

ST JAMES' R.C. PRIMARY SCHOOL HEALTH AND SAFETY AT WORK

INTRODUCTION

The Health and Safety at Work Act 1974 places a primary duty on all employers to ensure, as far as is reasonable, the health, safety and welfare of all their employees.

We are committed to:

- Providing a safe and healthy working and learning environment.
- Preventing accidents and work related ill health.
- Meeting our legal responsibilities under health and safety legislation as a minimum
- Assessing all risks to anyone who could be affected by our curriculum and non-curriculum activities and putting in place measures to control these risks.
- Ensuring safe working methods and providing safe work equipment.
- Providing effective information, instruction, training and supervision.
- Consulting with employees and their representatives on health and safety matters.
- Monitoring and reviewing our safety arrangements and prevention measures to ensure they are effective.
- Setting targets and objectives to develop a culture of continuous improvement.
- Ensuring adequate welfare facilities exist throughout the school.
- Ensuring adequate resources are made available for health and safety issues, so far as is reasonably practicable.

THE GOVERNING BODY

The Governing Body is responsible for ensuring that:

- The health and safety policy statement is clearly written and it promotes a positive attitude towards safety in staff and pupils.
- The Head Teacher is aware of their health and safety responsibilities and has sufficient experience, knowledge and training to perform the tasks required.
- Clear procedures are created to assess any significant risks and ensure that safe working practices are adopted.
- Sufficient funds are set aside with which to operate safe working practices.
- Health and safety performance is monitored, failures in health & safety policy or implementation recognised, and policy and procedure revised as necessary.

THE HEADTEACHER

Reporting to the Governing Body, the Head Teacher has the overall responsibility for ensuring that the Health and Safety Policy is effectively implemented and that proper resources are made available in order to achieve this.

They will plan ahead as necessary to make human, financial and other resources available to secure a high standard of health and safety management, taking competent advice on matters of health and safety where relevant.

They provide the final authority on matters concerning health and safety at work.

They will make decisions on health and safety issues based on a proper assessment of any risks to health and safety, and will ensure the control of those risks in an appropriate manner.

They will ensure that:

- This policy is clearly communicated to all relevant persons.
- Appropriate information on significant risks is given to visitors and contractors
- Appropriate consultation arrangements are in place for staff.
- All staff are provided with adequate information, instruction and training on health and safety issues. Additional responsibilities for health, safety and welfare are allocated to specific individuals and they are informed of their responsibilities and have sufficient experience, knowledge and training to undertake them.
- Risk assessments of the premises and working practices are undertaken.
- Safe systems of work are in place as identified from risk assessments.
- Emergency procedures are in place.
- Machinery and equipment is inspected and tested to ensure it remains in a safe condition.
- Records are kept of all relevant health and safety activities e.g. assessments, inspections, accidents, etc.
- Arrangements are in place to inspect the premises.
- Accidents are investigated and any remedial actions required are taken or requested
- The activities of contractors are adequately monitored and controlled.

All STAFF MUST:

- Apply the school's Health and Safety Policy to their own area of work and be directly responsible to the Head Teacher for the application of the health and safety procedures and arrangements.
- Carry out regular health and safety risk assessments of the activities for which they are responsible for.
- Resolve or refer to the Head Teacher any health, safety and welfare problems that members of staff refer to them.
- Carry out regular inspections of their areas of responsibility to ensure that equipment, furniture and activities are safe.
- Ensure, as far as is reasonably practicable, the provision of sufficient information, instruction, training and supervision to enable other employees and pupils to avoid hazards and contribute positively to their own health and safety.
- Ensure all accidents are investigated appropriately.
- Exercise effective supervision of pupils and to know the procedures in respect of fire, first aid and other emergencies, and to carry them out.
- Follow the health and safety procedures applicable to their area of work.
- Give clear oral and written health and safety instructions and warnings to pupils as often as necessary.
- Ensure the use of personal protective equipment where necessary.
- Make recommendations to the Head Teacher on health and safety equipment.
- Integrate all relevant aspects of safety into the teaching process and, where necessary, give lessons on health and safety.
- Regularly check the classrooms for potential hazards and report any observed to the caretaker.
- Report all accidents, defects and dangerous occurrences to the Head Teacher.
- Act in the course of their employment with due care for the health, safety and welfare of themselves, other employees and other persons.
- Observe all instructions on health and safety issued by the Head Teacher.
- Act in accordance with any specific Health and Safety training received.
- Report all accidents and near misses to the Head Teacher.

