

St. John of Beverley RC Primary School

HEALTH AND SAFETY POLICY

Mission Statement

Everyone at St John of Beverley RC Primary School knows we are part of God's family. We share, play and learn together and try to be the best we can be.

The Governors of St John of Beverley RC Primary School recognise their corporate responsibility as employers for providing a safe and healthy environment for teaching staff, non-teaching staff, pupils and other persons who come onto the premises or who may be affected by the operations of the school. This health and safety policy document sets out the safety arrangements and procedures for achieving a standard that meets current legislation and the needs of the school. The document should be read in conjunction with the East Riding of Yorkshire Corporate Health and Safety Policy.

In order to successfully implement the policy, the day to day management responsibilities for health and safety are delegated to the Head Teacher, who in turn will liaise with the caretaker and may assign specific tasks to other individuals.

The Headteacher, in consultation with the caretaker and the health and safety governor, draws up a written health and safety statement which is reviewed annually consulting with the school governors, staff and trade union safety representatives where necessary. In the absence of the Headteacher, the Deputy Headteacher will take responsibility for day to day health and safety issues.

The aims of the Health and Safety Policy are, so far as is reasonably practicable to:

- Provide and maintain safe and healthy working conditions for all pupils, staff and visitors to the school, taking account of any statutory requirements.
- Provide and maintain accommodation, equipment and systems of work that are without risk to health.
- Provide sufficient information, training and instruction to enable employees and pupils to perform their work safely and efficiently, including access to relevant policies and procedures.
- Make available safety equipment and protective clothing as necessary for the job task.

This policy should be read in conjunction with subject policies and the policies for safeguarding children, child protection, medicines in school, behaviour and discipline and school visits. In order to achieve the policy objectives employees have a duty to co-operate by adhering to the procedures and observing any supplementary rules. Pupils will also be required to co-operate with school procedures and rules.

It is in everyone's interest to help maintain the good health and safety record that exists at the school.

Roles and Responsibilities

The Headteacher is responsible for ensuring that all health and safety procedures are followed. She will ensure that:

- All members of staff understand and fulfil their responsibilities to ensure a safe learning environment
- Staff are aware of their responsibilities and receive appropriate supervision, information and training
- Staff, pupils and others are encouraged to promote health and safety
- Risk assessments are carried out for activities on and off the school site
- LA guidance is followed for all school trips and visits
- All defects and/or hazards are made safe in a time scale commensurate with the risk they pose
- Specialist advice is sought as and when necessary
- A log is maintained of all activities relating to ensuring health and safety, including dealing with accidents and incidents.

The Governing Body will:

- Promote high standards of health and safety within the school
- Assign responsibilities, including designating a governor for health and safety
- Establish a link governor for health and safety
- Ensure that there are risk assessment procedures in place to identify all risks relating to the premises, school activities and school sponsored activities
- Provide appropriate resources from the school's delegated budget to ensure that risks and hazards are minimised or eliminated
- Ensure that all staff receive supervision, instruction and training appropriate to their duties and responsibilities
- Evaluate the measure taken to minimise or eliminate risks or hazards
- Ensure that there is a designated space for medical treatment and for caring for sick or injured pupils during the school day
- Ensure that hirers are aware of their duty to arrange insurance cover for their activities
- Take all reasonable steps to ensure that the principal person in charge of hirers, contractors and other makes sure they conduct themselves and carry out their operation in such a manner that all statutory and advisory safety requirements are met at all times. (When the premises or facilities are being used out of normal school hours for an activity, then, for the purposes of this policy, the organiser of that activity, even if an employee, will be treated as a hirer and expected to comply with the requirements of the policy)
- Review this policy and update it annually.

