

Review date	Version	Date of next review	Approved
Autumn 2016	2.0	Autumn 2017	

St. Mary's Catholic Primary School
A Catholic Voluntary Academy
Health and Safety Policy

OUR MISSION STATEMENT

In our Catholic School we provide a:

Safe, loving and enriching environment

Trust, and patience

Motivation to reach individual's full potential

Acceptance and celebration of uniqueness

Respect for all

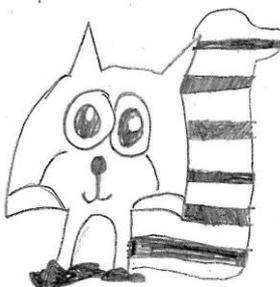
Young people nurtured in the Spirit of God.

School full of awe and wonder

St. Mary's School is a Rights Respecting School and as such the needs and well being of our children are at the heart of all policies in accordance with the United Nations Convention on the Rights of the Child

Article 28

You have the right to a good quality education. You should be encouraged to go to school to the highest level you can.



1 The Responsibility of the Governing Body

- 1.1 The Governing body of St Mary's School acknowledges its responsibility for the planning and provision of a Health and Safety Policy that is fully consistent with current British and European legal requirements.
- 1.2 The Governors recognise the need to consult staff on health and safety matters and the need to consult individuals before allocating particular health and safety functions.
- 1.3 It is the Governors' policy to take all steps within their power to prevent personal injury, health hazards and damage to property. It is also the Governors' policy to extend this protection to pupils, parents, contractors and members of the general public from all possible risks.
- 1.4 The Governors recognise their responsibility under the Health and Safety at Work Act. As far as it is reasonably practicable they will:
 - a) provide plant, equipment and systems of work which are safe and without risks to health;
 - b) make arrangements for ensuring the safe handling, storage and transportation of articles and substances;
 - c) provide adequate training, information, instruction and supervision to enable all staff employed in the school and all pupils to perform their work safely and efficiently;
 - d) promote the development and maintenance of sound safety, health and welfare practices;
 - e) maintain the premises in a condition that is safe and without risks to health;
 - f) provide and maintain a working environment that is safe, without risks to health and adequate as regards welfare facilities for staff and pupils;
 - g) ensure sufficient funds are available to provide any necessary protective clothing or equipment to all staff employed in the school for the safe use of machinery, equipment and substances;
 - h) maintain a close interest in all health and safety matters in so far as they affect activities in the premises under the control of the school.
- 1.5 It is recognised by the Governors that whilst the Local Education Authority is responsible for providing advice and information in health and safety matters, the school will also need to seek advice from other specialists and consultants.
- 1.6 The Governors recognise the need to identify arrangements in the school for implementing, monitoring and controlling health and safety matters.

- 1.7 The Governors will ensure that sufficient funding will be provided within the school budget to execute all essential health and safety work.
- 1.8 The Governors have a Finance and premises committee who are responsible for overseeing Health and Safety within the school.
- 1.9 The Governors will require the Headteacher to present an update on health and safety matters.

2 The Responsibilities of the Headteacher

- 2.1 The implementation of St Mary's School Health and Safety Policy is the direct responsibility of the Headteacher. He/She is accountable to the Governing Body.
- 2.2 The Headteacher must ensure that arrangements are in place to bring the policy to the attention of all staff including new and temporary employees.
- 2.3 The Headteacher must ensure that all levels of management, all teachers, clerical assistants, caretakers, cleaners and other employees fulfill their duties as laid down in the school's Health and Safety Policy.
- 2.4 The day-to-day management of health and safety matters is the responsibility of the Headteacher.
- 2.5 The Headteacher must be aware of all contractors or third parties entering the school to undertake maintenance, service or works contracts.

When building or plant maintenance work is carried out by contractors, it is the responsibility of the employers to ensure that a competent contractor is employed and to oversee the planning and safe execution of the work.

- 2.6 The Governors will require the Headteacher to ensure the school's Health and Safety Policy is effectively implemented and understood at all levels. The policy must be monitored regularly, effectively controlled and revised as necessary.
- 2.7 The Headteacher is responsible for ensuring that all new, amended or updated material regarding health and safety matters is brought to the attention of the relevant personnel immediately upon receipt.
- 2.8 The Headteacher must ensure that the agreed procedure for reporting all defects, hazards and problems regarding health and safety matters functions efficiently and effectively.
- 2.9 The Headteacher will always be part of the school's Resources Committee with accountability for Health and Safety.
- 2.10 The Headteacher will seek advice, when appropriate, from outside agencies who are able to offer expert opinions.