- Know and apply emergency procedures in respect of fire, first aid and other emergencies.
- Co-operate with other persons to enable them to carry out their health and safety responsibilities.
- Inform the Head Teacher of all potential hazards to health and safety.
- Inform the Head Teacher of any shortcomings they identify in the health and safety arrangements.
- Exercise good standards of housekeeping and cleanliness.
- Co-operate with any Safety Representatives and the Enforcement Officers of the Health and Safety Executive.
- When authorising work to be undertaken ensure that the health and safety implications of such work is considered.

OBLIGATIONS OF CONTRACTORS, HIRERS OR COMPANIES

- When the premises are used for purposes not under the direction of the Head Teacher e.g. the provision of school meals, then, the person in charge of the activities will have responsibility for safe practices in the areas under their control.
- All contractors who work on the premises are required to identify and control any risk arising from their activities and inform the Head Teacher of any risks that may affect the school staff, pupils and visitors.
- All contractors must be aware of the Health and Safety policy and emergency procedures and comply with these at all times.
- All contractors must report to the school office to sign in before work commences. Out of hours, such work must be authorised and contractors briefed.
- School staff will carry out monitoring of contractors on site. If school staff feel that something is dangerous then the Head Teacher should be informed.

PUPILS

Pupils, in accordance with their age and aptitude, are expected to:

- Exercise personal responsibility for the health and safety of themselves and others.
- Observe standards of dress consistent with safety.
- Observe all the health and safety rules of the school and in particular the instructions of staff given in an emergency.
- Use and not misuse, neglect or interfere with things provided for their health and safety.

The following areas are the responsibility of the named person or persons: -

Classrooms	Class teachers
Workshops	Caretaker
Admin Office	Admin officers
Hall	Caretaker
Cookery room	Caretaker
Sports areas	Caretaker
Stairs, corridors, foyers	Caretaker
Boiler room	Caretaker
Toilets	Caretaker
Kitchen and server	Cook

Music room	Caretaker
ICT Suite	Caretaker
Playgrounds and garden areas	Caretaker
House	Caretaker
Forest School	Forest School Leader

PROCEDURES AND ARRANGEMENTS

Introduction The following procedures and arrangements have been established within our school to eliminate or reduce health and safety risks to an acceptable level and to comply with minimum legal requirements:

Accident and Incident Reporting

All staff are required to ensure that all accidents and near misses where an ambulance is called are reported to the Head Teacher, who will ensure that the accident is investigated and reported to the Governing Body. They must also ensure that the online RIDDOR Form is completed and submitted to the Health and Safety Executive. This form can be accessed on the www.hse.gov.uk website. All incidents or near misses i.e. something which has the potential to cause harm although it doesn't do so on this occasion must also be reported so they can be investigated internally and appropriate steps taken to prevent a more serious reoccurrence.

Animals

Frogspawn/Tadpoles are kept humanely in tanks and are returned to the school pond as soon as they become frogs. Any remaining frogspawn/tadpoles are also returned to the pond. Eggs, once hatched, are returned to the company who supply eggs. Any other animals are taken home for the weekend by staff or parents.

Cookery

Clear guidance must be given to those undertaking cookery with children.

Curriculum Safety

All curriculum leaders are responsible for ensuring that risk assessments are in place for curriculum activities where there is a potential risk to staff and pupils. The risk assessments must be made known to all teaching and support staff and reviewed regularly.

Display Screen Equipment

Adjust furniture and equipment to suit your needs but do not adjust your posture to the workstation. Avoid a static posture and prolonged DSE work without a change of activity. Always report problems with your furniture, equipment or eyesight as soon as these arise. DSE risk assessments should be completed for administrative staff and teaching staff that regularly use laptops or desktop PCs.

Educational Visits

The Head Teacher and the EVC are responsible for ensuring that all school trips are managed in accordance with the school policy for Educational trips which all teachers must be familiar with.

Electrical Safety

The Care Taker is responsible for ensuring that a competent person inspects the hard wiring system every five years and any identified remedial work is undertaken without delay. The Caretaker will also ensure that all portable electrical equipment is tested in accordance with the timescales recommended by the Health & Safety Executive. All staff must be familiar with school procedures and report any problems to the Caretaker. The 'competent' person for carrying out tests on portable electrical equipment is -Facet Testing Specialist Electrical Services – 01603 00995. Tests using a portable appliance testers are to be carried out annually.

