



St John's Catholic Primary School

Health and Safety Policy

2018/19

Our Mission Statement

Our Vision

'For everyone to shine, celebrate and grow'

Our Mission

St John's School is a learning community with a Catholic ethos founded on Gospel values. During their time with us, we will work with every child and in partnership with

their parents / carers to:

- Love God, love one another, understand, value, and respect other faiths, and celebrate the common ground between us, and serve our community faithfully
- Find a love of learning and grow a wealth of knowledge
- Celebrate effort, progress and attainment – and never give up however hard the lesson



- Find the opportunity to use our unique gifts and talents in the name of God and grow these gifts as part of our own personal development and for the good of others
- Discover new friends, respect one another and celebrate difference in our school, community and world
- Support the social, physical and mental well-being of each other and our community
- Flourish, feel happy and secure at school and enabled to give their best, leaving the school ready for the next chapter of their life.

Values

- We are **WELCOMING**
- We are **CURIOUS**
- We are **UNIQUE**



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Statement of Intent

This statement is produced in respect of St Johns Catholic Primary School, Bath and supplements the Council's Health & Safety Policies. The policies can be found on the Council's intranet. It is the intention of the school, to pay particular attention to the provision and maintenance, so far as is reasonably practicable of:

Safe workplace, including entry and exit from the premises.

Safe and healthy working environment.

Safe plant, equipment and systems of work, which are without risks to health.

Safe arrangements for the use, handling, storage, transport and disposal of hazardous articles and substances.

Adequate information, instruction, training and supervision to enable all staff to work safely, and pupils to learn and play safely.

The school promotes a culture where health and safety issues can be discussed in an open and positive way to improve standards and safe systems of work. The promotion of health and safety matters is a mutual objective of all who work here.

The school will take all reasonably practicable steps to meet its statutory responsibility for providing a safe and healthy working environment for staff and pupils and extends such protection to visitors to the premises. It will endeavour to ensure any acts and omissions of staff do not adversely affect non-employees.

The school endeavours to apply and enforce current legal requirements with appropriate safety measures where reasonably practicable. This will continue for any future legislation. The school will consult staff on health and safety issues affecting them and individuals before delegating health and safety responsibilities to them.

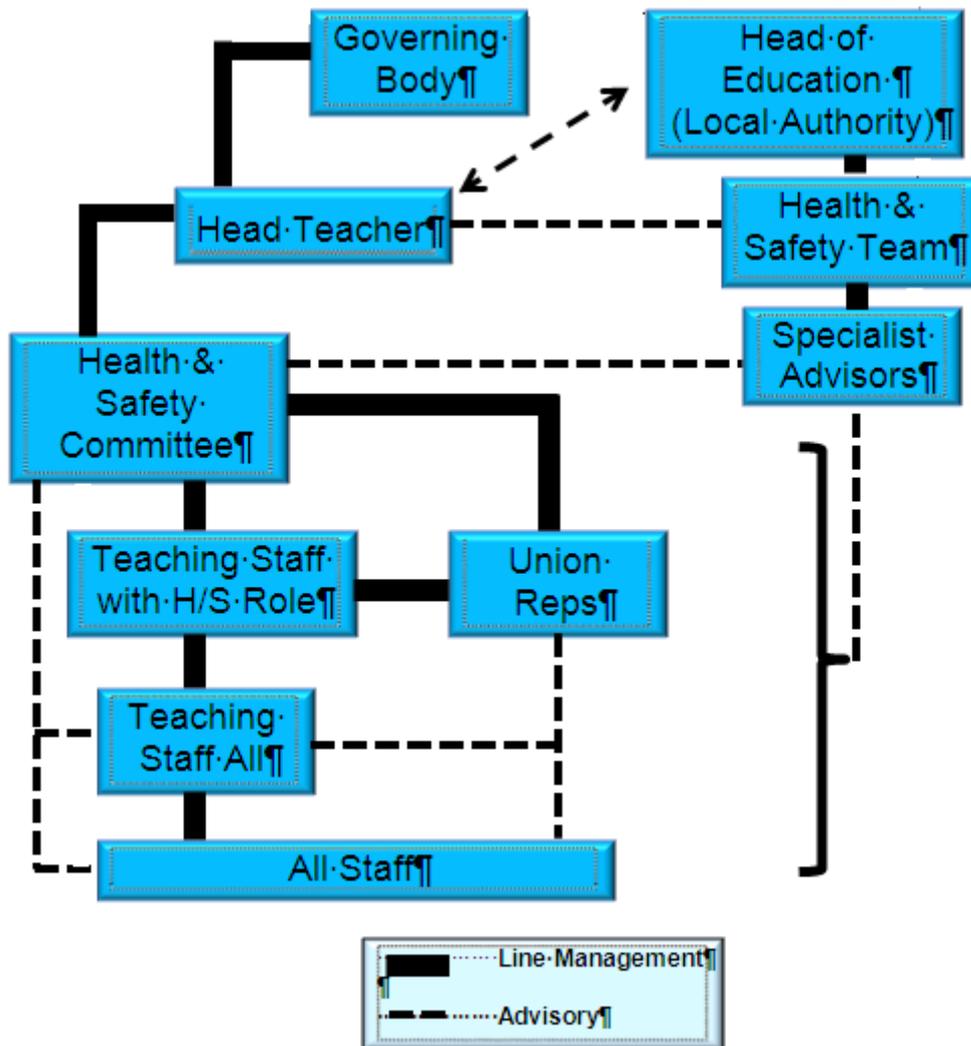
Staff are expected to co-operate with the Head Teacher and Governors in all measures taken to fulfil statutory health and safety duties and to protect the health, safety and welfare of staff, pupils and visitors.

