St Mary's CE Primary School

"Nurturing Success"

Health & Safety Policy

St Mary's CE Primary School recognises the benefits of a positive health and safety culture in promoting an effective learning environment in which employees, pupils and visitors are protected from harm.

We also appreciate that whilst managing our activities we need to be risk aware, but not necessarily risk averse.

In particular the school will provide sufficient resources, time, effort and finance, to ensure, that as far as is reasonably practicable:

- It will safeguard the health, safety and welfare of its employees and anyone else who may be affected by its activities.

- High standards for health and safety will be set and achieved by controlling identified hazards, assessing risks, monitoring incidents and accidents, and establishing suitable and sufficient risk control measures.

- Have arrangements to ensure that articles and substances are free from risks to health and are safe to use, handle, store and transport.

- Provide information, instruction, training and supervision as is necessary to ensure the health and safety at work of its employees and pupils.

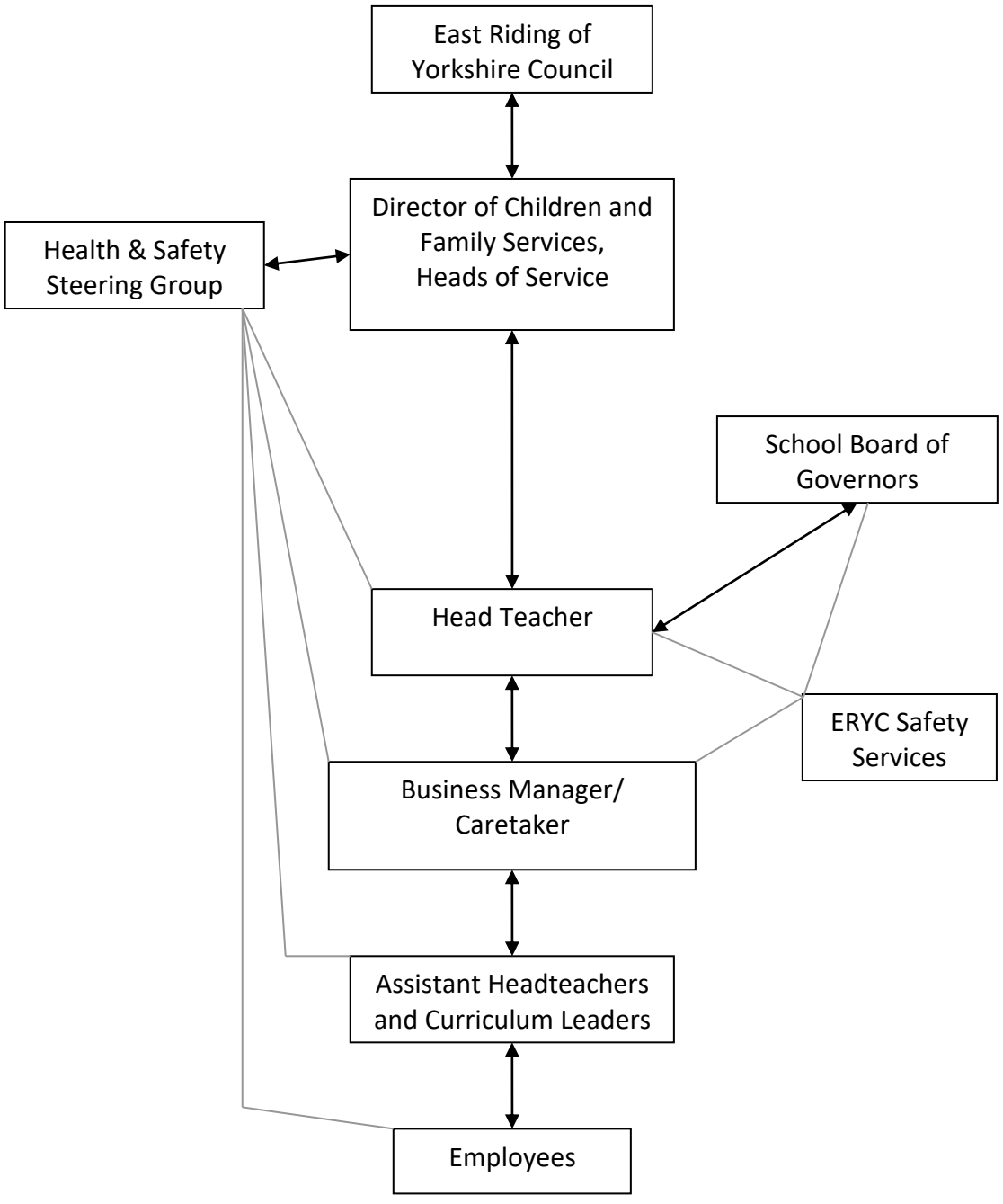
- Maintain the school in a condition that is safe and without risks to health including; safe means of access and egress and welfare facilities.