- 2.11 The Headteacher will have the right to stop what is considered unsafe practices, or the use of any plant, tools, equipment or machinery which he considers to be unsafe.
- 2.12 The Headteacher will make arrangements for improvements to premises, plant, tools and equipment which are the school's responsibility.
- 2.13 The Headteacher, with the Resources Committee, will review from time to time:
- a) the provision of First Aid in school;
 - b) fire and evacuation procedures.
- 2.14 The Headteacher will monitor and inform the Governing Body that appropriate training has been or will be given to staff to enable them to fulfill their responsibilities.
- 2.15 The Headteacher will ensure that wherever necessary in schemes of work for pupils, adequate attention is given to health and safety matters.
- 2.16 The Headteacher will be responsible for health and safety matters regarding "Grounds Maintenance Service Contracts".
- 2.17 The Headteacher will ensure new members of staff are inducted on Health and Safety procedures and are given a copy of the policy as part of their induction.

3 The Responsibilities of The Senior Management Team

- 3.1 In the exercise of their responsibility, the Senior Management Team must ensure that:
- a) all receive instruction in their duties regarding health and safety matters;
 - b) all staff are adequately trained to carry out their duties;
 - c) all staff fully understand the school's Fire Drill;
 - d) they check their area of the school on a regular basis for all health and safety issues;
 - e) they report immediately all problems and defects to the Headteacher.

4 The Responsibility of Teaching and Support Staff

- 4.1 All staff, teaching and support staff must be familiar with the school's Health and Safety Policy, the implications of that policy and any procedures, arrangements and practices relating to the policy.

- 4.2 They must ensure that all employees, pupils or other persons receive instruction to enable them to operate in a safe and efficient manner.
- 4.3 They must report to a member of the Senior Management Team or to the Headteacher any problems, defects or hazards that are brought to their notice.

5 The Responsibilities of the Caretaker and Cleaners

- 5.1 The Caretaker is responsible and accountable to the Headteacher for the implementation of the School's Health and Safety Policy in the performance of his duties.
- 5.2 The Caretaker must ensure that he is familiar with the school's Health and Safety Policy and that his Cleaning Staff are equally aware of any implications of the policy as it affects their activities.
- 5.3 The Caretaker is responsible for ensuring that the Cleaning Staff are adequately informed, instructed and trained in the use and storage of equipment, substances and other materials.
- 5.4 Cleaners are responsible and accountable to the Caretaker for the implementation of the school's Health and Safety Policy in the performance of their duties.
- 5.5 The Caretaker and Cleaners are responsible for reporting any problems, defects or hazards to the Senior Management Team or to the Headteacher.
- 5.6 Under no circumstances should a member of the Caretaking or Cleaning Staff use equipment that appears unsafe.

6 The Responsibilities of Cook in Charge and Kitchen Staff

- 6.1 The Kitchen Staff are not directly employed by the Governors of St Mary's School. However, by virtue of the fact that they work on the school premises, the Kitchen Staff should be familiar with all aspects of the school's Health and Safety Policy. They should ensure that all staff pay particular attention to directives that relate to their particular work areas and activities.
- 6.2 The Kitchen staff must inform the Headteacher of any potential hazard or serious defect in the kitchen or dining area.

General Arrangements to Keep People Safe

Risk Assessment

Risk Assessments are a legal requirement mainly under the Management of Health and Safety at Work Regulations 1999, although most health and safety legislation requires a risk assessment approach.

All of our Risk Assessments are recorded. Risks are assessed periodically (usually on an annual basis), following an accident, on the introduction of any new process/equipment and also any change in circumstances.

The school complies with Local Authority guidance on educational visits. Plans for all off site visits are reported to the Governors on a regular basis. Specific approval is given by Governors for all residential visits and visits abroad. We currently use the EVOLVE on line approval system.

We have a named Educational Visits co-ordinator who has received the appropriate Local Authority training and is responsible for:

- Assessing the competency of leaders and other adults on the visit
- Ensuring that all members of staff receive induction training in the schools process for educational visits
- Helping and supporting members of staff with the planning of educational visits including help with risk assessments

Documentation relating to school visits is kept in the school office.

Fire

An outbreak of fire in a school can be extremely serious. The Regulatory Reform (Fire Safety) Order 2005 makes it a legal requirement for each building to have an up to date fire risk assessment. Our Fire Risk assessment identifies all sources of heat with the potential to cause fire e.g., cookers etc. and it also consider the storage of combustible materials.

Internal fire doors are kept closed to stop fire spreading. Door closers are checked regularly and maintained as necessary to ensure correct operation.

The alarms are sounded during the school day on a weekly basis and a fire drill is carried out each term.

All documentation relating to fire safety is kept in the caretaker's room.

