and Welfare

The following procedures and arrangements have been established within our school to eliminate or reduce health and safety risks to an acceptable level and to comply with minimum legal requirements:

1. Accident Reporting, Recording & Investigation

All accidents should be reported to the Head of School, who will investigate the accident as appropriate to determine the cause and record findings in the accident book. This is housed above the photocopier outside the staff room. The Head of School will carry out a post accident risk assessment if necessary to see if improvements are necessary. Results will be recorded in the accident book and reported to staff.

In case of fatalities or serious injuries requiring hospital transfers or dangerous occurrences the Head of School will notify LA by telephone. The Head of School will submit a written report to LA

All accidents are recorded in the school's accident book which is kept in the First Aid room. All injuries however minor will be dealt with by one of the school's recognised First Aiders. Names of the school's First Aiders are displayed around the school and the First Aid room. All head injuries however minor, must be examined by one of the school's First Aiders who will complete a Head Injury proforma to parents. Parents will be contacted by office staff

who will then record this in the Accident Register. Should hospital treatment be required the First Aider will call an ambulance and contact an ambulance.

2. Asbestos

All staff are reminded that they must not disturb the fabric of the building until they are confident that no asbestos materials will be disturbed. This includes minor maintenance such as drilling fixings for shelves or hanging pictures using nails or pins.

When displaying work in classrooms teaching and support staff are not permitted to use staples or pins on plain wall surfaces. When displays are attached to plain wall surfaces blu-tac should be used.

The Head of School is responsible for the asbestos record system and associated responsibilities. The Asbestos Manual is kept in the school office and is made available to all contractors prior to the undertaking of any work on the premises which is intrusive or may result in the disturbance of the fabric. This also includes the completion of any inspections or when contractors are preparing estimates for work which may involve disturbance as part of the estimating process.

All contractors and others using the register are required to sign the 'Declaration of Understanding' before any work is commenced. Prior to any work commencing the Head of School will complete with the contractor a Hazard Identification form which must be signed by the contractor before any work begins.

The Site Supervisor/Caretaker will also consult the Asbestos Register and sign to indicate that he has read and understood the register prior to any intrusive work on the building being undertaken.

Where any risks of disturbance to asbestos are identified then no work will be undertaken until the advice of the Asbestos Management team has been obtained and acted upon.

When work is undertaken on the fabric of the building staff are reminded that this should be carried out with caution as the Asbestos Register is based on a visual survey only and some asbestos products may be hidden from view.

The Head of School will inform the Asbestos Management Team if any identified asbestos product becomes damaged or deteriorates or if any work on the building exposes any hidden asbestos material. In all such cases work must stop immediately and the Emergency Procedures as detailed in the Asbestos Register should be put into place.

3. Contractors

Contractors are selected in accordance with the diocese/LA guidelines/directives. All work and Health and Safety issues are discussed with contractors prior to work commencing. In the case of construction work, a meeting between contractors, architect and governors takes

place. The Head of School is responsible for monitoring contractors working methods. Staff should report concerns to the Head of School who in turn liaises with the contract supervisor.

4. Curriculum Safety

Each class teacher is responsible for completing a risk assessment where necessary for curriculum activities. This risk assessment should be completed at the PLANNING stage of the activity and so is always completed prior to commencing any hazardous activities which involve the children.

All teaching staff are required to complete curriculum planning for the children whom they teach and part of this process is to complete, update or amend a risk assessment prior to the children undertaking any such activity. Examples include Craft work, Art etc where the use of hand tools may be required. The teacher must ensure that control measures are put into place to minimize any risk.

Risk Assessments must be reviewed by the teacher on a regular basis particularly when there is any change to the activity.

Staff who undertake extra-curricular activity with the children are responsible for completing a risk assessment at the planning stage and ensuring that control measures are put into place prior to commencing the activity.

The school has risk assessments in place completed by class teachers, subject co-ordinators, Site Supervisor which are reviewed regularly and updated. These are kept in the school office and should be used as working documents.

There are Health and Safety Guidelines displayed by each IWB.

5. Drugs & Medications

The Head of School and Bursar will administer medication to pupils only where there is written parental consent. Medicines will be stored in the fridge in the staffroom. A book for recording administration is kept in the main school office.

Some medications may require specialist training to administer, ie epipens, insulin. In such cases staff must be trained prior to such tasks being undertaken.

Inhalers are stored in the child's classroom.

Children with individual medical needs will have an individual care plan.