- Consult with employees or their recognised representatives about health and safety matters.

This policy will be reviewed on a regular basis and in any event, not less than every two years.

Organisation for Safety

Lines of Responsibility.



Roles and Responsibilities

School Governors

Governing bodies must act as a corporate body.

The governing body carry out their function with the aim of taking a largely strategic role in the running of the school. This includes setting up a strategic framework for the school, setting aims, objectives and policies and targets for achieving the objectives and reviewing progress.

In foundation and voluntary aided (VA) schools the governing body as the employer has overall responsibility for health and safety matters. In community and controlled schools the local authority has overall responsibility.

In all cases the governing body will ensure: -

- A health and safety policy has been produced reflecting the health and safety management arrangements specific to their individual school;
- That hazards and risks are assessed and that significant hazards and risks are recorded in a risk assessment.
- All health and safety matters within the school are effectively managed;
- Wellbeing of the Headteacher and all members of staff remains a high priority and that a wellbeing policy is implemented and managed effectively at all levels.
- That an annual audit of the school's health and safety management system is completed.

Headteachers

Headteachers, under the direction of the governing body, are responsible and accountable for implementing the corporate and directorate health and safety policies. To achieve this, Headteachers must:

- Produce, maintain and bring to the attention of the governing body a school specific health and safety policy and supporting safety procedures. Guidelines from Safety Services should be used in the event that the school does not introduce their own;
- Ensure that all health and safety matters within the school are effectively managed;
- Produce, monitor, review and report progress on significant health and safety issues to the board of governors;
- Arrange for appropriate consultation with employees in the workplace to ensure that suitable methods are adopted for promoting health and safety at work and provide arrangements for the participation of employees in the development of such measures;
- Ensure all new employees, volunteers, work experience placements or regular visitors to the school receive a suitable and sufficient safety induction and that training needs are identified and fulfilled
- Ensure the wellbeing of all staff remains a high priority and that the wellbeing policy is implemented and managed effectively at all levels;

- Ensure that suitable and sufficient risk assessments are carried out, reviewed and that safe systems of work and procedures are developed and communicated to all staff;
- Ensure appropriate equipment, tools and protective equipment is provided, maintained and inspected to enable work to be done safely, and that it is maintained in a safe condition, through regular monitoring and inspection, including the recording of any periodic servicing and testing of systems and equipment.
- Ensure regular, programmed health and safety inspections take place within their school and systems are established to document and manage reported health and safety defects or hazards, with remedial action taken where necessary
- Ensure all accidents, incidents and dangerous occurrences are investigated and recorded promptly in accordance with the accident reporting procedure;
- Ensure that arrangements are in place to manage health and safety on educational visits, including competent staff and suitable risk assessments being completed in line with the school's own Educational Visits Policy.
- Ensure that statutory inspection and maintenance programmes are in place, such as fire systems, water systems or asbestos management.
- Ensure that health and safety is a standard agenda item on appropriate staff meetings.

