

St Paul's Catholic Primary School	Responsible Committee: Resources
Health & Safety Policy & Procedures	Approved by Governing Body: 17 th May 2017
	Review Date: (End of) Spring Term 2018

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Part 1: Statement of General Policy on Health, Safety and Welfare

1. The Governing Body & Headteacher of St Pauls Catholic Primary School:
 - a) Recognise that under the Health and Safety at Work Act 1974 they have a legal duty to, so far as is reasonably practicable, to provide a safe and healthy working environment for all pupils attending the school, teaching and non teaching staff and for all other people who visit or use the school premises.
 - b) Accept this responsibility and it will continue to be their policy to promote standards of health, safety and welfare that comply fully with the terms and requirements of the 1974 Act.
 - c) Act in accordance with the general Health and Safety Policy of Surrey County Council, and require that all members of the school community act in accordance with the said policy.
 - d) Believe that only the adoption of safe methods of work and good practice by everyone can ensure the personal health and safety of all, but that the arrangements outlined in this statement and the various other safety provisions made by the Governing Body can only reduce the risk and impact of accidents and cannot prevent accidents or ensure safe and healthy working conditions.
2. The Governing Body & Headteacher will provide the necessary policy , procedures and supervision to comply with all relevant H&S legislation, to promote a positive health and safety culture within the school and to create a working environment in which health and safety considerations influence every aspect of the life of the school as well as ensuring that, as far as is reasonably practicable:

- a) The school's buildings, equipment and other resources are in a safe condition and that there are procedures in place so that they may be used safely by all involved in the school's activities.
 - b) Safe access to and egress from and within the school's premises are provided and maintained.
 - c) Relevant Health and Safety training is identified and provided for all staff.
3. The Management of Health and Safety at Work Regulations 1999, requires every Employer to make suitable and sufficient assessments of the risks that work activities may present to employees (eg teachers, teaching assistants, non-teaching staff etc) and pupils, parents etc.

In support of the above, the Governing Body and Headteacher, will ensure that all risk assessments are carried out and that any significant findings from these be incorporated into the schools H&S procedures.

Part 2: Organisation and Responsibilities

1. Governing Body

The Governing Body has constituted the Resources Committee to carry out the Governing Body's H&S responsibilities. The Governing Body further ensures, as administrators of the schools delegated budget that sufficient and appropriate resources are allocated to implement the H&S Policies.

The Governing Body will continue to:

- (a) Review and approve the Terms of Reference of the Resources Committee annually at the first Governing Body meeting of each school year.
- (b) Be informed and updated of Surrey County Council's Resources Policy, and receive advice and support from relevant Officers of SCC or Advisors acting on behalf of SCC.
- (c) Receive a report from the Resources Committee at each Governing Body meeting which should bring to the attention of governors all significant H&S matters.
- (d) Receive a copy of the termly H&S report by the Headteacher considered by the Resources Committee. The report should include information on:
 - Incident analysis
 - Progress on H&S initiatives
- (e) Allocate sufficient resources so that the Policy and Procedures may be adequately implemented.
- (f) Monitor safety performance and risk assessments and take such action as it sees fit to create a safe environment.
- (g) Facilitate any necessary review of the School's H&S policy and procedures as may become apparent because of the above.

2. Resources Committee

The responsibilities of the Resources Committee are:

- a) The implementation and maintenance of an up-to-date H&S policy, bringing the need for amendments to the attention of the Headteacher where necessary.
- b) To ensure that the emergency procedures are effective, up-to-date and practised.
- c) To record H&S incidents of note in minutes and communicate any such incidents to the Governing Body.
- d) To provide advice and assistance to the Headteacher for the buildings and equipment on the school site.
- e) To meet when required and at least termly
- f) To ensure that school interior common parts and the school exterior are inspected on an annual basis for defects and/or Health and Safety issues

It may also be responsible for carrying out certain of the Headteacher's H&S responsibilities as may be agreed from time to time between the Headteacher and the Resources Committee.