All staff will:

- Be familiar with the health and safety policy and all safety regulations laid down by the Governing Body and the Health and Safety Executive
- Take reasonable care of their own health and safety and that of others who may be affected by their actions
- Make regular safety inspections of their areas of work and report to their line manager any danger to health and safety, whether serious and immediate or not

- Only use equipment that they are competent to use
- Follow instructions when using any machinery, equipment, dangerous substance or safety device
- Take an active interest in promoting health and safety and suggest ways of reducing risks.
- Ensure that hot drinks are not carried on corridors or taken into classrooms or teaching areas where children are present

Safety of children

The safety of pupils in the classroom, and during all other school activities is the responsibility of the class teacher or person in charge of the group. Such persons are expected to:

- Exercise effective supervision of pupils
- Ensure that they have addressed any potential emergencies, where necessary familiarising pupils of the procedures.
- Give clear instructions and warnings as often as may be necessary.
- Set an example by using safe working methods and abiding by any safety rules.
- Ensure that where personal protection is required for themselves or for pupils, that it is worn, kept in good condition and replaced as necessary.
- Make recommendations for additions or improvements where problems or risks are identified.

Health and the Curriculum

- We teach the children about health and safety in order to equip them with the skills, knowledge and understanding to enable them to live positive, successful and healthy lives. Teachers take every opportunity to educate children in this regard in the normal school curriculum, e.g. handling equipment safely and avoiding accidents.
- We teach children respect for their bodies and in RE and PSHC lessons we reinforce these points in design technology, where children learn about healthy eating and hygiene. We also teach them how to move and play safely in PE lessons.
- Our school promotes a healthy lifestyle (refer to food policy) Fruit and vegetables are available for those in the Foundation Stage and in Key Stage One. Milk is available free of charge for those in the Foundation Stage who are under five. Water is freely available for children in all classrooms.
- We have our own school kitchen giving children and parents the opportunity to buy a meal at lunchtimes. If parents are in receipt of qualifying benefits they may claim free school meals for their children. We ensure that all menus provided meet the required nutritional standards. If children choose to bring their own packed lunch they eat it in the dining hall and are supervised during this time.
- There is a breakfast club available from 8.30 am so all children who wish to avail of this facility will have a healthy start to the school day.

SAFETY ARRANGEMENTS

Fire Procedures

Procedures for evacuating the premises are displayed around the building. All staff must familiarise themselves with details of escape routes and assembly areas. The fire Risk Assessment is carried out annually by the school caretaker who is the Risk Assessment Leader.

The Headteacher, in partnership with the caretaker, is responsible for fire related matters which includes:-

- Organising at least one fire drill each term
- Reviewing fire procedures as necessary
- Checking that fire notices are displayed in prominent positions throughout the building
- Organising weekly checks of fire alarms and exits ensuring that they open easily and are free of obstruction on either side.
- Organising the checking of smoke detectors and emergency lighting at least quarterly.
- Ensuring that newly appointed staff and students receive induction training in emergency procedures.
- Identifying and arranging any additional training requirements. Arranging for annual testing of systems and maintenance of fire fighting appliances.
- Maintaining records of all tests, inspection checks and evacuations carried out.
- Co-ordinate fire arrangements with contractors on site.

Accident Reporting

All accidents and work related illness to both to employees and pupils must be reported to the Headteacher. Employees must ensure that details of accidents are entered in the workplace accident book kept in the medical room. Separate books are available for employee accidents and pupil accidents. Major injury accidents and over 3 day absences will be made known to the Headteacher who is responsible for informing the LA representative in accordance with the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013. Other incidents which fall into the various categories of the Regulations must also be reported to the Headteacher and where necessary to the LA Safety Officer. Appropriate investigations should be carried out to identify causes of accidents/incidents and to introduce controls to reduce the risk of a recurrence. Further details are provided in the LA Corporate Health and Safety Policy.

First Aid

A designated first aider is responsible for the administration of first aid, for recording treatment given and for maintaining supplies. The designated first aider is also responsible for carrying out weekly checks on the contents of first aid boxes and for replenishing stock. When pupils are taken on visits and trips staff should check with the designated first aider that travelling first aid kits are available. At lunchtime the senior supervisor is the designated first aider.

COSHH

The Control of Substances Hazardous to Health Regulations affects every employee. Hazardous substances should only be purchased and used if there is no safer alternative. These items should always be under the direct control of the responsible adult and stored in a place which is not accessible to pupils. Where protective clothing is provided it is the responsibility of employees to look after items and to report any defects. Requests for any safety data sheets relating to items ordered should accompany relevant orders. COSHH assessments will be produced for substances that have a potential risk to safety and, where provided the assessments should be passed on to relevant staff and the original sheets retained in the school office.

