



SCHOOL HEALTH AND SAFETY POLICY

STATEMENT OF ORGANISATION AND ARRANGEMENTS FOR ENSURING HEALTH, SAFETY AND WELFARE

Link to Mission Statement

My commandment is this: "Love one another as I have loved you." John 15:12

PART 1: STATEMENT OF INTENT

1. INTRODUCTION

- 1.1 This is a Statement of Organisation and Arrangements for St Mary's Catholic Primary School. The Statement does not replace the Borough Council's General Statement of Policy but is supplementary to it for the benefit of all users of the premises. Copies of the above documents, along with other information on Health, Safety and Welfare matters will be found in the Schools Health and Safety Reference File (SHSRF).
- 1.2 This Statement deals with those aspects over which the Governing Body has local control and covers safety associated with the building structure, plant, fixed equipment and services for which other Officers of the Council may also have responsibility. It describes how these responsibilities are discharged in respect of employees, pupils, contractors, visitors and other users of the premises.
- 1.3 The Governing Body are committed to ensuring steps are taken so far as is reasonably practicable, to secure the Health, Safety and Welfare of all persons using these premises and in particular to ensure that:
 - all teaching and support staff are made fully aware of relevant Health, Safety and Welfare issues, regulations, practices and school procedures for both curricular and non-curricular areas of activity (e.g. fire safety, bus duty, visits, etc);
 - a suitable management structure is created to make sure that arrangements for Health, Safety and Welfare are monitored and a regular report submitted to the governing body so that an effective response can be made to issues and incidents, enabling high standards of safety to be achieved, maintained and improved;
 - training needs are identified and appropriate training is offered to staff and governors;
 - The premises and Health and Safety Committee of the Governing Body is responsible for overseeing H&S issues onto which employee representatives are co-opted when appropriate.

PART 2: ORGANISATION

2. RESPONSIBILITIES AND DUTIES IN MATTERS CONCERNED WITH HEALTH, SAFETY AND WELFARE

The Governing Body recognises that the Health and Safety at Work Act 1974 (HSWA), the Education Reform Act 1988 and Local Management of Schools Scheme of Delegation (LMS) requires the school staff, Governing Body and the Council to work together to ensure their Health, Safety and Welfare objectives are achieved.

Below are those with special responsibilities and their duties within the school.

2.1 The Governing Body

In consultation with the Borough Council and Headteacher, the Governing Body has a responsibility to:

- (a) review this Health and Safety policy statement at regular intervals and ensure it is circulated to all employees;
- (b) ensure that measures are in place to monitor the effectiveness of this policy;
- (c) allocate adequate financial provision to meet the requirements of all relevant legislation;
- (d) ensure adequate resources are available to provide sufficient and suitable Health and Safety information and training as required;
- (e) ensure that where required, objective support and advice is obtained on Health and Safety issues from the Council's Health and Safety Officer;
- (f) put in place arrangements for joint consultation and employee participation in Health, Safety and Welfare matters.

2.2 The Headteacher

The responsibility for the day to day management of all Health, Safety and Welfare in accordance with the Council's Health and Safety Policy rests with the Headteacher.

2.3 Safety Officer

The Safety Officer has delegated authority from the Headteacher for all Health, Safety and Welfare matters as follows:

- (a) co-ordinate the implementation of the Governing Body's Policy in relation to Health, Safety and Welfare procedures in school;
- (b) be the focal point for reference on Health, Safety and Welfare matters and give advice, or indicate sources of advice;
- (c) make clear any duties in respect of Health, Safety and Welfare which are delegated to members of staff;
- (d) ensure that there is an effective communications network within the school, to enable effective dissemination of Health, Safety and Welfare information

and action on concerns, through consultation with recognised Trade Union Safety Representatives and other employees;

- (e) implement the procedures that have been put in place by the Governing Body to monitor the effectiveness of the school's management of Health, Safety and Welfare Policy;
- (f) liaise with the Council's Health and Safety Officer when advice and guidance is required;
- (g) ensure that the Health and Safety Reference File is kept up to date and notify Staff with special responsibility, as appropriate, and safety representatives of all up-dates issued by the Council
- (h) ensure compliance with the Council's Policy on Reporting of Injuries, Diseases and Dangerous Occurrences, as contained in the HSRF;
- (i) arrange for risk assessments of the premises and working practices to be undertaken, recorded, added to, and reviewed as necessary (e.g. when a situation changes, or new equipment is acquired);
- (j) to implement procedures put in place by the Governing Body to ensure that appropriate emergency procedures and first aid provision are in place within the school.