6. Electrical Equipment

All staff should visually check all items of portable electrical equipment before use. Should any defect be found the equipment must not be used and the defect should be reported to the Head of School who will arrange for the equipment to be taken out of use and repaired by qualified persons.

Every two years all portable appliances will be tested by approved contractors. (PAT). Each tested item will display a test label which details when the item was passed. A record of the

testing will be kept in the school office. Equipment not displaying the test label should not be used unless it is a new item purchased since that last PAT testing. This equipment must then be tested at the next PAT.

Fixed electrical testing will be completed on a five yearly basis and is arranged through SCC. Records of such testing are kept in the school office.

7. Fire Precautions & Procedures [and other emergencies incl. bomb threats]

The Head of School is responsible for undertaking and reviewing fire risk assessment, frequency and arrangement of drills and procedures to be followed, maintenance of fire exits/escape routes and staff training. Assembly points are known to all staff. Maintenance of fire extinguishers is carried out on a regular basis by Chubb. The Bursar is responsible for calling the fire service. The caretaker is responsible for testing the fire alarms and emergency lighting etc.

Business continuity plan, terrorist attack and dealing with bomb threats in place.

Fire Risk Assessment

This is reviewed on an annual basis and is kept in the Health and Safety, Fire Risk Assessment and Other Risk Assessments file in the Head of School's office.

8. First Aid

Mrs Sue Instone is the appointed First Aider. All other staff have received first aid training. First aid equipment is kept in the group room next to the Head of School's office and each class has a first aid box in the classroom. Mrs Cooper is responsible for checking and restocking of medical supplies.

All staff are aware of individual responsibility for first aid.

The Head of School or other responsible adult will summons an ambulance. The Head of School accompanies children to hospital, and in the event of her absence another teacher. The Head of School is responsible for providing training and retraining of first aiders.

A qualified first aider must accompany the children on any offsite visit.

9. Glass & Glazing

An assessment of glazing in school has been carried out by the H & S team.

10. Hazardous Substances (COSHH)

All cleaning fluids, which would be the only hazardous substances we use in school, are kept locked in the cleaners cupboard.

11. Health and Safety Advice

When advice is sought by the school on matters of Health and Safety the first point of contact will be Dean Willets LA H75 Rep. 07773 791499. For further advice, contact Health & Safety Team, Children and Lifelong Learning Directorate, Staffordshire County Council, tel: 01785-278855, Occupational Health Unit, etc.

In cases where advice is sought regarding staff welfare and well-being, the first point of contact will be Human Resources Shared Services.

The Health and Safety adviser makes an annual visit to the school. Whenever we have a query the Health and Safety team are always contacted.

12. Housekeeping, cleaning & waste disposal

There are arrangements in place to ensure the premises are kept clean, to minimise accumulation of rubbish, arrangements for wet floor cleaning to minimise risks of slips, means of disposing of glass and other sharp objects, arrangements for snow shifting. The external bins are located away from the school and are accessible by waste collectors.

The Janitor is responsible for ensuring that pathways are cleared to enable safe access for staff, children and parents in snowy / icy weather.

13. Handling & Lifting

'Manual Handling Operations' are defined within the Health and Safety Policy as the transporting or supporting of a load by hand or bodily force. This includes lifting, putting down, pushing, pulling carrying or moving objects. The definition of manual handling does not include the physical restraint of pupils; this is covered in the school's restrictive Physical Intervention policy.

Manual handling injuries include strained backs, slipped discs, sprains and internal injuries such as hernias. Many injuries are cumulative rather than being attributed to any single handling injury.

Wherever possible all employees of St Mary's Catholic Primary school are encouraged to avoid manual handling activities, however if this cannot be avoided steps must be taken to reduce the risk of injury and a risk assessment must be undertaken to determine necessary precautionary measures. This assessment should consider:-

The load to be manually handled

The task involved

The place where the activity is to take place

The capability of the individual performing the task

Other factors relevant to the situation e.g. repetition of the task

Staff who undertake manual handling activities as part of their role have a duty to inform the Head of School when the circumstances above change and so require the risk assessment to be revised.

14. Jewellery

Children are not permitted to wear earrings or other jewellery when undertaking swimming or other physical education activities. This is for the safety of all children who are participating in these lessons (not just those wearing items of jewelry).

This policy is communicated to parents on entry to the school and through school newsletters.

Class teachers have responsibility for ensuring that the policy is applied to the children they teach.