3. Headteacher

The Headteacher is responsible to the Governing Body for provision of a safe school environment including off-site school activities. The Headteacher is responsible for the day to day management of H&S. The Headteacher will advise Governors of any H&S issue where their support or intervention, either via system or finance, is necessary and appropriate in order to effect the requirements of this policy. To this end, the Headteacher must ensure that:

- (a) The contents of this Policy and Procedures are brought to the attention of all relevant persons
- (b) A process for risk assessments is applied within the school, and that :
 1. All appropriate school areas/activities are covered,
 2. Appropriate control measures are implemented, and that
 3. Risk assessments are monitored and reviewed as necessary
- (c) There is a management system for monitoring the effectiveness of health and safety arrangements, which form part of this policy.
- (d) Appropriate staffing levels for safe supervision are in place.
- (e) An adequate schedule of inspection and maintenance is in place to ensure a place of work in safe condition and a safe working environment. Regular inspection and maintenance will include:
 1. The fabric of the building.
 2. Paths, driveways, fences, rainwater drainage and trees.
 3. Play equipment.
 4. Fire appliances*.
 5. Boiler/heating systems*.
 6. Portable electrical appliances.
 7. Water systems.
 8. First Aid/medical facility and equipment.
 9. Premises staff equipment.
 10. Curriculum specific e.g. gymnasias and interactive white boards.

**These two items are subject to annual statutory inspection & maintenance. All other areas above are subject to maintenance as determined by the regular H&S inspection.*

- (f) A needs analysis of H&S training is undertaken for school staff, and sufficient resources are put in place to ensure appropriate training is carried out. Appropriate training may include:
1. Headteacher H&S awareness.
 2. H&S Induction training (all new and temporary staff)
 3. Emergency/Fire Training for the whole school community
 4. First Aid
 5. Risk Assessment
 6. H&S Co-ordinator
 7. Lifting and Handling
 8. Working at heights

Any further specific H&S training identified by the training needs analysis as being necessary and appropriate.

- (g) Adequate and easily retrievable Health and safety training records are available and up to date.
- (h) The school secures and maintains an arrangement for obtaining competent H&S advice as required by the management of H&S regulations.
- (i) A termly H&S report is provided to Governors.
- (j) Contractors (including catering and cleaning staff) and other authorised visitors to the school are appropriately managed and monitored.
- (k) Appropriate procedures are in place for the reporting, recording, investigation and follow-up of accidents and incidents.
- (l) Emergency/Fire arrangements are formulated and reviewed as necessary and tested at least termly.
- (m) The fire risk assessment is updated annually and/or whenever significant changes or building works might affect the means of escape.
- (n) In the Headteacher's absence there is always a member of the Leadership Team assigned to have overall school H&S responsibility and with the authority to act with the Headteacher's powers should circumstances require it.
- (o) All staff are kept informed of the names and details of those persons appointed to provide competent health and safety assistance.
- (p) The school cooperates and participates in the County's H&S monitoring arrangements.
- (q) A school Educational Visits Co-ordinator is appointed and trained accordingly. Currently the Deputy Head Teacher performs this role.

The Headteacher will advise the H&S Committee of any H&S issue where their support or intervention, either through finance or procedure, is required to affect this Policy.

The Headteacher may delegate functions to other members of staff and task them with ensuring the above responsibilities are complied with. The Headteacher will in any event retain the overall accountability for ensuring that these responsibilities are carried out.

4. Staff Leadership Team

Members of the Staff Leadership Team must ensure the application of this Policy and Procedures within the areas for which they are responsible. In particular they will ensure that:

- (a) The school's risk assessment process/H&S inspections are applied within their area, that control measures are implemented in accordance with the assessment, and that these measures are monitored and reviewed accordingly.
- (b) All accidents and incidents occurring within their areas are reported to the Headteacher, recorded and investigated in accordance with the school's procedure.