2.4 All Employees

Under the Health and Safety at Work Act 1974 it is the duty of every employee, while at work:

- (a) to take reasonable care for the Health, Safety and Welfare of himself/herself and of any other persons who may be affected by his/her acts or omissions at work, and;
- (b) to co-operate with the employer so far as it is necessary, to enable the employer or any other person to perform or comply with any duty or requirement imposed by or under any of the relevant statutory provisions;
- (c) not to intentionally or recklessly interfere with or misuse anything provided in the interests of Health, Safety or Welfare in pursuance of any of the relevant statutory provisions;
- (d) to inform their employer of any dangerous situations or practices that through their training and experience, they consider, poses a threat to Health, Safety or Welfare.

Thus all employees should:

- (a) know the Health, Safety and Welfare organisation and arrangements to be adopted in their own working areas and ensure they are applied;
- (b) conform with the instructions given by the Governing Body and Headteacher;
- (c) conform with approved dress consistent with safety and/or hygiene;
- (d) conform with good standards of housekeeping, cleanliness and hygiene;
- (e) report all accidents/incidents, defects and dangerous occurrences on Form HSW4;

- (f) carry out those particular responsibilities detailed in their individual job description with regards to Health and Safety matters in both curriculum and non curriculum activities.

2.5 Staff with Special Responsibility

Accident Definitions

For the purposes of these procedures the following definitions are used:

Incidents of **abusive behaviour** include verbal abuse, threatening behaviour, or physical violence must be reported to the class teacher and Key stage leader.

A **near miss** is an event that, while not causing harm, had the potential to cause injury or ill health. A dangerous occurrence is any incident that had a high potential to cause death or serious injury. A Near miss must be reported to the Health and Safety leader (Helen Armstrong).

Miscellaneous incidents are other types of incidents that need to be recorded but do not fit into the categories above e.g. damage to equipment or property. These incidents must be reported to the Site Manager.

Work related ill-health is the health related problems that could be caused by work activities such as dermatitis from use of chemicals, occupational asthma, and musculoskeletal pain as a result of using computers or manual handling. These incidents must be reported to the Head Teacher (Helen Armstrong).

Accidents

Accidents will be dealt with as above.

Abusive Behaviour

Accidents or incidents of abusive behaviour must be reported to the class teacher and Key Stage leader. Those involved (plus witnesses) are asked to record the details as soon as possible on an 'Incident Report Form'. These will be passed to the class teacher and Pastoral Care Support Worker. If a child is unable to do this for any reason, an adult may scribe the incident details at the earliest opportunity.

Minor Accidents

Minor accidents should be recorded in the KS1 or KS2 Accident Book. Details should include the location of accident, the date, weather conditions (If appropriate) and details of treatment and advice given. The person who administered the first aid is responsible for informing the class teacher and the child's parents through written communication in the diary or verbal by means of a phone call.

Near Miss

A near miss incident must be recorded using the *Near Miss Accident – Dangerous Occurrence Form (Copies found in the reprographics room) by the adult who the child has reported the incident to. The adult must then pass this **written** information to the Health and Safety lead (HA) immediately.

If a member of staff has a near miss this must be recorded using the same form by their line manager. This form must then be sent to Health & Safety Lead (HA) who will add the near miss to the Near Misses Analysis File on shared area.

The Corporate H&S Team should be notified of any work-related near miss, dangerous occurrence or miscellaneous incident that could have resulted in a significant injury / damage to property. All others should be kept within the unit / school and monitored for reoccurrences or trends. The forms should be completed by a manager to confirm that the incident has been investigated and where appropriate actions taken to prevent reoccurrence.