Fire Precautions and Emergency Procedures

The Head Teacher is responsible for ensuring:

- That a Fire Risk Assessment is completed and reviewed annually.
- That the school emergency plan and evacuation procedures are regularly reviewed.
- The provision of fire awareness training to all staff.
- That an emergency fire drill is undertaken every term.
- The preparation of specific evacuation arrangements for staff and/or pupils with special needs.

The Caretaker is responsible for:

The formal maintenance and regular testing of the fire alarm and emergency lighting. The Caretaker is responsible for carrying out fire alarm call point tests on a weekly basis using a Rota System. Records must be kept by the caretaker.

- The maintenance and inspection of the firefighting equipment.
- The maintenance of exit/escape routes and signage.

All staff must be familiar with the school Fire safety risk assessment, the school emergency plan and evacuation procedures. All staff are to be familiar with what types of extinguisher are in their vicinity and on what types of fire they may be used.

First Aid

The names of the school's qualified First Aiders are displayed in the school. First Aid supplies are kept in designated areas throughout the school and it is the responsibility of Mrs Mary Jones and Mrs Laura Howie to ensure that stocks of supplies are kept up to date. All staff must be familiar with the school arrangements for First Aid.

Pupils can be sent to the office for minor First Aid or it can be administered in the playground. All minor First Aid incidents that are sent to the office are logged. All unwell children sent to the office are also logged. These logs are analysed for trends by the Head Teacher.

The qualified First Aiders are:

Mrs Lisa Weeks	normal place of work – HT Office
Mrs Michelle Wilson	normal place of work – Year 5 Classroom
Mrs Corinne Connolly	normal place of work – Year 6 Classroom
Mrs Amanda Garlick	normal place of work – Finance Office

The qualified Paediatric First Aiders are:

Mrs Donna Nash	normal place of work – Key Stage 1
Mrs Pam Stewart	normal place of work – Key Stage 2
Mrs Maria Haynes	normal place of work – Key Stage 1

Mrs Joanne Richards	normal place of work – EYFS class
Mrs Jill Coxon	normal place of work – Key Stage 1
Mrs Laura Howie	normal place of work – School Office
Mrs Jane Pearce	normal place of work – Key Stage 1
Mrs Mel Deasy	normal place of work – Key Stage 2
Mrs Janet Wallis	normal place of work – BC/ASC

Location of First Aid boxes: School office
Teaching areas outside of classrooms.
Kitchen

All staff must be aware of the risk of infectious diseases associated with blood and bodily fluids.

Gas

Annual checks on gas appliances are conducted by Locksley and Kent Boiler Services.

Hazardous Substances

The Caretaker is responsible for ensuring that all cleaning and maintenance products that may be hazardous to health are assessed before being used. The substances must be stored securely in accordance with the manufacturer's instructions and only used by authorised persons trained in the safe use of the product. Products with low toxicity routinely used in the classrooms must be stored securely and only used by staff. These will include spirit based marker pens, corrective fluid and aerosol paints. All these should be used in a well-ventilated area.

Inclusion

The Head Teacher is responsible for ensuring that there are adequate facilities and support staff to ensure the health, safety and welfare of any pupil with SEND. All staff must be given any information about a pupil's needs and receive such training as is necessary for them to be able to support the pupil's learning, social and personal needs. The SENCO and curriculum leaders must ensure that all risk assessments for curriculum activities are adapted as necessary to ensure the safety of any pupil with SEND. No pupil should be excluded from an activity on the grounds of health and safety unless this is absolutely unavoidable.

Lettings

The Head teacher is responsible for ensuring that any use of the premises outside school hours is managed in accordance with the school health and safety policy and lettings policy.

Lone Working

Lone workers can be defined as anyone who works by themselves without close or direct supervision. Facilities and cleaning staff may be regular lone workers but teachers and other staff may also work in isolated classrooms/offices after normal school hours or during holiday times. Any member of staff working after hours must notify the Head Teacher of their location and intended time of departure. Lone workers should not undertake any activities which present a significant risk of injury.

Managing Medicines and Drugs

It is the parents responsibility to ensure all medication for their child is 'in date' and is replaced by the parent when nearing to end of life and not the school's responsibility to remind parents when this is.

Please refer to the First Aid and Medicines Policy for more detailed information. It is not the responsibility of the school to remind parents to collect medicines that are no longer required or are out of date. It is the responsibility of the parent to collect all medicine if a child leaves the school or the medicine goes out of date. If a child leaves the school or the medicine goes out of date and it has not been collected, the school will dispose of the medicine appropriately, without contacting the parent. The school policy for First Aid and Medicines provides detailed guidance and all staff should be familiar with this policy.