Signed:.....Chair of Governors

Signed:.....Head Teacher

Date:.....Review Date:.....

2 Organisation Flow Chart for Health & Safety (Primary/Junior)



2.1 Strategic Director People and Communities

The responsibilities of the Strategic Director of the People and Communities Directorate are outlined in the People and Communities Statement of Health & Safety Policy. This can be found on the Council's Intranet system.

2.2 Responsibilities of the Governing Body

The school has overall responsibility for health and safety within the School. Due to the corporate status of Governing Bodies individual governors cannot be held to be personally liable, when they have acted on collective decisions taken in good faith.

The Governing Body will ensure that all reasonable steps have been taken to fulfil the school health and safety policy and to reduce the possibility of accident or injury to staff pupils or visitors.

They will ensure that:

- Risk Assessments of work activities are undertaken and a written record of these assessments are kept and reviewed regularly.
 - Sufficient resources or funding is allocated for health and safety, e.g. in respect of training, personal protective equipment, overalls or any other clothing identified by assessment as necessary.
 - Regular safety inspections are undertaken.
 - A positive health and safety culture is established and maintained.
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- St John's Catholic Primary School is an aided school and as such the governors of the school are deemed to be the employer. The governing body, as employer, is responsible for ensuring the health, safety and welfare of employees and those affected by the work of the school.

2.3 Responsibilities of the Head Teacher

The Head Teacher is responsible to the Governing Body for the health safety and welfare of staff, pupils and visitors within the school and for the implementation of this policy.

The Head Teacher may decide to delegate tasks to designated individuals. Even so, they remain specifically responsible for ensuring that, even when delegated:

- A current Health and Safety Policy is produced for approval by the Governing Body and that the policy is regularly reviewed and revised.
- Specific roles are assigned to health and safety co-ordinators.
- Staff, pupils and so far as is reasonably practicable, visitors to the school, are made aware of their general and specific health and safety responsibilities as defined in this policy.
- Information and advice on health and safety is acted upon and circulated to all relevant parties.
- As required, written risk assessments for work activities are undertaken. The identified risks to which staff and pupils are exposed are recorded and regularly reviewed together with appropriate control measures.
- When delegating health and safety duties to an individual (often referred to as a Health and Safety Coordinator) they are to ensure that such duties are clearly defined and the person competent to carry them out, with sufficient resources allocated for them to be carried out.
- Appropriate structures exist and operate for consultation with staff on the resolution of health, safety and welfare issues.
- Inspections of premises, plant, accessible asbestos and equipment are undertaken.
- Staff are competent to undertake the tasks required of them and that they have been provided with any necessary training, equipment or other resources to enable the task to be undertaken safely.
- Health and safety problems are dealt with promptly and appropriately or referred to the Governors, School Surveyor or the Council's Health & Safety Team as appropriate.
- Serious accidents are reported on the 'On-Line Incident reporting' system and investigated.
- All Health & Safety policies or procedures are available to all relevant parties.
- They co-operate with the Council in meeting its legal requirements in respect of the monitoring of health and safety practice and procedures.

2.4 Responsibilities of Teaching Staff

Teaching staff have the responsibility, to familiarise themselves with the following procedures and bring them to the attention of pupils:

- Emergency Evacuation Procedures.
- Accident Procedures.
- Safe working practices in relation to their teaching or supervised activities.

Teachers are responsible for ensuring that:

- They and their pupils use any health and safety provision as necessary.
- There are regular inspections of equipment in their rooms. Any faults are brought to the attention of the designated person (Site Manager)
- Any health and safety concerns relating to working practices, procedure, equipment, accommodation or fire are brought to the attention of the designated person or Head Teacher.

2.5 Responsibilities of Staff

The Health and Safety at Work etc. Act 1974 applies to all employees in that they all have a duty to take reasonable care for their own safety and for the safety of others, which may foreseeably be affected by their 'acts or omissions' at work.

There is also a duty to co-operate with the school management in all measures taken to fulfil statutory health and safety duties and to protect the safety of staff, pupils and visitors.

Whilst recognising management responsibilities regarding health and safety at work, the school expects all staff to set an example in safe behaviour by:

- Ensuring staff and pupils follow safe procedures.
- Ensuring personal protective equipment is used correctly by staff and pupils when required.
- Bringing any safety issues to the attention of the Head Teacher/Site Manager or the appropriate committee.
- Reporting any accident, 'near-miss' incident, dangerous occurrence or case of ill health arising out of work and co-operate with management in investigating such accidents or incidents.
- Checking that class rooms or work areas are safe.
- Checking that equipment is safe and properly maintained before and after use.

2.6 Responsibilities of Pupils

Pupils are expected to behave at all times in a manner that places neither themselves nor others needlessly at risk. They are expected to:

- Adhere to school rules relating to general behaviour.
- To take note of and comply with any specific information provided for safety with regards to their activities undertaken.
- In an emergency to remain quiet, listen and obey instructions given by staff.
- Not to misuse anything provided for health and safety reasons.