These duties may be delegated to other responsible managers, but oversight and responsibility remain with the Headteacher.

St Mary's CE Primary School has reviewed its arrangements and have delegated duties to a number of individuals.

These individuals are responsible, and will be held accountable, for achieving compliance with their delegated duties as stated within this policy.

In particular they have the following responsibilities;

Business Manager

- Ensure statutory regulations are adhered to
- Devising risk assessments;
- Participating and recording the findings of the site health and safety inspections;
- Meet termly with the governor responsible for health and safety
- Programming an annual audit to be completed by the health and safety governor;
- Provide health and safety updates for staff
- Ensure the safety induction is completed and recorded by the Assistant Headteacher (Teaching and Learning)
- Coordinating completion of the DSE
- Assessments for identified individuals;
- Coordinating repairs and other remedial works required and monitoring progress;
- Identification of training needs and arranging for training needs to be fulfilled and monitored,
- Coordinating accident reporting and investigation in line with council procedures

Caretaker

Maintaining a safe site

- Completing and recording a daily, visual safety check within the school;
- Completing and recording statutory fire inspections;
- Securing the school; In the caretaker's absence, this will be carried out by the School Business Manager or relief caretaker.
- Completing and recording of site management actions in respect of water hygiene;
- Completing and recording asbestos condition monitoring.
- Supporting in the completion of risk assessments applicable to their work activities.
- Ensuring hazardous substances are managed in line with product safety data sheets and COSHH assessments where necessary.
- Monitor the safe working practices of cleaning staff

Conduct regular checks of the following and reports any defects to the Business Manager:

- *Water temperatures for legionella*
- *Fire call points, alarm, smoke detectors, extinguishers and blankets*
- *Emergency lighting*
- *Trim trails*
- *The Sanctuary*
- *Grounds including perimeter wall/fence*

Assistant Headteacher (Curriculum and Assessment) and Curriculum Leaders

- Ensuring that curriculum specific risk assessments are completed and shared with relevant staff;
- Ensuring that training needs of their departmental staff are identified, fulfilled and monitored.

Employees

Every employee is expected to co-operate with the Council, Board of Governors and the Headteacher on all aspects of health and safety and in accordance with section 7 of the Health and Safety at Work etc Act take reasonable care of their own safety and that of others who may be affected by their acts or omissions.

Furthermore, the following requirements are expected of every employee: -

- Carry out assigned tasks and duties in accordance with the information, instruction and training given, following agreed risk assessments and safe methods of working;
- Not to intentionally or recklessly interfere with or misuse anything provided in the interests of safety, health or wellbeing, or to do anything likely to endanger themselves or others;
- Use tools, equipment and materials provided for their intended use only, in accordance with the information, instruction and training they have been given ensuring that damaged faulty equipment is not used and reported to their supervisor/line manager;
- Through the school's performance management process and regular meetings, cooperate with managers in identifying any training needs, including updates and refresher training;
- All employees have a responsibility to act immediately upon discovering or receiving a report of a workplace hazard to rectify or otherwise make the situation safe,

- Raise any concerns about their wellbeing in an open and frank way so that appropriate support can be given and action taken to address these concerns in line with the Council's wellbeing policy;
- Report all accidents, near misses and any unsafe practices or conditions to their supervisor/line manager or nominated member of school staff.
- First Aid kits checked and replenished as and when necessary

Arrangements for the Management of Health & Safety

Policy and Guidance
School policies and guidance are produced and regularly reviewed. These will be brought to the attention of all relevant employees at induction on first appointment and thereafter, following any significant change.

These arrangements should be read in conjunction with those contained in the Directorate and Corporate Health and Safety Policies.

Health & Safety Advice
Advice is available from the council's safety services section and in addition to visits, e mail and telephone advice, a range of guidance documents and resources are available on their Insight Intranet pages.