Maintenance and Inspection of Equipment

The detailed arrangements for the maintenance and inspection of equipment are described in the site maintenance procedures under the control of the care taker. All faulty equipment must be taken out of use and reported to the caretaker. Staff must not attempt to repair equipment themselves.

Manual Handling and Lifting

The Head teacher will ensure that any significant manual handling tasks are risk assessed and these tasks eliminated where possible. No member of staff should attempt to lift or move any heavy furniture or equipment themselves but must ask the care taker for assistance. Pupils are not allowed to move or lift any heavy or unwieldy furniture or equipment.

Outdoor Play Equipment

The outdoor play equipment and safety surfacing is formally inspected annually by a competent contractor. The Caretaker undertakes weekly checks of the play equipment and play areas. Supervisory staff should make a visual check of all play equipment before it is used. Risk assessments have been completed for each item of equipment and all staff supervising play activities must be familiar with these assessments. If the supervision levels recommended in the assessment cannot be achieved the equipment should not be used. Pupils and pupils' siblings are not permitted to use the play equipment after school hours. Any member of staff who observes unauthorised use of the play equipment must remind children of this.

PE Equipment

The PE Subject leader is responsible for ensuring that all PE equipment is suitable and safe for the activities planned and the age and abilities of the pupils. Risk assessments have been completed for all PE activities and all staff must be familiar with these. Wall bars, ropes, beams, vaulting horses, benches and mats are formally inspected annually by a competent contractor. All PE equipment must be visually checked before lessons and returned to the designated store area after use. Pupils must not use the PE equipment unless supervised. Any faulty equipment must be taken out of use and reported to the PE Subject Leader. Universal Services must check the PE equipment annually. The supervising teacher must ensure that all equipment is inspected and safe to use before each lesson. On completion of the lesson all equipment is to be replaced securely and correctly. No pupil is to move equipment unsupervised.

In the interests of health and safety, appropriate kit should be worn for each activity. Long hair must be tied back and all jewellery and personal effects must be removed before a lesson commences.

Abilities It should be remembered that pupils vary considerably in ability and physical co-ordination and care should therefore be taken to ensure that any activity a pupil may be asked to do is fully understood by them and within their capabilities.

Accidents Any accidents occurring during organised activities, whether in school or away from the establishment must be reported at the earliest opportunity. On return, the supervising person is to fill in the accident form.

Personal Protective Equipment (PPE)

Where the need for PPE has been identified in Risk Assessments, it is the Head teacher's responsibility to ensure adequate supplies of suitable PPE. Where a need for PPE has been identified it must be worn by any staff member or pupil who might be at risk of injury or harm to health. Any staff member or pupil who refuses to use the PPE will be subject to disciplinary action. PPE must be kept clean and stored in designated areas. Staff must report any lost or damaged PPE to the Head teacher.

Risk Assessments

It is the Head teacher's responsibility to ensure that potential hazards are identified and that risk assessments are completed for all significant risks in the school. The Head teacher is responsible for undertaking general risk assessments with the exception of the areas listed below.

- Curriculum subject leaders will undertake risk assessments for their specialist areas.
- The caretaker will undertake risk assessments for maintenance and cleaning.
- The EVC will ensure that risk assessments are completed by all staff who organise and lead school visits.

Security

The caretaker is responsible for the security of the school site and will undertake regular checks of the boundary walls, fences, entrance points, outbuildings and external lighting. Staff must query any visitor on the school premises who is not wearing a visitor badge and escort them back to reception. If an intruder becomes aggressive staff should seek assistance. Any incidents of verbal abuse or threatening behaviour by parents, visitors or pupils must be reported immediately to the Head teacher.

The procedures for clearing the school and setting the alarms are:

The person clearing the school and setting the alarms walks around the school as they lock up and turn off the lights. They do one final check and also checks the car parks.

The users of dangerous high value items such as chemicals, radioactive sources, TVs and videos should ensure that those items are secure on completion of use.

The procedure for visitors is to report to the school office as soon as they enter the premises. They should sign the visitor's book and obtain a badge. They should then wait for their escort/point of contact or proceed if authorised.

Segregation of the work area:

- No vehicles should be maneuvered to or from the site whilst children are in the area,
- No grass mowing is to take place while children are on the fields.
- No equipment is to be left outside the segregated area and all equipment is to be secured at the end of the working day.

