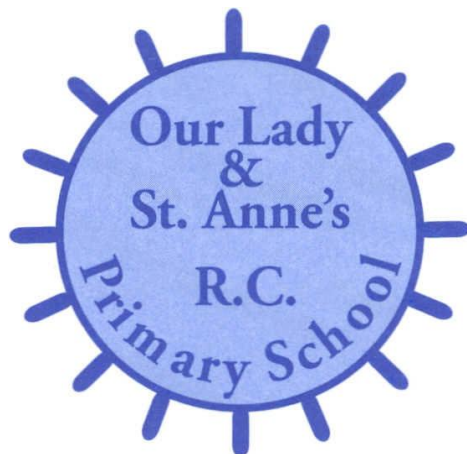




# Health & Safety Policy

## 2016-2017



**School: Our Lady & St Anne's RC Primary School**

**Head Teacher: Michael O'Brien**

**Named personnel with designated responsibility for Health & Safety:**

Academic year	Designated Lead	Designate Premise Manager	Chair of Governors
2016-2017	Michael O'Brien	Zelda Clennell	Christine Baker
		Alan Taylor	

**Policy review dates:**

Review Date	Changes made	By whom	Date Shared
September 2017	Policy reviewed and updated	Governing Body	8/11/2016



## **Safeguarding Statement**

At Our Lady & St Anne's RC Primary School we respect and value all children and are committed to providing a caring, friendly and safe environment for all our pupils so they can learn, in a relaxed and secure atmosphere. We believe every pupil should be able to participate in all school activities in an enjoyable and safe environment and be protected from harm. This is the responsibility of every adult employed by, or invited to deliver services at Our Lady & St Anne's RC Primary School. We recognise our responsibility to safeguard all who access school and promote the welfare of all our pupils by protecting them from physical, sexual and emotional abuse, neglect and bullying.

## **Introduction**

The Governors regard the promotion of health and safety at work to be of the utmost importance for all personnel that attend as pupils, work in and visit Our Lady & St Anne's RC Primary School.

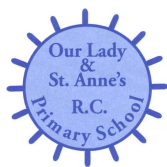
The Health and Safety at Work Act 1974 (HSW Act 1974) places duties on employers to safeguard, so far as is reasonably practicable, the health, safety and welfare of their employees and the health and safety of persons not employed but who may be affected by work activities, such as pupils and visitors.

Anyone in a position to control the use of premises has a similar duty and must take measures to ensure, so far as is reasonably practicable, to ensure that the premises, equipment and materials provided for work are safe and do not put health at risk. This duty extends to the Head teacher and Governing Body.

Employees are required to ensure that the ways in which they work are without risk to themselves, to pupils, to other staff or visitors. They must co-operate with those with responsibilities for health and safety (e.g. by reporting areas of the premises, equipment or work practices which appear not to be safe and by adhering to policies and instructions from those in a supervisory capacity on matters relating to health and safety).

As well as their duties under the 1975 Act, employers have specific duties prescribed in regulations such as those relating to hazardous substances and to electricity.

Every employer is required to prepare a written statement of its policy on health and safety. This policy must be revised as often as may be appropriate. The policy statement must indicate the current organisation and arrangements, which are in place to carry out the policy, and copies of this policy should be distributed to all employees.



## **Roles & Responsibilities**

For the purposes of the Health and Safety at Work Act, Our Lady & St Anne's RC Primary School, is the employer. However, the Governing Body has responsibilities insofar as it has control of the functioning and premises of the school.

The **Governing Body** will:

- Give strategic guidance.
- Monitor and review health and safety issues.
- Ensure adequate resources for health and safety are available.
- Take steps to ensure plant, equipment and systems of work are safe.
- Ensure that the school provides adequate training, information, instruction, induction and supervision to enable everyone in the school to be safe.
- Maintain the premises in a condition that is safe and without significant risk.
- Provide a working environment that is safe and healthy.
- Provide adequate welfare facilities for staff & pupils.
- In their critical friend role, maintain an interest in all the health and safety matters.
- Review and monitor the effectiveness of this policy.