15. Lettings/shared use of premises

There are restrictions on use of equipment for groups using our premises. Certain areas of the school are kept locked but fire escape routes are open. There is access to First Aid provision and fire and emergency arrangements are in place. There is an agreed set of 'rules' and procedures set out at events such as school fetes and other fund raising events. There is a risk assessment in place for lettings.

16. Lone Working

Staff are discouraged from working alone on school premises. Where it is not reasonably practicable to avoid lone working, staff are made aware of the main hazards, these are:-

- Being subjected to physical or verbal abuse
- Burglary, theft or arson
- Illness

When staff are working alone in the building all external doors are to be kept secure using the normal security locks used in the school day. This is to enable a staff member to enter the building in an emergency without the need for a key. All staff have security key fobs to gain entrance.

The staff member must have access to a telephone at all times when working alone in the building.

Members of staff who undertake lone working will only do so having first discussed and made known to the Head of School.

The school is secured at approximately 6.30pm by the keyholder and it is preferable that staff vacate the premises by this time.

A risk assessment is in place for lone working.

17. Maintenance / Inspection of Equipment (including selection of equipment)

PE equipment and outdoor adventure trail are checked annually by Mercury. Ladders and steps are checked by the site technician on a biannual basis. The fire alarm, smoke detectors and

fire extinguishers are checked by Chubb, records are kept of all checks. The Head of School selects new equipment in conjunction with appropriately advised individuals/companies. The H&S Governor inspects premises both inside and outside at least annually.

18. Monitoring the Policy and results

The *Head of School* monitors all procedures and systems in place. The ARC are responsible for ensuring the implementation of new and updated policies in conjunction with the *Head of School*.

Currently the school's health and safety performance are measured by the procedures in place, the rate at which others are being put into place and the infrequency of accidents. All issues relating to Health and Safety are reported to ARC at the once termly meetings and more often as required.

ARC will also undertake regular tours/inspections of the premises as part of their role to monitor the condition of the premises and health and safety.

19. Poster on Health and Safety Law

The *Head of School* is responsible for displaying the Health and Safety Law Poster.

20. Personal Protective Equipment (PPE)

A supply of latex gloves is kept with the first aid equipment in the group room next to the *Head of School's* office. The cleaner uses rubber gloves when appropriate.

21. Reporting Defects

Hazards are reported to the *Head of School*; interim measures are made by staff and/or site technician; the *Head of School* arranges remedial work. Defects and hazards must also be recorded in the site supervisors book which is kept in the school office. Once repairs have been completed or items removed from the service Gordon will initial to indicate this.

22. Risk Assessments

The *Head of School* is responsible for the continual monitoring of risk assessments being adhered to and the biannual updating of these assessments.

Written risk assessments for all aspects and activities of the school are completed and kept on file in the school office and where necessary a copy of individual assessments can be kept in the classroom for ongoing monitoring.

When staff undertake the planning of activities if risks are identified then they are also responsible for undertaking a risk assessment if one has not already completed. Where a risk assessment is in force this must be reviewed for each activity. The member of staff is responsible for putting control measures into place to reduce the risk.

Risk assessments should also be reviewed if an accident occurs as part of the post-accident risk assessment.

All staff review their classroom risk assessments annually.
Daily risk assessment checklist is completed by EYFs staffs.

23. School Trips/ Off-Site Activities

All forms should be handed into the Head of School who is the EVC. All procedures can be found in the EV folder in the staffroom or the Head of School's office.

24. School Transport - e.g. minibuses

The school does not have ownership of any motor transport. When transport is required for educational visits this is booked with reputable transport operators or the County fleet who have valid operational licences.

Private cars (staff and parents) may also be used to transport small groups of pupils to events such as sporting fixtures. Parents and staff who undertake this role are first required to confirm that they hold a current full driving licence and have valid insurance cover. Where booster seats are required these must be provided by the parent and must be in good working order. Permission must be given by the parent for their child to be conveyed by the member of staff or parent volunteer.

It is the responsibility of the member of staff planning the event to ensure that these arrangements are in place.

25. Smoking

There is a no smoking policy in school.

26. Staff Consultation and Communication

Health and safety committee meetings are held each term. Terms of reference can be found in the FMSiS file. Staff are encouraged to raise issues at staff meetings and staff briefings. Either memos or a notice on the staffroom board communicate any immediate issues. Health and safety information can be found on the SLM website and in the Head of School's office. Appropriate posters are displayed around the school.