2.7 Responsibilities for COSHH (Control of Substances Hazardous to Health)

The school will avoid where possible procuring and using hazardous substances but where necessary in teaching, cleaning or if there is a swimming pool it will appoint a COSHH Co-ordinator who will:

- Inventory all substances covered by the COSHH Regulations and seek to reduce the use of hazardous substances.
- Obtain the manufacturers' hazard data sheets (MHDS).
- Carry out a suitable COSHH risk assessment on the use of substances used or generated.
- Determine any control measures required.
- Notify staff that use or encounter the substances of the control measures and arrange training if required.
- Ensure the maintenance of controls such as local exhaust ventilation or personal protective equipment.
- Review the assessments under review.

2.8 Responsibilities of Educational Visits Coordinator (EVC)

The Educational Visit Co-ordinator (EVC) is responsible for ensuring the planning and management of educational visits including adventure activities led by school staff.

They should organise the thorough induction of leaders and other adults taking pupils on a specific visit and make sure that a Disclosure and Barring Service (DBS) certificates are in place as necessary for those who may be volunteering to help on the trip.

All adventurous, residential or foreign trips planned will be notified to the Local Authority on the school trips management system (EVOLVE). All other trips are notified to and approved by the Head Teacher.

2.9 External Visits and Off-site Activities

Teaching staff are responsible for supervising pupil groups whilst they are away from school on external visits, and ensuring pupils are aware of their responsibility to act with due consideration for their safety and that of other people at the site or establishment.

Trip Leaders are responsible for carrying out risk assessments prior to the external visit off-site activity taking place. Whenever adventurous activities are being undertaken and or residential take place, those responsible for leading groups off-site will have undertaken the 'Bath & North East Somerset Day Validation Trip Leader' training.

2.10 Responsibilities for First Aid

The school will provide adequate first aid arrangements in accordance with the regulations and will seek to exceed the minimum to provide a reasonable level of cover for all of its pupils present.

In the event of accident appropriate staff are trained and required to take charge of any situation and summon medical assistance as necessary. They will also provide assistance when required and furthermore:

- Carry out any of their duties in accordance with their first aid training.
- Keep a record of any treatment or advice given and ensure that an accident form has been completed where appropriate (minor injuries).
- Ensure that the First Aid Box is correctly stocked at all times.
- An appropriate person is notified if the treatment needs to be logged on the 'on-line' reporting system (Anything more serious).

3.0 ARRANGEMENTS FOR HEALTH AND SAFETY

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GENERAL ARRANGMENTS

The following arrangements have either been established through risk assessment at school level or are national standards.

3.1 Accident or Incident Recording and Reporting

Minor Injuries

All minor injuries to pupils (e.g. bumps, bruises and grazes) should be reported on the Pupil Accident Report Form, which are kept in the school office, medical room and Infant/Junior Playground.

Any injury to a pupil, staff member or visitor that requires first aid treatment such that a person requires being taken straight to hospital, or involves staff lost time should be recorded on a 'on-line incident reporting system' as soon as possible and investigated to try to prevent re-occurrence.

Reportable accidents/injuries

Major incidents are specified reportable injuries, dangerous occurrences and occupational diseases (defined by Health & Safety Executive). Health & Safety Advisers are required to report these on the behalf of the school to the HSE.

The school must therefore telephone the Health & Safety Team on 01225 39 5115, as soon as a major incident occurs, and immediately enter the details on the 'on-line' incident reporting system.

Reporting Violence, Bullying or Harassment.

Violence is any incident, in which the person is abused, verbally or otherwise, threatened or assaulted and may also include bullying, sexual or racial harassment. The school will endeavour to prevent violence occurring to staff and pupils, and to support and assist them should violence occur.

All violent or potentially violent incidents should be reported both to the Head Teacher and the Health & Safety Team, via the on-line incident form. Where actual injury occurs this should be specified on the report. It is vital that there is a written record of all such incidents, as the Council's Health & Safety team are required to report them to the Health and Safety Executive.

3.2 Emergency Procedures

In the event of an emergency the Fire Service, Police or Ambulance Service may be summoned by any member of staff or school business manager, admin or office supervisor etc.

If the emergency is a fire or any other serious imminent danger, the alarm must also be raised by using the nearest alarm call point.

On hearing the alarm all staff, pupils and visitors should immediately leave the premises and assemble in the designated areas, well away from the buildings. No one should re-enter the building until the alarm bells have stopped ringing and the Head Teacher or Fire Brigade have authorised re-entry.

The fire alarm will be sounded once a week and recorded and fire evacuation drills will be held at least three times a year, timed and recorded appropriately.

Evacuation as a result of a credible 'bomb threat' should be achieved without using the fire alarm as it may set off the device.

Personal possessions bags etc. must also be taken with staff and children.

Any evacuation assembly point may also need to be changed to avoid standing in front of windows, glazed areas.

Staff Responsibilities

Fire evacuation procedures are posted in each classroom. Staff should familiarise themselves with the procedures and bring them to the attention of pupils.

Staff will ensure:

- All exits are unlocked while the building is occupied - report locked exits to the Site Manager.
- Fire exits are free from obstruction at all times.
- Fire doors are never propped open.
- Missing or empty fire extinguishers are reported to the Site Manager.
- Electrical equipment not in use is switched off and the plug removed from the socket.