The **Head Teacher** is responsible for the day to day running of the school. They will:

- Promote a positive, open health and safety culture in school
- Report to Governors on key health and safety issues
- Seek advice from other organisations or professionals, such as the Health and Safety Executive, safety advisers etc. as and when necessary
- Ensure that all staff co-operate with the policy
- Devise and implement safety procedures
- Ensure that risk assessments are reviewed on an annual basis
- Ensure relevant staff have access to appropriate training
- Meet with the School Business Manager every week to ensure any building/grounds issues are dealt with in a timely manner

The **School Business Manager** will support the Head Teacher in their role. They will:

- Ensure risk assessments are accurate, suitable and reviewed annually
- Deal with any hazardous practices, equipment or building issues and report to the head teacher if they remain unresolved
- Provide a good example, guidance and support to staff on health and safety issues
- Carry out a health and safety induction for all staff and keep records of that induction
- Keep up to date with new developments in Health and Safety issues for schools



- Carry out investigations into accidents and produce reports / statements for any civil or criminal action which may arise
- Ensure any contractors on site are competent in health and safety matters

The **Site Manager/Caretaker** is responsible for day to day maintenance and other buildings / grounds issues. They will:

- Ensure that any work that has health and safety implications is prioritised
- Report any concerns regarding unresolved hazards in school to the School Business Manager immediately
- Ensure that all work under their control is undertaken in a safe manner
- Carry out a daily check of the grounds and building to spot any disrepair or other hazards such as broken glass etc. in the play areas
- Ensure that all cleaning staff are aware of safe working practices, especially regarding reporting of hazards, the use of hazardous substances and manual handling
- Carry out a weekly test of the fire alarm
- Ensure all contractors are 'inducted' and shown the relevant risk assessments, asbestos records and are made aware of any fragile roofs or other hazards in the areas where they will be working
- Fully co-operate with health and safety arrangements during larger building projects

**All School Staff** will:

- Read the Health and Safety Policy
- Comply with the School's health and safety arrangements
- Take reasonable care of their own and other people's health and safety
- Leave the classroom / playground / office in a reasonably tidy and safe condition
- Follow safety instructions when using equipment
- Supervise pupils and advise them on how to use equipment safely
- Report practices, equipment or physical conditions that may be hazardous to their line manager and/or the appropriate member of staff
- Follow the accident reporting procedure (which is a separate document)
- Contribute to and highlight any gaps in the school's risk assessments

In accordance with the school rules and procedures on discipline, **Pupils** will:

- Follow safety and hygiene rules intended to protect the health and safety of themselves and others
- Follow safety instructions of teaching and support staff, especially in an emergency
- Follow Our Lady & St Anne's RC Primary School behaviour code (which is a separate document)



The **Corporate Health & Safety Management Team (Newcastle City Council)**  
Will:

- provide advice and guidance to help schools fulfil their health and safety responsibilities
- answer queries from staff on health and safety issues
- visit where necessary to give advice on all aspects of new and existing health and safety policies and procedures
- collect information on accidents and incidents to report to HSE where necessary
- advise on and facilitate (when possible) staff safety training
- draft and/or advise on policies, procedures and guidance for health and safety
- interpret and advise on new legislation impacting on the working environment
- attend meetings to advise on occupational safety issues

### **Monitoring Implementation of the Policy**

Monitoring will take place annually and will also be undertaken whenever there is a change of circumstances relating to the school and its use.

### **Conclusion**

We expect all employees to effectively plan, organise, implement control, monitor and review the preventative and protective measures required to ensure the promotion and health and safety in this school.

We believe that a healthy and safe school environment is a fundamental part of promoting effective teaching and learning.



## **Arrangements**

### **Major Accidents/Incidents**

In the event of a major accident or serious incident staff should:

- apply First Aid (as appropriate) and notify the Head teacher immediately
- call 999 to summon an ambulance and/or other emergency services - providing all necessary details including details of any injuries, the address and phone number of the school, etc.
- liaise with the Head teacher to make every effort to contact parents (where appropriate)
- if a child is injured and the parents cannot be contacted by the time the ambulance is ready to depart a member of staff must accompany the child to hospital (taking any available/relevant information)

### **Accident Investigation**

All significant accidents or incidents that are considered to be dangerous and near-miss situations are to be reported to the Head teacher. The Head Teacher in turn is to report the incident to the School Business Manager.

The School Business Manager is to carry out an immediate investigation into the incident in order to identify the cause of the accident and measures taken to prevent a reoccurrence.

Investigations such as these are essential in order that accidents, damage to equipment and property, and losses are kept to a minimum.

The Head teacher is responsible for the co-ordination of such investigations.

All contractors must ensure that accidents involving their personnel are reported to the School Business Manager of the school, as well as their own reporting chain.

### **Reporting Procedures**

- All accidents, injuries, assaults and dangerous or potentially dangerous occurrences must be recorded and reported. This applies to accidents, injuries, etc. occurring on school premises or arising from school activities (e.g. school visits, etc.)
- Staff should report all accidents/injuries to the Head teacher and should complete the Accident Report Form which is located in the child's class. Any accidents that result in a child being sent to hospital should be reported to The School Business Manager to ensure they are reported correctly to the Newcastle City Council Health & Safety Section.



- Injuries to employees - the employee must complete the Newcastle City Council Accident Report Form which is located in the school office.
- Injuries to employees, which result in absence from work for more than 5 days, the Accident Form is sent into the H&S Section to determine whether the employee is going to be off for more than 7 days.