Emergency Procedure

1 On Discovering a Fire:

- a) Sound the fire alarm by breaking the glass on the nearest alarm point.
- b) Evacuate the room or area involved, closing the door to restrict the spread of fire and smoke.
- c) Contact a member of the Senior Staff to call the Fire Service.

- d) Evacuate the premises using the nearest safety exit and proceed in an orderly fashion to the Assembly Point.

Do not stop to collect personal belongings.

Do not run.

Walk quickly.

Keep quiet.

2 On Hearing the Fire Alarm:

- a) The children should stand in silence and walk immediately to the nearest fire escape and assemble at their allotted gathering point.
- b) The last person out should close the fire door.
- c) The teacher should take out the class register and call the names of all the children in that class immediately when they reach the gathering point.
- d) Any missing children must be reported immediately to the Headteacher or Fire Officer in charge at the scene of a fire.
- e) The children should stand in silence until the all-clear is given by the Headteacher.
- f) Foundation Stage and Y1 exit through the Infant entrance.
Year 2 exit through the hall doors.
Year 3 exit through the main entrance.
Year 4 exit through the Y4 entrance
Y5 and Y6 exit through the lower entrance.
- g) The gathering point is on the Junior yard

Asbestos

We have got an Asbestos Management survey on site and this has been shared with all members of staff. Staff are aware that as long as the asbestos is in good condition and is not disturbed or damaged there is no risk to individuals. However, if it becomes damaged or disturbed, it can become a danger to health as asbestos fibres can become released into the atmosphere and therefore people can inhale the fibres.

All documentation relating to asbestos is kept in the school office.

Legionella Risk Management

Legionnaires' disease is a type of pneumonia. It is an uncommon, but serious disease.

People can catch Legionnaires disease by inhaling small droplets of water suspended in the air which contain the Legionella bacterium.

Legionnaires' disease does not spread from person to person.

We have had a full Legionella audit of the school which has been shared with all members of staff. Key members of staff have a role to play in ensuring that the findings of the audit are actioned and making sure that regular monitoring is carried out on site.

Document Location Legionella Survey School office Legionella Log Book School office

Accidents

Even in a safety conscious school, accidents may still occur. This is how we deal with them.

All accidents involving staff, pupils or visitors will be recorded and investigated, as appropriate to find out what happened and how any similar incident can be avoided. Copies of accident report forms are sent to the CYPF Health and Safety Advisers.

Documentation relating to minor accidents is kept on the first aid station. For more serious accidents the documentation is kept in the school office.

First Aid

This school will follow the statutory requirement for first aid equipment and provide suitably trained first aid staff. This includes at least two members of staff who hold the full 4 day First Aid certificate, other members of staff all receive the 'Emergency First Aid at Work' certificate and the 'Paediatric First Aid' training for 2 staff members working in Foundation.

Electricity

Electricity has the potential to cause serious harm, or even death and is treated as a priority with regard to maintenance and repair. The Electricity at Work Regulations 1989 requires that all electrical systems and appliances are periodically inspected and maintained.

The visual checking, maintenance and repair of portable and transportable electrical equipment is the responsibility of the school.

Fixed installations i.e. sockets, light fittings and general wiring throughout the school will be tested at least every five years by a competent electrician.

Documents relating to PAT testing is kept in the Caretaker's room.

Substances

The Control of Substances Hazardous to Health Regulations require an assessment to be made of the work processes that involve the use of substances that are hazardous to health.

At our school we ensure that all substances that fall within the COSHH regulations are kept to a minimum and are stored safely and securely out of reach of children. Hazard data sheets are available for all substances and a documented risk assessment is available for all work processes

Medical Needs

There is no legal obligation requiring school staff to administer medication. However, this school recognises that children with medical needs have the same right of admission to a school setting as other children.

There is a clearly documented policy in place in school for dealing with medication and medical needs of children and this has been communicated to all staff. Some members of staff have received specific training to enable them to administer medication.

Curriculum Safety

All teachers are aware of and familiar with the need to carry out risk assessment in their own area of work. They must ensure that they are aware of the risks which might arise from the tools, equipment, materials and processes that they plan for children to use. All guidance material from CLEAPSS (Consortium of Local Education Authorities for the Provision of Science Services), DATA (Design and Technology Association) and AfPE (Association for Physical Education – formerly BAALPE) will be available for staff.

The Governors and Headteacher have responsibility for making sure that staff are competent and attend training as appropriate

Work Experience

The Head teacher will ensure that there is clear communication and co-ordination between placement providers, students and parents. All work experience placements will be vetted by a competent person and the co-ordinator will ensure that specific risk assessments have been carried out. They will also carry out on-site monitoring of placements

Links

Related policies:

- Safeguarding
- Child protection

RMBC email:

H&S: healthandsafety@rotherham.gov.uk

Useful Websites

<http://www.hse.gov.uk>