Staff Evacuation Procedures

In the event of the fire alarm sounding, staff should ensure that wherever possible all doors and windows are closed, and electrical equipment is switched off. Staff may tackle small fires using the appliances provided if trained to do so, but only if this can be done without putting themselves at undue risk. Use of the fire appliances must only be regarded as a "first aid" measure and the Fire Service must always be summoned without delay.

Teachers should accompany their classes to their designated assembly point, where they should check their registers. If anyone is missing, the Head Teacher should be informed as soon as possible. No one should stop to collect personal belongings in an emergency, or re-enter the building until authorised to do so.

Evacuation of People with Disabilities

Arrangements for the safety and safe emergency evacuation of pupils with disabilities will be determined before their entry to the school. For staff with disabilities, a meeting will be arranged between them, the Head Teacher and the Health & Safety Team, if appropriate to determine the arrangements, as soon as possible after their appointment.

For staff or pupils with temporary mobility problems, e.g. a broken leg, similar meetings will be held. Any significant change to procedures, escape routes or the building required to facilitate evacuation will be detailed in a personal emergency evacuation plan (PEEP).

Security

Every endeavour will be made to ensure that the school is kept secure from unauthorised access at all times. All staff are expected to co-operate with this and to ensure that security does not compromise emergency evacuation in case of fire.

3.3 First Aid

First aid cover in the school is provided to deal with injuries resulting from accidents, or medical crises, which occur on school premises. It consists of:

- Treatment of minor injuries, which do not require medical attention.
- First assistance to a casualty, while waiting for medical help.

First Aid Box(es) are located in the school office, infants playground, junior playground, medical room, meeting room, year 5/6 shared area, astro sports pitch.

All members of staff have training to Emergency First Aid at Work Level 2; Hannah Baker, Kevin Gaisford, Sara Howard, Wendy Joyce have training to Level 3.

First Aid trained staff are authorised by the school to render first aid strictly in accordance with the First Aid Regulations 1981 (amended 2009). No treatment of any kind, outside of the Regulations, such as dispensing pain-killing drugs, is authorised. If there is any doubt about the extent of an injury or the seriousness of an illness, an ambulance should be called without delay. In the absence of any First Aid trained staff, the Head Teacher assumes this responsibility.

First aid boxes are kept on site and these only contain approved materials. The boxes are available for use by all staff and or adult visitors on site.

Injuries Involving Bleeding - Staff dealing with injuries involving bleeding must wear appropriate protective clothing. Disposable gloves and disposal aprons are provided for this purpose and kept in or next to the first aid box.

Administration of Medication

For the school Administration of Medication Policy, see separate document

kept in school office.

3.4 Infectious Diseases

The School will follow national guidance produced by Public Health England on infectious diseases. This information is available on-line. The Health Protection Agency poster, 'Guidance on infection Control in Schools and Nurseries' may only be used as a source of information as it could be withdrawn at any time due to the most up to date information being available from:

- <http://www.hpa.org.uk>

Posters are on display in the school office and the medical room.

3.5 Medical Needs

The school will try to accommodate pupils with medical needs wherever practicable in line with the School Policy on Managing Medical Needs and Administration of Medication Policy. This policy is kept in the school office.

3.6 Risk Assessments

Teaching Activities

The significant outcomes from the risk assessments on teaching activities, i.e. those specifically related to educating pupils, are either included in the point of use text/scheme of work/job sheet or the standard followed for the individual activity.

Manual Handling

Equipment/Materials - Manual handling is defined as the transporting or supporting of a load which includes lifting or supporting people. Where ever possible manual handling will be avoided or done by mechanical means, so that the risk of injury to both staff and pupils, from manual handling is reduced to the lowest level reasonably practicable. All staff that carries out unavoidable manual handling tasks on a regular basis will be trained. Under no circumstances will pupils be allowed to move heavy items of furniture or equipment. Staff are reminded to reduce loads whenever possible and to seek assistance if necessary.

The practice for setting out PE equipment and the practice for setting out/putting away dining chairs/tables are risk assessed annually - by Brendan Rouse for PE, and kitchen/lunchtime staff for dining table and chairs.

Pupils - All pupils who may need to have manual handling support are assessed using the manual handling assessment forms. This initial assessment will identify if there is a significant risk of injury and subsequent to this if a significant risk of injury is identified further assessment information will be identified.

Only staff who has received manual handling training or instruction are to participate in tasks involving the lifting of persons.

Display Screen Equipment (DSE)

Any member of staff who is a USER of DSE has completed the Display Screen Equipment – Computer Workstation Risk Assessment (from the Council's intranet).

All staff that are classified as "Users" of Display Screen Equipment (DSE) will be given information and training on its correct use. They will be entitled to eye or eyesight tests and, if spectacles are necessary for DSE work exclusively, these will be supplied free of charge. This will normally apply to office staff only.

Other workstations incorporating DSE have been assessed to ensure they meet the minimum requirements as contained in the DSE Regulations.

Workplace

An inspection of the workplace, buildings/grounds, has been undertaken in order to identify any failures to meet the requirements of The Workplace (Health, Safety & Welfare) Regulations 1992 as supplemented by the Education (School Premise) Regulations. The school site manager undertakes inspections as part of a daily routine to proactively identify defects with the workplace. The annual inspection is carried out by the school site manager and the governor responsible for health and safety.

Staff and pupils are encouraged to report any defects they note. All works identified are prioritized and the work is then either carried out or programmed for completion as and when funding becomes available.