Promptly send the form to the H&S section and then separately notify them if the employee is subsequently off work for more than 7 days.

- "Near Miss" or potentially dangerous occurrences should also be reported on form Newcastle City Council Accident Report Form (see above)
- In all cases the Head teacher should be fully informed and completed forms/reports should be counter-signed by the Head teacher

### **Administration of Medicines**

- Medication is only administered to pupils when the parental consent form has been completed
- The medicine will be administered by one nominated member of staff for each pupil and appropriate records kept
- Medicines are only administered during school time when they have been prescribed by a child's GP or other relevant medical professional
- Medicines are kept in a locked cupboard in the school office
- The only exceptions to this are asthma medication and 'auto-injectors' (following discussion with parents) which may be kept in appropriate locations, out of the reach of other pupils, as appropriate
- The doses administered during the school day are to be kept to the minimum, e. g. a course of antibiotics requiring four doses a day - only one dose (lunchtime) will normally need to be administered at school

### **Asbestos**

- Asbestos Management Plan – The School Business Manager is appointed to ensure the plan is implemented and visual checks of the Asbestos Containing Materials (ACM) are inspected for any damage
- All staff have been made aware of the location of any asbestos in school
- All contractors must sign to say they have seen the register before starting work on site

### **Control of Hazardous Substances**

- The use of hazardous substances in school will be kept to a minimum
- The Site Manager (with appropriate support from senior managers) will complete a COSHH assessment for all hazardous substances used on site
- The associated procedures and control measures will be funded and enforced

### **Display Screen Equipment**



- For members of staff with 'desk based jobs' the Council's procedure for carrying out workstation self assessments on an annual basis will be followed
- For members of staff provided with portable devices (e.g. laptops, tablets) staff will be issued with the current Council guidance on their use

### **Educational Visits**

- All off site trips will be subject to risk assessment and the advice of The School Business Manager in their role as the Educational Visits Co-ordinator will be closely followed

### **Electrical Testing & Electrical Equipment**

- All items of portable electrical equipment in school are inspected and checked annually.
- Only authorised and fully qualified personnel are to install, repair or attempt to repair electrical equipment.
- Where 13-amp sockets are in use, only one plug per socket is permitted.
- The protective outer sleeve of electrical cables is to be firmly secured within the electric plugs. Where the outer sleeve is not secured within the plug and the connecting live wires are visible, a qualified person is to be tasked to rewire the plug correctly.
- Electrical equipment that is known to be, or suspected of being faulty must not be used.
- If electrical equipment becomes faulty whilst in use, it is to be isolated from the source of supply and secured. It must be reported to the School Business Manager and must not be used until repair has been effected.

### **Fire Safety & Evacuation of the Building**

- Fire exits have appropriate signage
- Plans showing exit routes are displayed by the door of each classroom
- A fire drill is practised and documented once a term by The School Business Manager
- Evacuation times and any issues which arise are reported to the Governors
- Fire extinguishers are checked annually by Fire Point Services

### **First Aid Provision**

- The school has carried out a first aid risk assessment to ascertain the required number of first aiders and the location / number of first aid kits
- Portable first aid kits are taken on educational visits
- If the risk assessment dictates that it is necessary, a qualified first aider will be present on the trip

### **Food Technology (Primary)**



- Cooking equipment including ovens and hobs will only be used if fire precautions and appropriate risk assessments are in place
- Staff must be satisfied that the tasks undertaken are appropriate for the pupils concerned
- Close supervision will be appropriate for riskier parts of the cooking process, i.e. taking food in or out of hot ovens

### **Legionella**

- Our Lady & St Anne's RC Primary School buy into Newcastle City Councils SLA for legionella and they provide advice and has assist with the preparation of the school's Legionella risk assessments and also sample water as per the risk assessment

### **Manual Handling**

- Pupils and staff must only lift equipment and furniture within their own individual capability
- Manual handling training will be provided for appropriate members of staff including, if necessary, include how to lift pupils safely

### **Playground Equipment**

- Playground equipment and it's use is supervised during all breaks during the school day
- If the equipment is used during lesson time supervision is again maintained
- A decision is made, recorded and enforced if inclement weather (damp / icy) means that equipment becomes unsafe to use on a particular day
- Our Lady & St Anne's RC Primary School employ Hillstar for building maintenance, they sub contract to Dunlop Play Equipment Services to carry out an annual inspection of all outdoor play equipment
- The Caretaker undertakes a daily pre-use check of play equipment and play areas

### **Playground Supervision**

- Appropriate levels of supervision will be maintained in playgrounds as described in the playground risk assessment

### **Pregnant Members of Staff**

- Newcastle City Council's procedures for pregnant members of staff will be followed, including carrying out a 'Pregnancy Risk Assessment'