Portable electrical appliances

The caretaker will arrange for formal testing of all portable electrical equipment including leads and plugs on an annual basis and ensure that records are maintained. This is carried out to the schedule set out under the SLA with the LA.

Staff are responsible for carrying out visual checks before using any equipment, for reporting defective items and for ensuring that they are taken out of use until repaired or disposed of.

Playground and play equipment inspections

All staff have a responsibility to inform the Headteacher of any hazards or problems which occur to play equipment and play surfaces and record these in the school Repair and Fault Reporting log kept in the school office. Playground supervisors will ensure that the number of users is restricted to avoid overcrowding. Play equipment is inspected annually by an independent inspector. The caretaker will carry out a visual inspection daily and a more thorough inspection half termly to supplement the annual inspection.

Hazard Reporting

The caretaker is responsible for carrying out checks in all areas including, waste disposal; playing fields, school grounds and boiler house. Any faults or hazards which he/she is not deemed competent to rectify should be reported to the Headteacher. In addition, all employees have a duty to report any hazard or potential risk to the Headteacher who will arrange repair and where necessary take temporary safety measures.

Disposal of Waste

All persons must ensure that materials, substances or items are disposed of in a safe manner and in accordance with legislation relating to health and safety, the environment and pollution.

Training

The Headteacher is responsible for measuring the safety performance of staff and for identifying any training needs. The Headteacher will ensure that training is extended where necessary to volunteer workers, that new staff undergo health and safety induction and that up to date records of training are maintained.

Contractors

The school strives to work with contractors approved by the LA or the Diocese of Middlesbrough for services such as catering, grounds maintenance and building projects. Where outside providers are contracted, for example, after school club sports providers, the contractor is responsible for setting, monitoring and enforcing their own health and safety standards and for ensuring that work practices do not put other people at risk. The Headteacher should liaise with Contractors in order to assess risks associated with the proposed activity and to ensure that their supervisory staff set up systems for reporting health and safety matters. The children will receive guidance on how to remain safe while contractors are on site.

RISK ASSESSMENT

Whilst the Headteacher is responsible for ensuring that formal risk assessments have been carried out, the management responsibility is delegated to the Risk Assessment Leader who ensures that any necessary action has been taken to eliminate or reduce risk and that assessments have been reviewed where necessary.

The Headteacher and Risk Assessment Leader will ensure that staff are made aware of the significant findings of any assessment affecting them or their work activities and retain up to date master copies in the Risk Assessment Folder located in the medical room.

Smoking

The school has a NO SMOKING policy which all staff and visitors are required to comply with at all times.

Asbestos

A full asbestos check was carried out in the school by the LA in the Autumn Term 2013. A further full report was obtained in the Spring Term 2015. In the event of any deterioration or crumbling of any surfaces the Headteacher should be informed and will act immediately to ensure that the area is checked by professionals.

Work Experience

The school welcomes and supports students on work placement. Any placements are arranged in writing following contact by the Work Experience co-ordinator at the relevant placement base. It is the responsibility of that co-ordinator to request relevant information from the school and to only send students on placement if satisfied with the information which they have received.

The school will make available information to students on placement either verbally or in writing according to the status and length of placement.

Intruders

In accordance with safeguarding procedures it is the responsibility of all staff to request information from anyone in the building who is not accompanied by a member of staff, whose visit has not been previously indicated by a member of staff or who is not wearing a recognised identity badge from a regular supplier of services provided to the school.

Where intruders are present outside the building supervising staff should, if in doubt, bring children back into the building and inform senior staff in order to resolve the problem. Police will be called where there is concern.

Safety advice and assistance

The Headteacher will bring to the attention of staff any publications or relevant information in respect of health and safety activities undertaken at the school. Copies of such documents will be retained in the medical room where they can be accessed by staff.

It is in everyone's interest to foster a safe and healthy working environment and with the support of all concerned, the highest possible standards can be achieved and maintained.

Policy Drafted by	Angela Nicholl, Linda Hall and Suzanne Liversedge
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