First Aid	The list of qualified first aiders in each school is displayed in the staff rooms along with those who have undertaken basic training.
First Aid Boxes	Mrs Cassidy is responsible for ensuring that all First Aid Boxes in the KS1 and KS2 area of the building are properly stock checked monthly and a record of these checks kept. Mrs Cassidy is responsible for ensuring that the First Aid Room is properly stock-checked once every month.
Property Maintenance	Defects in the condition of buildings, grounds or equipment should be reported to the Site Manager, who is responsible for rectifying the situation and/or reporting these to the HT.
Equipment Maintenance	The Site Manager is responsible for ensuring that equipment is maintained and inspected in accordance with the guidance contained in the Plymouth Diocese Schedule.
Fire Precautions	The Site Manager is responsible for ensuring that the Fire Alarm is tested weekly and the Fire Precaution Record Book is properly kept.
Contractors	The Site Manager is the normal point of contact for contractors working on School premises.

2.6 School Health and Safety Representatives

Safety Representatives, appointed by recognised Trade Unions in accordance with the Safety Representatives and Safety Committees Regulations 1977 as amended by the Management of Health and Safety at Work Regulations 1992, are recognised by the School Governing Body and will be provided with facilities to carry out their duties in accordance with the provisions of Schools Memorandum F1.

Safety Representatives

Mrs Helen Armstrong
Mr Sean Rolston

2.7 The Pupils

Pupils have the right to a safe learning environment and will be reminded that they have the responsibility, so far as is reasonably practicable, to:

- (a) exercise personal responsibility for the Health and Safety of themselves and others;
- (b) observe standards of dress consistent with safety and/or hygiene, as detailed within the appropriate curriculum safety guidelines;
- (c) observe all Health and Safety rules of the school and, in particular, the instructions of staff given in an emergency;
- (d) use and not wilfully misuse, neglect or interfere with any article or device provided for their Health and Safety.
- (e) all pupils and parents will be made aware of the contents of this section of the policy through classroom management, site safety information, health and policy displayed in the foyer.

2.8 Contractors

- (a) contractors will be vetted prior to the awarding of any contract, to ascertain their competency to carry out the work safely;
- (b) contractors must abide by the school's Health, Safety and Welfare policy and not endanger pupils, staff or other visitors to the site;
- (c) The Site Manager will be responsible for the co-ordination of contractors activities on site;
- (d) The Site Manager will ensure that any temporary rules, such as exclusion from parts of the premises, are made known to all staff, pupils and visitors to the premises. This will be achieved by the posting of suitable notices by the Contractor in consultation with The Head Teacher.
- (e) all contractors must report to The Site Manager before any work takes place and prior to each working session. He should then inform the contractor of any conditions which may affect his safety and that of others;
- (f) the Governing Body will consult with the Council's Health and Safety Team or the Head of Construction Related Services for any additional guidance on these matters;

2.9 Visitors and Other Users of the Premises

The Governing Body have a duty to ensure the Health and Safety of Visitors and other users of the premises. So far as is reasonably practicable, visitors are required to observe the Health and Safety rules of the school. In particular, parents and other volunteers helping in school, including those associated in self-help schemes, should be made aware of the Health and Safety policy applicable to them by the teacher to whom they are assigned.

2.10 Health and Safety Contact

In the first instance, the Safety Officer is the point of contact for all matters relating to Health and Safety. Additional advice and guidance is available from the Council's Health and Safety Team in Personnel and Training Services at the Civic Centre.

PART 3 - ARRANGEMENTS

The Governing Body will ensure that employees and pupils are familiar with the arrangements set out in this section of the Policy Statement. Guidance and detailed procedures are held in hard copy in the Health and Safety Reference File.

3.1 Emergency procedures

Emergency evacuation procedures for the school are based on guidance from the Borough Council and contained in the Fire Precautions Handbook. Fire alarms will be tested each week and recorded in the Fire Precautions Record Book located in the School Office. Fire notices are displayed in prominent locations throughout the school detailing the fire evacuation procedures.