Control of Substances Hazardous to Health (COSHH)

The School will ensure that the risk to staff and pupils from substances hazardous to health is prevented or controlled so far as is reasonably practicable. Risk assessments will be carried out by the COSHH Co-ordinator, combining information from the 'Manufacturer's Safety Data Sheets (MSDS)' and its use. No new substances should be generated or brought into school, unless a risk assessment has been carried out and the 'safety data sheet' is held. The safety data sheet should be available in the event of an incident.

The COSHH Records are kept in the school office and are available for inspection at all times.

Competence

All staff are considered to be competent to perform the tasks they are given. Competence is viewed as one of the key elements of risk management. This is the only way to control dynamic work situations by having a competent person in charge, who will react to changes and take appropriate measures.

The school considers its staff to be competent but will provide training/instruction or supervision as required. To facilitate this, training records are kept and training updates delivered.

Fire Precautions

The school has undertaken a fire precautions risk assessment and evacuation procedures can be found in the specific arrangements section of this policy.

- A fire plan is displayed in main entrance. This indicates the position of call points, fire exits, detectors, fire extinguishers and any other relevant fire equipment. It also indicates the location of the isolation points for Gas, Electricity and Water.
- Fire evacuation notices are displayed in each workroom.
- Information is kept on maintenance arrangements in the school office, e.g. checks on alarms and fire extinguishers.
- Fire drills are carried out regularly (3 times a year) and monitored accordingly.

3.7 Contractors on Site

Contractors will be given sufficient information to enable them to work safely in the school. They are required to co-operate with the school in all measures taken to ensure the safety of pupils, staff and visitors.

In conjunction with the school surveyor, the work of contractors on school premises is monitored, where this affects the safety of staff, pupils or visitors. All contractors on site will be given access to the asbestos register (n/a as school was a new build in 2009 and has no asbestos). There is a separate section on asbestos.

The Construction Design and Management Regulations (2015) are complied with as relevant to the work being undertaken.

3.8 Consultation with Employees

The school will ensure staff will be consulted regarding any health and safety matters that affect them and will ensure health and safety is a standard item on the agenda of all staff meetings and where appointed, consultation with trade union accredited safety representatives. For any consultation exercise the period of consultation will not be less than six weeks unless in exceptional circumstances or by agreement.

To this end the accredited safety representative or elected representative of employee safety, if appointed, will be invited to become a member of the School Safety Committee/the Governors Health and Safety Committee.

3.9 General Maintenance Arrangements

All equipment on site will be maintained in efficient working order to ensure that it is safe to use. The following arrangements have been made.

Fire Extinguisher/Fire Alarms

Fire extinguishers are subject to an annual service check by Walker Fire Ltd and are checked on a Weekly basis by Mr Gaisford (Site Manager) and inspected monthly to ensure that they are in position and that the pins are in place.

Fire Alarms are serviced and maintained by BWS Security Systems Ltd.

PE Equipment

All PE equipment is subject to regular visual inspection, carried out by staff prior to use. If defects are noted the designated person will assess whether the equipment can remain in use or whether it needs to be taken out of use pending repair.

On an annual basis an independent service contractor Sportsafe UK inspects the PE equipment.

Portable Appliance/Electrical Equipment (PAT) Testing

All portable electrical equipment is the subject of regular visual inspections, carried out by staff prior to use of equipment, to identify any damage to the equipment, plug or cable. If defects are identified then the equipment is put out of use until it is checked, to ensure safe operation, or the defect is remedied.

Portable electrical equipment, including the personal property of staff on school premises, will be tested annually by a competent person. All electrical equipment is tested annually by BANES health and safety. No equipment should be used unless it has been tested.

The school will ensure that all electrical equipment is constructed and maintained so as to prevent danger as far as is reasonably practicable, and will comply with the standards detailed in the Electricity at Work Regulations 1989.

An inventory of all electrical equipment is kept in the School Office.

Repairs and Maintenance

Buildings, services, and plant will be inspected regularly as part of daily routine. Staff should report any defects or problems that they notice promptly by reporting them to the Mr Gaisford (Site Manager).

3.10 School Trips

The school trips/educational visit coordinator (EVC) is Miss Natalie Pullen. The school uses the BANES safety in outdoor trips handbook. This includes the BANES trips safety policy and generic risk assessment. The handbook is kept in Miss Pullens office and is referred to for all trips.

The safety of every trip is considered using the council's Trip Safety Checklist as a reference.

Educational visits will be recorded and monitored through the computerised 'EVOLVE' system.

3.11 Transport

Staff transporting pupils/equipment in their own cars.

Staff who use their own cars must confirm that their insurance policy covers them for this purpose and the vehicle is fit for purpose. (This insurance cover is not provided by the Council).

Staff transporting pupils/equipment in the school minibus or a minibus hired in for the purpose.

Only Staff who hold the Council's Certificate of Competence to drive a minibus are able to drive the minibus.

Transport and Driver Hired in

Transport and driver's hire in are only from a reputable source.

Parent/volunteers who convey other parent's children in their cars on school business

Parents will complete a self-certification form, so that the school may check that such transport is legally used and safe.

3.12 Health and Safety Training

Health and safety information and/or training will be provided for all staff when they join the school and whenever they are exposed to new risks or changed work activities.

3.13 Safer Routes to and Around the School

The school will take appropriate measures to ensure the safety of pedestrians and vehicles accessing and leaving the school premises. Pedestrian routes are clearly defined and vehicle movements controlled.