- (c) All persons they manage, or are responsible for, are aware of their specific roles in case of fire emergency.
- (d) Any equipment/appliance which has been identified as being unsafe is removed from service.
- (e) The H&S training needs of staff are identified and the Headteacher informed accordingly.
- (f) Staff are properly consulted on any matters that may affect their health or safety whilst at work.
- (g) New staff, including temporary and supply staff, receive appropriate H&S induction training.
- (h) First Aid provision is adequate.
- (i) Pupils are given relevant H&S information and instruction.

5. Teaching Staff (including supply)

Teaching staff are responsible for the H&S of all pupils under their control and in particular must ensure:

- (a) Effective and appropriate supervision of the pupils under their control.
- (b) Appropriate safety instructions are given to all pupils prior to commencing practical sessions.
- (c) They are conversant with the school's H&S policy and any arrangements specific to their own department.
- (d) They know the emergency procedures.
- (e) Where relevant, that all personal protective equipment is suitable and in good condition prior to issue.
- (f) Where relevant, safety devices are in good condition and are used in accordance with good practice.
- (g) They report any defective equipment to the Headteacher.
- (h) All accidents and incidents are reported to the Headteacher and reviewed or investigated.
- (i) That they undertake Classroom H&S Checks termly, completing a standard checklist to be held on file for annual audit purposes.

6. Caretaker

The Caretaker is responsible for:

- (a) The removal, isolation or repair of any identified hazard or any item of furniture, apparatus or equipment identified as being unsafe.
- (b) Ensuring that persons the Caretaker supervises only undertake work for which they are competent.
- (c) Ensuring that the following safety checks are carried out; Maintaining fire exits/escape routes, checking that fire extinguishers are correctly affixed (fire extinguishers are tested & maintained by 'Chubb' Fire, or another qualified and reputable provider if subsequently appointed to replace Chubb) testing the fire alarm system.

7. School Finance Officer

The Resources Committee have delegated to the consultant appointed by the Governing Body, currently DHP, the task of providing a schedule of necessary statutory inspections of the premises and equipment. Under the direction of the Resources Committee the

School Finance Officer is responsible for organising these statutory inspections, which include, but are not limited to:

- (a) Electrical equipment.
- (b) Boilers.
- (c) The fire alarm system and portable fire fighting equipment.
- (d) Emergency Lighting.
- (e) Lightning conductor.
- (f) Kitchen extract (clean & service).
- (g) Water hygiene monitoring and inspections.

8. All Staff (including temporary & volunteers)

All staff are required to take care of their own safety and health whilst at work and that of others who may be affected by their actions.

Staff must co-operate with the management of the school to ensure that all parties comply with their H&S responsibilities. In particular all staff must:

- (a) Participate in the school's risk assessment process and comply with findings.
- (b) Report any defects in the condition of the premises or equipment of which they become aware to the Headteacher.
- (c) Report all accidents/incidents to the Headteacher in accordance with the school's procedure.
- (d) Be familiar with the procedure to be followed in the event of a fire/emergency.
- (e) Make use, where relevant, of personal protective equipment provided for safety or health reasons.
- (f) Follow all relevant codes of safe working practice.
- (g) Ensure that appropriate safety instructions are given to all pupils prior to commencing practical sessions.
- (h) Report any unsafe working practices to an appropriate member of the Staff Leadership Team.

Part 3: Procedures

The following procedures have been established. In alphabetical order they are:

Accident Reporting, Recording and Investigation

Minor Injuries

- First Aid should be administered as appropriate by the person on duty. For example in the playground the designated person responsible for the first aid box will clean with water any minor cuts or scrapes and apply a plaster if necessary.
- TLC will be given as and when required.
- Any head injuries including minor bumps will require the child being taken to the school office, a green sticker is placed on the child's collar indicating to all staff and parents a head injury was suffered. The teacher of the child with a bump to the head, will give the child's Parent a note at the end of the day to inform them of the incident and to reflect what action has been taken.