3.2 Accident reporting

Accidents are to be reported in accordance with the Borough Council's Policy on the Reporting of Injuries, Diseases and Dangerous Occurrences.

3.3 First Aid

In accordance with the Council's Policy on First Aid at Work, Notices are displayed detailing the location of First Aid boxes and the names of the school's Qualified First Aiders.

3.4 Maintenance

As detailed in the Scheme of Delegation, Plymouth CAST and Governing Body have a division of responsibility for the repair and maintenance of the School buildings, grounds and equipment. Regular maintenance inspections will be arranged in accordance with either risk assessment, manufacturer, supplier and/or hirer requirements/instructions.

3.5 Urgent repairs

All faulty equipment or damage to property which constitute an immediate hazard to Health and Safety, e.g. broken windows, broken covers on electrical switches or sockets, faulty gas fittings etc, will be reported to the Site Manager. The faulty items will be isolated out of reach and clearly marked "DO NOT USE". The use of barriers or temporary covers may be required. Portable equipment will be locked away if possible, and marked in a similar manner.

3.6 Monitoring of safety performance

It is the policy of the Governing Body to monitor the Safety performance of the school based on the following criteria:

- (a) Audit of Health and Safety Policy;
- (b) Workplace Inspections;
- (c) Risk Assessments;
- (d) Building Inspections by Premises Committee;
- (e) Joint Safety Inspections with Safety Representatives;
- (f) Accident Monitoring.

3.7 Other school arrangements

- (a) After school activities/clubs
- (b) Arrangement for special needs
- (c) Car parking
- (d) Consultation arrangements with employees
- (e) Control of hazardous substances
- (f) Dealing with health and safety emergencies - procedures and contacts
- (g) Letting school premises to outside bodies
- (h) Management of asbestos
- (i) Manual handling
- (j) New and expectant mothers
- (k) Occupational health services and work-related stress
- (l) Off-site visits including school-led adventure activities
- (m) On site vehicle movements
- (n) Playground safety
- (o) School security
- (p) Selecting and controlling contractors
- (q) Slips, trips and falls
- (r) Smoking on school premises
- (s) Staff and volunteer vetting procedures
- (t) Stress
- (u) Training to include H&S
- (v) Violence to staff
- (w) Work experience arrangements
- (x) Workplace safety for teachers, pupils and visitors

This is not an exhaustive list – additional information may be obtained from:

- Health and Safety Team
- Children's Services Strategy, Quality & Improvement
- Children's Services Integrated Services

4. ARRANGEMENTS ADOPTED BY THE SCHOOL GOVERNING BODY

The Governing Body adopt the following Borough Council's policies and guidelines as their own policies:

- (a) Health and Safety Policy;
- (b) Manual Handling Operations;
- (c) Control of Substances Hazardous to Health (COSHH);
- (d) First Aid at Work;
- (e) Reporting of Injuries, Diseases & Dangerous Occurrences (RIDDOR);
- (f) Working with Visual Display Screens;
- (g) Policy on Personal Safety for Schools;
- (h) Health and Safety Guidelines for Design and Technology at Key Stages 1 & 2 and 3 & 4;
- (i) Smoking Policy;
- (j) Guidance for Sports Coaches in Schools;
- (k) Acquired Immune Deficiency Syndrome (AIDS);
- (l) Dealing with Violence, Aggression and Threatening Behaviour.

4.1 Health and Safety Reference File

The Council issue Health and Safety Guidance Notes on a wide range of issues, copies of these can be found in the Health and Safety Reference File. The Governing Body take note of the advice and guidance contained in them. The Health and Safety Reference File is held in the school office and is available to all staff including Safety Representatives.

4.2 Other policies and guidance

The Governing body insert other guidance that may be appropriate such as:

- (a) CLEAPPS;
- (b) Health and Safety Executive (HSE) Approved Code of Practices;
- (c) Department for Children, Schools and Families;
- (d) British Standards/ISO etc
- (e) Medical Advice for Staff in Schools;
- (f) Supporting Pupils with Medical Needs (DCSF).

Policy Adopted by Governing Body: Autumn 2016

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