Consultation on Health, Safety and Wellbeing
The school will:

- Consult with employees about matters affecting their health, safety and wellbeing,
- Ensure that health and safety is a standing item on all team and management meetings,
- Where requested under the Safety Representatives and Safety Committees or the Health & Safety (Consultation with Employees) Regulations form a school Health and Safety Committee.

Training
All employees, including temporary and agency employees will receive,

- Induction training – on commencement of employment or immediately after any significant change to their duties, responsibilities or place of work, It will include:
    - Emergency procedures
    - 1st aid arrangements
    - Accident reporting
    - Hazard/safety issue reporting
    - Location of policy, guidelines and other relevant documents
    - Relevant risk assessments and safe systems of work
    - Smoking restrictions
    - A tour of the premises/site
    - Other relevant information
- Competency based training – relevant to the individual's role and development needs will be identified by managers and headteachers and delivered by the most efficient means, e.g. specialist courses or local in house team discussions.

Records of competencies, skills and training will be kept for management and monitoring purposes, including the record of induction.

Employees are expected to attend training courses and refresher training as requested.

Audits
The school governors and headteacher are expected to ensure that the school's health and safety management systems and records are audited once per year to identify any areas for improvement. An action plan will then be prepared by the Headteacher in consultation with relevant staff to address the areas highlighted and progress against the action plan will be reported to the governing body.

Inspections
Periodic health and safety inspections (including Fire Safety) will be carried out by the School Business Manager, delegated by the headteacher. The frequency of inspection of any particular item or topic may vary from daily, weekly, monthly, six monthly or annually as required by legislation (Statutory Inspections), risk assessment or good practice.

General health and safety inspections of the premises and site will be carried out at least once per term.

Results of inspections, including any remedial actions, will be recorded.

All staff are expected to report any hazards or defects promptly to ensure that swift action can be taken.

A record of hazards and defects identified will be recorded to monitor progress on remedial action and support in identifying trends.

Risk Assessments
All school activities will be subject to a risk assessment and, where there are any significant risks identified, they will be recorded.

The process of recording a risk assessment will include identifying the relevant control measures and devising a safe system of work that the person carrying out the task follows to ensure the health and safety of themselves and others who may be affected.

Specific assessments will be completed as required, including assessments for new and expectant mothers as soon as the school have received notification and Display Screen and Workstation Assessments for identified individuals.

The school will endeavour to use non-hazardous substances as part of its work activities wherever possible. However, the school will ensure that an inventory of all substances is maintained and that appropriate safe systems of work are documented and shared with all relevant staff where necessary. All substances will be stored securely and only used by authorised persons.

Risk assessments will be reviewed annually or earlier in the event of an accident, incident or near miss; due to a change in work activity, environment or equipment; or following staff feedback.

Staff are expected to support in the completion of risk assessments relevant to their work activities.

Educational Visits

The school will ensure that a robust procedure is in place for the management of outdoor learning and educational visits.

The school will have in place specific arrangements to ensure safety is paramount when facilitating such learning experiences, including:

- Appointment of an Educational Visits Coordinator.
- Ensuring that all staff who organise and lead visits are familiar with the LA Visits Guidance, and that they are suitably trained and competent.
- Ensuring that the school has its own, up to date Educational Visits Policy and that this is brought to the attention of all relevant staff.

Health Surveillance

Where required by specific legislation and/or a risk assessment, health surveillance will be carried out to monitor and ensure that the individual suffers no work related adverse effects from their employment at our school.

Fire and Other Emergency Procedures

The school will ensure that a fire risk assessment is completed, thereby ensuring that sufficient management arrangements are in place that the risk of fire is managed so far as is reasonably practicable.

The school will ensure that there are written procedures in place that are to be followed in the event of an emergency that may affect the occupiers of the school premises or site including those temporarily off site on educational visits.