More serious injuries

- First Aid will be administered as required and the case referred to the school office.

- The extent of the injuries will determine if treatment by a doctor or hospital is required. The required action will be initiated by the Headteacher or the appropriate Deputy.
- All injuries are logged in the office.
- Any accidents which cause injury to a pupil, staff member or any other person who is visiting the school, and where the injured person has to leave the premises for further treatment must be recorded as RIDDOR by the member of staff who was the first on the scene within 24 hours of the incident occurring. Reporting should be in accordance with the Schools reporting procedure.

Administration of Drugs and Medications

The School has adopted 'Young People's Health and Administration of Medicines for Schools' published by Surrey County Council.

A member of the school office staff is responsible for First Aid. Trained appointed first aid staff are listed in the office. First Aid boxes are located within the Infant and Junior departments, and portable First Aid kits are taken off site when necessary.

First Aid certificates are current. All office staff and LSA's are trained in First Aid. A training programme is in place to ensure that all new LSA staff receive First Aid training.

- A medical alert list (Code Red) is compiled at the start of each academic year and amended during the year as appropriate. A member of the school office team is responsible for this.
- A copy of this list is given to all staff, a copy is placed in the staff room, on the notice board and easily recognisable because of the red "cover" over the medical alert list.
- Pupils with major medical needs or allergies have a medical box containing any medication they may need, and associated health plan for administration of this medication. These boxes can be located in the school office and will be taken off site as and when required.
- Pupils who may need medication on a short term basis, will report to the school office who will administer this medication on behalf of the parents, with the agreement of the parents.
- In certain circumstances a pupil may need to keep their medication with them, and all staff will be made aware of this by the Headteacher.

Asbestos

An asbestos survey was conducted and reported by Independent Asbestos Surveys Ltd in 2004. No Asbestos has been introduced into the school premises since that date and much that was found has been safely removed. A report of the survey results, annotated to show where asbestos has been removed, is kept by the Chair of the Resources Committee and a copy is kept in the school office.

Contractors

The role of supervising contractors appointed to carry out building works is carried out by DHP Consultants.

Electrical Equipment (fixed and portable)

Under the direction of the Resources Committee the School Finance Officer organises the regular testing of all school portable electrical equipment. Items that fail the portable appliance test are removed from use and reported to the Headteacher.

Fixed electrical equipment is tested by the school's appointed consultant and any problems found are reported to the Resources Committee.

Personal items should only be brought into school for one off usage.

After school clubs should ensure that any electrical equipment they bring into school should have a current PAT test.

Fire Precautions & Procedures

- The school fire alarm is tested weekly by the Caretaker.
- It is the responsibility of all staff to check the fire escapes routes/exits are checked routinely to ensure they are clear.
- Evacuation drills are conducted termly, timed and recorded in the fire book.
- Staff receive training in safe fire evacuation and are aware of the fire assembly points.
- Minor daily tasks are undertaken by the Caretaker.
- All fire procedures are documented.
- Maintenance of fire escape routes/exits is part of the regular H&S inspection carried out by the Resources Committee.

Glass and Glazing

Safety glass is installed in all areas of the school where it is required. All glass is safe unless it is chipped, cracked or broken. The contractor who cleans the glass is required to inform the caretaker of any glass that is found to be chipped, cracked or broken. The caretaker makes the chipped, cracked or broken glass safe and reports the situation to the Resources Committee.

Hazardous Substances

Hazardous substances are all kept in a locked cupboard, COSHH records are maintained by the caretaker.

Housekeeping, Cleaning & Waste Disposal

The school uses subcontractors for the removal of rubbish, cleaning and general housekeeping. Wet floor warning signs are used. Caretaker organises snow removal. The external waste bins are secured and accessible from the school entrance road.