27. Stress and Staff Well-being

At St Mary's Catholic Primary school all issues regarding staff wellbeing and stress will be taken seriously. The ARC will support the local and national advice and guidance provided for staff well-being and stress management.

The ARC have agreed that the 'Bradford Score' system will be used as part of the agreed school policy to manage staff absences due to health related issues. The school follows the agreed local authority policy on the use of this system.

28. Supervision

Pupils are always supervised during curriculum time, playtimes, on school trips and at after school clubs in the agreed ratio set down by the LA. Staff ratios for children in Early Years are all in line with welfare requirements in the EYFS.

All adults both staff and volunteers in school hold valid DBS clearance.

29. Swimming Pool Operating Procedures

All staff and parent helpers who supervise pupils when swimming have been provided with the swimming pool guidelines and rules. However, when our pupils attend swimming lessons there is a qualified swimming teacher who has overall responsibility. The procedures that apply to the venue would apply to our pupils should an accident occur.

30. Training and Development

New staff/students are inducted by the Head of School

31. Use of VDU's / Display Screens / DSE

All employees who regularly use VDU screens for a significant part of their working day will be subject to regular Display Screen Equipment Workstation assessments. These assessments will be completed by the Head of School and will be completed no longer than every two years. However, when significant changes to personnel or work conditions/health of operators occur re-assessments will be made earlier.

32. Vehicles on Site

All staff, parents and visitors are expected to park in the shared car park in the marked parking bays.

33. Violence to Staff / School Security

All forms of violence against employees are wholly unacceptable. St Mary's Catholic Primary school will always seek to do all that is reasonably practicable to reduce the risk of violence to employees and should it occur, to help employees deal with the consequences.

In order to reduce the risk of violence towards staff and pupils on the premises, the following measures have been taken:-

At the start of the school day, all gates will be secured. Gates will be unlocked at the end of the school day to enable parents to collect their children from the various collection points around the school. The main office door is secured and access is gained by staff members using their electronic key fob or the school secretary releasing the door via a button in the office.

Security fencing and lighting is in place around the premises.

All visitors to the school including contractors, students and voluntary helpers are required

to sign in at the Reception where they will be issued with a Visitors badge. Upon leaving all visitors will be required to sign out and return identity badges.

All instances of verbal and physical abuse towards staff should be reported to the Head of School. All instances of physical violence towards staff will be investigated and reported to the local authority.

34. Working at Height

All staff are reminded that step ladders and step stools should be used with care. It is agreed school policy that only the Site Supervisor is authorised and trained to use ladders. Staff are also reminded that they should never climb or stand on tables and chairs when reaching for something at height or when putting up classroom displays.

Prior to use the member of staff should complete a visual check of any ladders of steps and any defect reported immediately.

At no time will children be permitted to use ladders or step stools in school.

The Site Supervisor has responsibility for ensuring that all ladders and steps are appropriately stored and checked frequently.

35. Water Hygiene

There are arrangements in place for ensuring water hygiene samples and checks take place as required by the premises Water Hygiene Manual. The caretaker is responsible for recording and updating the manual which is located in the main school office.

36. Work Experience

A risk assessment is in place for work experience students; we also request one from their school. Mrs Boland is the co-ordinator for work experience students.

Part 4

Local Health and Safety Key Performance Indicators (KPI's)

It is important that managers can monitor the health and safety performance of their premises in order to determine where progress is being made and where further actions and resources may be required.

Key Performance Indicators

- November each year: H&S self-evaluation form
- January each year: self-audit and action plan (send to authority)
- By end January each year: Fire risk assessment
- H&S policy reviewed at Full Governor meeting each November
- H&S report given to Full Governing Body each November for previous year.

- H&S checklist completed : Autumn term
- Classroom risk assessments and nursery risk assessments to be updated in Autumn term each year by class teachers and as necessary throughout year.
- DSE risk assessment updated each year- Mrs Kiely
- H&S induction for new staff/volunteers as necessary throughout year.
- School trip risk assessments completed throughout year.
- General risk assessments updated throughout year and as necessary.
- Risk assessments for children with fracture or pregnant staff in place throughout year as needed.
- H&S report to full Governing body each term.
- Fire drill each term.
- Visual assessment of outdoor play equipment each month.
- Health & safety on staff meeting agenda each week.

Signed:

**Mrs B Corbett
Executive Headteacher**

Date: February 2018

Signed:

**Mrs A Geoghegan
Chair ARC**

Date: February 2018

To be reviewed: February 2019