The procedures will extend beyond fires and bomb threats and will also consider any other significant threat.

Where necessary, training will be delivered to anyone with specific roles to play within the procedures and this may extend to practice drills, e.g. fire drills.

Other arrangements to ensure that safety systems are maintained and tested will be put in place.

Personal Emergency Evacuation Plans where assistance or support may be required in the event of an emergency evacuation will be completed and recorded and shared with relevant staff.

Accidents, Injuries, Diseases and Dangerous Occurrences

The Reporting of Injuries, Diseases and Dangerous Occurrences regulations (RIDDOR) stipulate that certain events have to be reported to the Health and Safety Executive (HSE).

It is essential that the guidance from Safety Services is followed in a timely manner so that accidents are recorded, investigated and reported to the HSE where necessary.

Therefore, all staff are encouraged to report accidents, incidents and near misses promptly so that the school can identify and implements measures to prevent reoccurrence.

Within our school accidents are reported using the following process:

1. Complete Accident Record
2. Ensure that the School Business Manager is made aware of the accident as soon as possible to determine whether or not the council's accident reporting form is required
3. The accident should be investigated and the findings of any short-term action must be recorded.

The school will ensure that accident trends are monitored on a regular basis.

Administration of Medication

The school will have in place suitable arrangements to support children who have medical conditions in school. Arrangements will be in line with the Managing Medical Conditions at School for both prescribed medication and liquid paracetamol.

The school will have in place an Administration of Medications Policy, which outlines the expectations of parents and the school's arrangements both within the school environment and educational visits.

Where necessary the school will consult with the appropriate services to prepare individual health care plans.

Specific training needs will be identified and fulfilled by nominated staff.

Sun cream, unless specifically prescribed, is not considered a 'medication' and therefore the school will consider and manage the risk associated with exposure to the sun as part of their overall risk assessment process.

First Aid

The school will undertake an assessment of first aid needs and ensure that there is adequate first aid provision in terms of number of staff trained; the level of training, stock provision and emergency arrangements.

A First Aid Coordinator will be appointed to ensure provision remains sufficient.

Records of first aid treatment provided at our school will be maintained and monitored.

Employment of Young or Vulnerable People

The safety of young (under 18 years) and vulnerable people (under 25 years) has to be subject to a specific risk assessment and/or a review of relevant existing risk assessments to take account of their inexperience and ensure they are not subject to any additional risk of harm or injury. The parent or carer must be provided with comprehensive and relevant information before the young person begins work.

Premises and Equipment Statutory Arrangements and Regulations

Where relevant, the school headteacher will ensure that appropriate management arrangements are in place to maintain premises, equipment and systems in a safe condition. This includes lifting equipment, asbestos, water hygiene, fire safety systems, etc.

Contractors and Self Help Maintenance or Construction

Visiting contractors must be managed whilst on the school site.

Information about the risks, hazards and control measures (e.g. emergency procedures, asbestos, segregated area of work, etc.) that each party will be exposed to for the duration of an activity must be exchanged. Contractors must be provided with a site induction, particularly when working during school hours, to include safety and safeguarding requirements and arrangements.

School staff must raise any concerns about contractor safe working practices immediately. If it looks wrong or anyone is unsure, stop and ask. Seek further guidance if necessary.

Any proposal to engage contractors to carry out construction activities must follow all relevant permissions being granted (internal, planning, building control, etc.) before the activity commences.

Such projects must comply with the Construction, Design and Management Regulations which places duties on clients (the school), designers, contractors etc.

The 'Schools Self Help Contract Monitoring Form' must be submitted to Safety Services if the school has opted to arrange works independently of the councils Infrastructure and Facilities SLA.

Safeguarding and Security

The school will have in place measures to safeguard young people, vulnerable individuals, and visitors including;

- a policy
- security measures
- vulnerable areas that are well supervised
- appropriate disclosure and barring checks
- visitor signing in and identification arrangements