Science

The Science subject leader has the responsibility of seeing that the advice of the Local Authority is followed by other members of staff and that staff, particularly new staff, are familiar with this policy, that the delegation is effective, and that delegated duties are being carried out.

Risk Assessment – the Science Subject Leader has the responsibility for ensuring risk assessments are carried out and for prioritising effort to reduce the higher risks for children. COSHH Regulations 2002: In order that these regulations may be complied with, no substances should be used unless an assessment of them has been undertaken. Science staff are to seek advice on substances that are planned to be used. Safety should be addressed in lesson plans.

Site Maintenance

The care taker is responsible for ensuring the safe maintenance of the school premises and grounds and for ensuring cleaning standards are maintained. He will undertake routine inspections of the site and report any hazards that cannot be dealt with immediately to the Head teacher. All staff are responsible for reporting any damage or unsafe conditions to the Caretaker immediately. The job book is kept on the caretaker's cupboard door. Staff can also inform the care taker verbally or via email. Staff will contact him by mobile if the matter is urgent.

Smoking

It is illegal to smoke anywhere on the school premises (The Smoke-free (Premises and Enforcement) Regulations 2006). Smoking and the use of electronic cigarettes are banned from anywhere on the school premises or grounds.

Dogs

No dogs except Guide Dogs or those used for educational purposes are allowed on site.

Staff Training and Development

The Head teacher is responsible for annually assessing the health and safety training needs of all staff and for arranging any identified training. All new staff will receive specific information and training as part of the school induction process. All staff will receive fire awareness training on an annual basis. Staff given specific health and safety responsibilities and duties will be provided with the necessary levels of information, instruction and training to enable them to carry out these duties. Health and safety will be a regular agenda item for staff meetings.

Stress

The school governors and Head teacher are responsible for taking steps to reduce the risk of stress in the school by taking measures to ensure colleagues and pupils are supported through:

- An environment in which there is good communication, support, trust and mutual respect.
- Training to enable them to carry out their jobs competently.
- Control to plan their own work and seek advice as required.
- Involvement in any major changes.
- Clearly defined roles and responsibilities.
- Consideration of domestic or personal difficulties.
- Individual support, mentoring and referral to outside agencies where appropriate.

Swimming

Children are instructed by ASA Qualified Instructors who are DBS vetted and health checked. The programmes take place in local authority pools and Sports Centres and are subject to the Swimming Programme Service Specification. All staff must ensure that they are familiar with the local authority swimming guidance before accompanying any swimming groups.

Visitors

All visitors must sign in and out at the school reception desk. This includes parents and peripatetic teachers. A badge will be issued which must be worn at all times in school. Visitors to the school will be made aware of the emergency procedures and other safety information as is relevant. Contractors undertaking maintenance work on the school will be informed of the emergency procedures and any risks in their work area e.g. asbestos, fragile roofs.

Working at Height

The caretaker is responsible for the purchase and maintenance of all ladders in the school. All ladders conform to BS/EN standards as appropriate. The Premises Manager is also responsible for completing risk assessments for all working at height tasks in the school. Staff are reminded that 'working at height' applies to all activities which cannot be undertaken whilst standing on the floor. If you need to hang decorations or displays then a step stool or small stepladder must be used. Standing on desks, chairs or other furniture is not permitted. Do not work at height when you are alone. If you are planning to use a step ladder ask the caretaker to help you erect it properly and have an assistant to hold the ladder steady and pass you the materials you need. Your knees should be no higher than the top platform of the ladder. Never overreach. Try always to keep one hand free on the ladder to steady yourself.

This document must be read in conjunction with the following policies:

- Educational Visits
- First Aid & Medicines
- Managing Contractors
- Safeguarding Policy
- Curriculum Specific Policies
- Behaviour and Discipline Policy
- Code of Conduct
- Fire risk assessment and procedures
- Supporting Pupils in Schools with Medical Conditions
- Mental Health Policy

These policies will form part of the induction training given to staff.

Monitoring and Evaluation

This policy will be updated in line with any new developments in the school and/or any new government guidance. All staff are expected to follow the policy and the Leadership Team, following ongoing regular reviews of classroom practice, will be responsible for ensuring the effectiveness of practice across the school.

This Policy will be renewed annually.

It was last reviewed in: September 2018

It will next be reviewed in: September 2019

This statement of policy was approved by the Governing Body at their meeting on:-

Date: _____

Signed:

_____ (Chairperson)

_____ (Head teacher)