### **Risk Assessment**

- The school maintains a comprehensive set of risk assessments that cover curriculum based activities in school; school visits and the running of the school building and grounds



- They are all available on the school central server for staff to inspect and refer to as necessary
- The management team will take steps to ensure that appropriate staff are aware of the risk assessments appropriate to their role and will monitor compliance with control measures specified in the risk assessments
- All risk assessments are reviewed on an annual basis (except risk assessments for school trips which should be reviewed each time the trip takes place)

### **Slips Trips and Falls**

- The potential for slips trips and falls in school has been risk assessed and appropriate controls have been put in place
- This includes working procedures for mopping floors, absorbent floor mats near entrances and regular hazard spotting inspections

### **Snow and Ice**

- A plan has been produced outlining the main pedestrian routes that the site staff will strive to keep open during snowy and icy conditions
- If it becomes impossible to keep these routes clear the head teacher is informed immediately and this information contributes to any decision to close the school

### **Stress at Work**

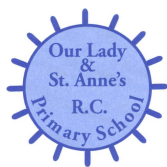
- Proactive - the Council's templates for Stress Risk Assessment are used in order to identify how levels of stress (caused by work) amongst staff can be reduced
- Reactive – individuals who are identified to be suffering from excessive levels of stress (caused by work or personal issues) are supported in accordance with the school's welfare policies and, if necessary, by accessing the Employee Health and Wellbeing Service.

### **Supervision of Pupils**

- Sensible, safe behaviour will be promoted to pupils by all members of staff
- Dangerous or risky behaviour displayed by pupils will be addressed and dealt within the school rules
- Pupils will only be allowed into or stay in classrooms under adult supervision
- Appropriate supervision of cloakrooms and toilet access will be in place at busy times

### **Training**

- Health and Safety Training Needs are assessed as part of individual's annual review
- Training needs may also be identified as part of a risk assessment process



## **Use Of Reasonable Force**

All staff have training on this. Please refer to separate policy regarding appropriate use of force.

## **Working at Height**

- Working at heights risk assessments have been completed for the school
- Appropriate record keeping and safe systems of work are kept in the working at heights file.
- All site/caretaking staff who undertake working at heights have been on a half day training course.
- Teaching and other staff who assist in putting up displays in school have been given appropriate in-house training and advised that they must:
  - Use appropriate access equipment - step ladders, kick stools etc.
  - Wear flat shoes whilst putting up displays
  - Not climb on furniture to put up display

## **Good House Keeping**

Tidiness, cleanliness and efficiency are essential factors in the promotion of health and safety. Accidents can be prevented by following the guidelines listed below.

- Keep corridors and passageways unobstructed.
- Ensure shelves in storerooms are stacked neatly and not overloaded.
- Keep floors clean.
- Do not obstruct emergency exits.

## **Smoking**

Smoking is not permitted anywhere within Our Lady & St Anne's RC Primary School or within the school grounds.

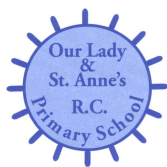
## **Visitors**

It is the duty of all personnel within the school to ensure the health and safety of all visitors to the school.

Visitors should not be allowed to enter work areas unaccompanied and, where protective clothing is issued for a specific area or task, the same level of protection is to be afforded to any visitor proceeding to that area.

## **Contractors**

Contractors working within the school are required to comply with the working rules as issued by this school. Any breach of these rules is to be reported to the Head teacher or School Business Manager.



## **Use of vehicles**

Only those persons authorised and in possession of the appropriate licence and driving experience are to drive vehicles on school business.

Please refer to the risk assessment regarding the use of the minibus which is saved with the teachers drive – risk assessments.

## **Illnesses of Pupils**

In the event of pupils being taken ill at school staff should

- seek assistance from the school teaching assistant as soon as possible
- notify the school office
- provide pupils with the appropriate care, if the child is too ill to remain at school staff should consult with the school office in order for arrangements to be made to contact the parent(s)
- if the child is to be taken home from school the child should be collected by a parent (or other named responsible adult); where staff are asked to take a child home the child should be accompanied by two members of staff
- in all cases parents should be informed of the nature of the child's illness/injuries.

## **Infectious Diseases**

Under the Public Health Act (1984) the local authority is responsible for the control of outbreaks of infectious diseases. Pupils suffering the early stages of infectious disease can rapidly spread the infection among other pupils and/or staff. Where staff are informed of, or become aware of, a pupil suffering from an infectious disease the Head teacher must be informed immediately. The Head teacher will consult the school nurse/doctor for advice and guidance including advice about the need to exclude the child (and, where necessary, other close contacts). The Head will also liaise with parents.

Please see the school office for further guidance and clarification on infection control.