Consideration is also given to road safety and traffic schemes around the school, keep clear markings and information and instructions for staff, pupils and parents.

3.14 No Smoking Policy

The school has an obligation to its staff to provide a safe working environment, without risk to health. It accepts that passive smoking presents a risk to staff and therefore has a no smoking policy. The smoking ban applies to all employees, visitors and pupils whilst on school premises or in school vehicles and to the premises in and out of normal school hours.

This policy also applies to volunteers transporting staff or pupils on school business.

3.15 Asbestos

The School was a new build in 2009 and has no asbestos.

Asbestos Register N/A

A non-invasive asbestos management survey has been completed. An asbestos register of known or presumed asbestos has been drawn up and is maintained for the school by the Local Authority Property Services Section. This register is available to all contractors on-line.

Asbestos Management Plan N/A

The school Asbestos Management Plan of which this policy forms a part is held and maintained by the Site Manager.

The plan identifies where asbestos containing materials are known or presumed to be on site and how the materials are managed. Employees are informed of the locations of asbestos, instructed on the need to avoid disturbing it, and on the importance of closing off areas and reporting damage or defects.

Routine Monitoring of Asbestos Present N/A

The Head Teacher will be the main duty holder but operationally delegates the task of visual monitoring of asbestos materials to Site Manager. The asbestos present will be visually checked with any damage or defects reported immediately to Property Services. In some cases this may initiate the emergency procedures detailed below and place the area out of bounds. The asbestos will be checked (*delete as applicable*):

- **Monthly (where there is a high risk of damage).**
- **Termly (six times a year).**
- **Twice a year (minimum).**

Contractors and Minor Works N/A

The school will ensure that only competent (and if necessary licensed) contractors follow the agreed safe methods when carrying out work that might disturb asbestos. Contractors will be asked to complete an asbestos safe operating procedure form and agree to a method of work that will not disturb asbestos, or if that is not possible, will ensure that any disturbance is properly controlled as required by the Control of Asbestos regulations 2012 and the standards in the HSE guidance and codes of practice.

Contractors will be properly informed about asbestos in any building they work in, and given access to the asbestos register (available on-line) before commencing work involving drilling, cutting or abrading of surfaces or any access to roof voids, suspended ceilings, floor ducts or service ducts.

All contractors appointed directly by the school and the caretaker are also required to be competent and check that any minor works they are about to undertake does not disturb any asbestos containing building materials.

Larger Projects of Refurbishment or Demolition N/A

A full invasive asbestos pre-works survey must be undertaken before any planned demolition or refurbishment works commence. Do not assume there is no asbestos present where there is no register entry. If there is any doubt school staff and contractors must always assume asbestos will be present and contact the Property Services Asbestos Co-ordinator - David Bull 01225 477421 for advice or to arrange a determination.

Emergency Procedures - Damaged Asbestos Materials N/A

In the event that any asbestos containing materials are damaged, the room or area in which the damage occurs must be put out of use immediately and people kept out of any area. The Site Manager will be informed who will in turn contact the Property Services Asbestos Co-ordinator and will ensure appropriate measures are taken in response to an incident where asbestos might be accidentally damaged, or damaged as a result of fire, vandalism or other action.

Staff Awareness Training N/A

The school will provide all staff with asbestos awareness training detailing the local asbestos management arrangements, who the Duty Holders are for the management of asbestos and what must be done in order to exercise these duties.

All staff will be advised of known areas of asbestos containing materials in the school and these materials are only indicated by label in places where students do not have access. Staff are required to always check with the site manager before pinning, drilling or otherwise potentially damaging walls, ceilings, floors etc.

3.16 Legionella

An assessment has been completed by a specialist on the hot and cold water systems (Concept Environmental Solutions). Legionella risks have been assessed and a legionella management plan has been drawn up for the school to manage the risk of Legionnaires' disease. Employees have been instructed in their duties under the plan, and records are maintained in accordance with the management plan.

Shower heads are cleaned every quarter by Mr Gaisford, infrequently used outlets are run at least weekly and hot and cold water systems are run before the start of each term by Site Manager.

Water temperatures are regularly monitored (Monthly) by Mr Gaisford as part of our schools local legionella management process, any temperature profile anomalies are immediately reported to Property Services and acted on.

The school ensures that all work done under their control on pipe runs, water systems and components complies with the standards detailed in Legionnaires 'disease. - The Control of Legionella Bacteria in Water Systems Approved Code of Practice and Guidance L8.

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3.17 Behaviour and Safety of Pupils at School

The school recognises it has a statutory and common law duty to protect our employees and 'others' from violence and aggression or even illness as a result of repeated behavioural episodes to the extent they cause a member of staff to be off work with stress. This legal duty extends principally to staff as employees, if they are attacked by anyone, but also extends to pupils in health and safety terms as they would be classed as 'others' affected by our activities

There is no duty to protect an adult aggressor unless an action taken to prevent them harming a member of staff or other pupils would be considered 'excessive' or 'unreasonable'. No member of staff will become involved in holding or restraining a pupil unless in exceptional circumstances i.e. to defend themselves, but will follow appropriate positive people handling principles as taught to them.

Behaviour and Safety of Pupils at School

St John's Catholic Primary places a very high expectation on our pupils' behaviour. This expectation extends to the prevention of the following:

- All forms of bullying or harassment.
- Cyber-bullying.
- Prejudice based bullying and language related to:
 - Special education needs.
 - Sexual orientation.
 - Sex.
 - Race.
 - Religion.
 - Gender re-assignment; or.
 - Disability.