Handling and Lifting

The school follows good practice concerning handling and lifting. Staff are trained appropriately.

Jewellery

Pupils are not allowed to wear any jewellery except a watch.

Lettings/Shared use of premises

The School Finance Officer is responsible for lettings. SPPA apply for individual public entertainment licences and for licences to sell alcohol on the school premises.

Lone Working

Lone workers are required to make a telephone agreement with someone outside the premises.

Maintenance/Inspection of Equipment

Schedules of statutory and other inspection are provided by the Resources Committee, through its nominated consultant DHP, and by other bodies such as Surrey County Council. The organisation of this regular maintenance and/or inspection is carried out by the School Finance Officer.

Personal Protective Equipment (PPE)

PPE for use by Caretaker or any staff member in the course of their duties within the school should be paid for by the school. This is the case where the risk assessment for the activity determines the PPE to be necessary. PPE equipment is routinely checked by the caretaker where required.

Playground Safety

Morning Playtime – We have in place a playground rota for both KS1 and KS2 playgrounds. The required number of adults to children ratio for the 2 playgrounds is in place.

Lunchtime Playtime – The dining hall and both playgrounds are supervised by LSA staff. Rotas and allocated positions for all areas are in place.

Afternoon Playtime - This is applicable to KS1 only KS2 do not have scheduled afternoon break. The required number of adults to children ratio is in place via a staff rota system.

Reporting of Defects

Reports of defects are submitted through the Headteacher to the Caretaker, relevant school department or outside Agency for the relevant corrective action to be put in place. A summary of these defects is presented by the Headteacher at the Resources Committee as appropriate.

Safeguarding Children

For Safeguarding issues these are contained within the Safeguarding policies. These are contained within the School policy library.

School Transport

The co-ordinator for transport to and from school is Surrey County Council. There are in place the necessary procedures to ensure that pupils are escorted from the school coach drop off point to the school playground by members of staff. A procedure is in place to ensure that the children are escorted back to the coach drivers at the end of the school day. For off-site educational visits the trip leader/organiser is responsible for organising coach travel to and from destination. The Deputy Head maintains overall responsibility for the off-site travel procedure.

School Trips/Off-Site Activities

DFE & SCC guidance is adhered to when undertaking school educational visits and outdoor school activities. The Headteacher or the Educational Visits Co-ordinator if appointed, is responsible for the off site visits, and ensures that risk assessments are carried out prior to the visit.

Smoking

The school is a non-smoking site. This includes the prohibition of electronic cigarettes.

Staff Consultation

All staff are expected to raise any issues or concerns regarding H&S with the Headteacher via email.

Staff H&S Training and Development

The H&S Policy will be included in the staff induction pack. Risk assessments will determine any requirements for training. Personal Performance process should provide an opportunity for any such training/development. All training records are held by the office.

Use of VDUs/Display Screens

The school follows the advice of Surrey and best practice. Office, Administration and Support staff are all made aware of the necessity for regular breaks when using Display Screens. The arrangement of eyesight tests are the responsibility of the employer if a member of staff requires one.

Vehicles on site

No unauthorised vehicles are allowed on the site. Staff parking on the school site is permitted. Staff are expected to drive with due care and attention to the speed limit signs on the access road. Staff park their cars on the site at their own risk and no liability for damage to vehicles will be considered by the school.

Visitor Access Control/Violence to Staff

Visitors can only access the school building via front office/reception. Access is controlled by a buzzer entry system. A panic alarm is fitted within the Headteacher's office at the school. There is an established protocol for the response to and reporting of verbal abuse & physical violence towards staff.

Working at Height

There are restrictions on staff using steps and ladders unless they have had the appropriate training. This is in keeping with HSE guidelines set out in publications 'A brief guide to Working at Height Regulations 2005' and 'Safe use of ladders and step ladders'. Ladders and steps are checked annually by the caretaker.