Offensive Language

Language used by pupils that would be considered unacceptable in society including name calling etc. will be challenged and dealt with immediately.

The school recognises the importance of monitoring and promoting positive behaviours and also consider the language used. It is incumbent on staff, to not just to challenge but to always explain the meaning of any language or term used, as it is often used in ignorance, to ensure that pupils understand why someone might find that word or phrase to be offensive. If there is an acceptable term or phrase to use, then if appropriate, they should be informed and asked to always use the correct term.

Behaviour (School has a Behaviour Policy)

The following systems of sanctions are in place:

- Confiscation of any reading material, mobile phone or other note or item being used as a prop for poor behaviour (this must be returned in a reasonable time.)
- Miss 5 minutes of playtime (this may be an opportunity for a troubled child to say what's on their mind):
- Confiscation of house points.

3.18 Violence and Aggression to Staff

The school expects the very highest standard of behaviour from its staff. All adult visitors to the school, governors, parents and contractors are also required to demonstrate the highest standards of behaviour to set an example to pupils. If they are unable to do so, they may be asked to vacate the premises, and accepted back under strict conditions, or only by appointment.

The risk of violence and aggression in most school workplaces towards staff is normally low, however when an incident does occur, it is often unexpected and the effect can be devastating for those staff involved. In most incidents staff recover quickly and do not want or need support.

A small number of staff may be severely affected, their confidence and morale suffers to such an extent that they find it difficult to return to their work without support. A smaller number still, especially if physically assaulted, never return to their previous employment. As such violence and aggression towards staff, is not something that St John's Catholic Primary School, is prepared to tolerate.

Risk to School Staff

Where a particular risk is identified to staff, for example when a credible threat is made by older siblings, or adults particularly, a written risk assessment will be undertaken and where identified as necessary risk controls will be implemented, to reduce the risk to an acceptable level such as:

- Staff training to attempt to diffuse, or remove themselves from a potentially violent situation.
- A summary of all incidents will be reported to the School Governors at least on an annual basis and more often if it is deemed by the chair of that committee to be an issue.
- Additional levels of supervision.
- Support and counselling be offered to staff affected.
- Panic alarms or other work processes to ensure that no member of staff feels at risk, or where necessary could summon assistance quickly.
- Exclusion or any other reasonable measures to reduce any risk identified to an acceptable level.

- A temporary and short term deployment to another school (provided the member of staff agreed).

Parents or Other Adults

The standard of behaviour expected of our own pupils extends to their families and friends whilst on school premises. In particular violent aggressive or threatening behaviour will not be tolerated by the school especially if directed at any member of staff from parents, other adults or young persons. This particularly applies to adults' behaviour in front of pupils at sporting, or other recreational events held on school premises.

Serious Violent and Aggression Incidents

Any serious violent and aggressive incident involving a member of staff (incidents to pupils are dealt with elsewhere) the school will endeavour to do the following:

1. Ensure that building, scene, and member of staff or pupils are safe.
2. Offer support and counselling.
3. Subject to the agreement of the member of staff involved report the matter to the Police
4. Co-operate with any Police investigation and provide information such as CCTV images to assist them in their enquiries
5. Report the incident on the council's reporting system and carry out their own investigation into the circumstances of the incident
6. Review any risk assessments in place, or complete new ones, together with implementing any risk controls identified as necessary.
7. Take any threats made seriously and provide additional resources as identified by the risk assessment detailed above.
8. In exceptional circumstances the school may consider legal redress to recover any damages caused by an individual.

There are other measures such as anti-social behaviour orders (ASBO) that may be appropriate and the Police can advise on what measures may be appropriate. Preventative measures and support will be provided to individuals affected as mentioned already in terms of counselling. If appropriate the school will not hesitate to seek legal redress against any perpetrator of violence.

Whistle Blowing (Optional)

If a member of staff has concerns about the threat of violence or aggression, any other health and safety concern they should in the first instance try to resolve it with their line manager or the Head Teacher. If there is no satisfactory outcome they may bring this to the attention of the Governor with responsibility for health and safety anonymously and the matter will be investigated by them. Any safeguarding concerns have other specific actions detailed elsewhere.

3.19 Occupational Health

The schools occupational health provider is Cordel Medical and they can be contacted by any member of staff at any time on 0118 207 6190

3.20 Occupational Stress

The school has adopted the Managing Stress in Schools Code of Practice and furthermore acknowledge the possibility for occupational stress amongst its staff and often the stigma attached. It will actively identify, manage and where necessary carry out a specific risk assessment on occupational (work) related stress. It further acknowledges its responsibilities towards all of its employees and their levels of work related stress as a result of the six management standards and will actively endeavour to counteract them.

St John's Catholic Primary School, Managing Stress Policy Aims

1. The School recognises that proactive and constructive prevention and management of stress is an on-going and integral part of management practice and ensure that school managers receive appropriate training for this.
2. The school will ensure that risk assessments are carried out in consultation with staff, when potential causes of stress or stressful situations are identified, so that appropriate control mechanisms are developed and adopted.
3. It will ensure that a supportive culture is encouraged in the school, so that all staff feel able to raise concerns on stress at staff / management meetings and receive a supportive response.
4. Ensure that all staff have agreed, clearly defined, reasonable and realistic objectives and responsibilities and that potential stress is considered whenever changes are made to these.
5. Identify an appropriate forum within the school to focus on stress and stress management issues, within the control of the school, raise awareness and develop strategies to alleviate stress. One of the tasks of this forum will be to determine the training requirements of the school in relation to this issue.
6. Identify channels of support for members of staff in potentially stressful situations and ensure that staff are aware of these.
7. Ensure that school managers and staff recognise the effect that their behaviour can have on the stress of colleagues and accept this responsibility in avoiding causing unnecessary stress in others.
8. Encourage staff to recognise that health and safety responsibilities include a responsibility of individual employees to contribute to development and implementation of strategies for reducing stress. This includes a personal responsibility to seek assistance at an early stage.

4.0 SPECIFIC ARRANGEMENTS

Design & Technology

The school will arrange for annual inspection, maintenance and testing of any machinery used within a primary or junior DT setting.

Art & Drama

Portable stage Lighting will be Pat tested on an annual basis by BANES health and safety. Fixed Wall stage lighting will be serviced every 5 Years. Staging sections will have a full inspection prior to any use. Any defects reported to school site manager.

Science

Any primary or junior science experiments will operate within the Code of Practice issued by the local authority and relevant guidance from CLEAPSS. There are no radioactive sources in use in the school.

Any specific or new activities not covered by the guidance provided by CLEAPSS or the afPE (primary or junior science or PE activities) will be identified by a separate risk assessment, and each individual activity organiser will indicate the outcome of the risk assessment undertaken and a safe systems of work to reduce the risk to an acceptable level. If in any doubt approval is to be sought from the Head Teacher.

Inspection and Maintenance

Inspection and maintenance of machinery or play equipment as required by statutory bodies and manufacturers or suppliers. (Particularly relevant to PE equipment, reprographics, DT, portable electrical equipment, lifts and lifting equipment, kilns, stage lighting etc.).

Play Equipment

The following specific arrangements are pertaining to the school play equipment:

- Interior equipment such as climbing frames ropes etc. will be erected in accordance with the instructions prior to use in good time to ensure that it is erected properly with the necessary pins and other equipment specific devices, locks or bolts.
- The interior PE equipment will be inspected annually by Sportsafe UK.
- The exterior play equipment will be inspected annually by Bath & North East Somerset or another contractor with devolved capital.

All Equipment

Regular and pre-use (as necessary) visual inspections of equipment will be carried out by the supervisor or activity organiser.

Any changes to risk by moving equipment or materials to different locations will be properly considered by the supervisor or activity organiser.

Designated Person(s)

The Head Teacher should identify here anyone who has been given specific duties for example:

- COSHH Coordinator-Site manager (Mr Gaisford)
- Nominated First Aid Cover-All staff trained

Pupils

A list of the rules in place will be displayed in all relevant areas. Activity areas will generally have more rules but some activities and areas will have certain expectations of pupils. For example sports activities and school areas.

This policy must be read in conjunction with all other policies and/or procedures not specifically mentioned in this document that are in place for this establishment.

Conclusion

This policy will be reviewed every year unless circumstances require immediate review.

Signed:.....

Chair of Governors

Date:.....

Signed:.....

Headteacher

Date:.....

Review Date:

Appendix A**Staff Holding Responsibilities for Health and Safety
(also can be entered on HS One Stop)**

| Name of Establishment: St John's Catholic Primary School | Main School Contact Number: 01225 303990 | School Fax Number: n/a | Last Updated: 14/9/18 | |
|---|--|---|--------------------------------------|-------------------------|
| DFEE: | School Type: Primary | Establishment Status: Indicated on HS OneStop | | |
| Position | Name | Contact Telephone Number | Contact Email (if applicable) | One-Stop Access |
| Head Teacher | Mrs Angela Bennett | | | Indicated on HS OneStop |
| Deputy Head Teacher | Mrs Catherine Young Miss Natalie Pullen | | | |
| School Business Manager | N/A | | | |
| Finance Officer | Mrs Julia Fleming | | | |
| Secretary | Mrs Susan Ayres | | | |
| Site Manager | Mr Kevin Gaisford | | | |
| Governor Responsible for Health and Safety | | | | |
| Health and Safety Coordinator | Mrs Angela Bennett Mr Kevin Gaisford | | | |

| | | | | |
|---|---|--|--|--|
| SENCO | Mrs Catrin Geeson | | | |
| P.E. Coordinator | Mr Brendan Rouse | | | |
| Education Visits Coordinator (EVC) | Mrs Angela Bennett Miss Natalie Pullen | | | |
| CLEAPSS Coordinator (Science and Technology) | Mrs Fran Harding | | | |
| Trade Union Representative | N/A | | | |
| | | | | |

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|---|---|
| First Aiders (Names Only) | Fire Wardens (Names Only) All Staff trained |
| <p>Mrs Wendy Joyce –Level 3 Trained September 2018 - Valid for 3 Years Mrs Sara Howerd – Level 3 Trained September 2018 - Valid for 3 years Miss Hannah Baker – Level 3 Trained January 2016 - Valid for 3 years Mr Kevin Gaisford – Level 3 Trained January 2016 - Valid for 3 years All staff trained Level 2 - July 2016 – Valid for 3 years</p> | <p>All staffed trained in fire awareness/ evac chair - September 2015 – Valid for 3 years</p> |
| Any Other Information | |