

St. Joseph's Catholic Primary School

Health and Safety Policy

*Here at St Joseph's Catholic Primary School, we learn and grow through the love of Jesus.
Our community is a safe, caring and happy place where everyone is supported and valued.
We encourage and challenge everyone to achieve their full potential,
spiritually, academically, morally and socially.
We inspire others with a love of learning and aim for excellence in everything we do.
Through our own faith, we treat one another the way we would like to be treated.
We help every child to be gentle and fair: to always do their best.*

'Learning through the Love of Jesus Christ'

Introduction

Here at St Joseph's we are committed to ensuring a safe environment for staff to work in and children to learn in. The governing body is aware of, and accepts, their responsibility for the Health and Safety of pupils, staff and visitors. The School recognizes that in order to offer a broad and balanced curriculum, the school must have assessed the hazards and put in place actions to minimize any risks. The achievement, attitude and well-being of all our children matter, irrespective of ethnicity, attainment, age, disability, gender or background but we recognize that we sometimes have to take into account pupils' varied needs.

St Joseph's is committed to providing a safe and secure environment for its pupils and staff. The governors and staff are committed to promoting British values, including democracy, the rule of law, individual liberty and mutual respect and tolerance of different faiths, cultures and lifestyles.

This policy should be read in conjunction with the other school policies particularly:

- CCTV Policy,
- First Aid Policy,
- Fire Safety Policy,
- Policy on Drugs,
- SEND Policy
- Educational Visits Policy.

All school policies are reviewed regularly or if there is a change of guidance from government or the Health and Safety Executive.

Responsibilities

Governing Body

At St Joseph's the Governing Body are the employer and have responsibility for health and safety at the school. The governors recognize their responsibilities and ensure that policy and procedures are in place. They have a key part to play in tackling risk aversion, to provide a wider sense of perspective and help the school get the balance right on managing risk.

The Governing Body through the Resources Committee will:

- Ensure that Health and Safety regulations are followed at all times
- Ensure that there is an effective policy that is reviewed each year
- Ensure that a Health and Safety inspection is carried out by the Premises Officer and the Link Governor each term
- Work with the Headteacher to identify and evaluate all risks relating to accidents
- Work with the Headteacher to identify and evaluate risk control measures in order to minimize risk to staff, pupils and others.

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Headteacher

The Headteacher has responsibility for the day-to-day running of the school and ensuring that the school follows health and safety guidance to manage risk sensibly in conjunction with the Governing Body.

The Headteacher will:

- Ensure that Health and Safety Procedures are followed at all times and through her visible leadership empower all staff to feel motivated to deal with hazards they encounter
- Ensure that a Health and Safety inspection is carried out by the Premises Officer and the Link Governor every term
- Encourage staff, pupils and visitors to recognize their responsibility for preventing accidents by promoting health and safety both within school and when on trips
- Monitor the standard of health and safety throughout the school, including all school based activities, both on and off site
- Monitor first aid provision
- Ensure that the school RIDDOR reports for accidents as required by the Health and Safety Executive
- Report to Governors on details of Fire Drills each term
- Report to Governors on any Health and Safety issues that require further attention and resourcing
- Identify the training needs of staff and pupils and ensure, within the financial resources available, that appropriate training and instruction takes place.

Other Members of Staff

It is the responsibility of every member of staff to report any hazard they identify immediately in the Site Maintenance Record Book in the Office so that it can be logged and dealt with as quickly as possible. If the member of staff feels the hazard may cause imminent actual harm they should take measures (providing it does not put them at risk) to deal with the matter. This may involve segregation, isolation or removal of the hazard.

The **Office Manager** is responsible for ensuring that the school meets its responsibilities as an employer. She will:

- Maintain the records and keep all current certificates in the main office.
- Liaise with the Premises Officer and the Finance Officer to ensure that service providers will be reviewed every 3 years so that the cost of servicing and maintaining equipment remains competitively priced.

The **Premises Officer** is responsible for the maintenance of the school site.

The Premises Officer will:

- Conduct regular safety inspections or arrange for safety inspections around the school
- Report, as appropriate, any Health and Safety concerns to the Headteacher
- Together with the Link Governor make a termly Health and Safety inspection of the site
- Be responsible for ensuring all electrical equipment is inspected and safe to use
- Be responsible for ensuring that the testing and servicing of all alarms and fire fighting equipment is carried out each year
- Ensure a fire drill is completed each term
- Ensure that all PE equipment is tested and serviced every year
- Ensure that all signs used meet the statutory requirement
- Check the Site Maintenance Record Book in the office to make sure that any hazards are dealt with at the earliest opportunity.

The **Educational Visits Co-ordinator** is responsible for ensuring that a risk assessment has been done for any visit off site. This risk assessment should:

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- Be specific to the adults and children intending to take part in the visit
- Be specific to the activities involved during the visit.
- Include a risk assessment covering travel to and from the school

Each Class Teacher is responsible for preparing a risk assessment at the beginning of the school year which identifies any pupil who has a medical need or SEND need that could put them at risk when on a trip.

The **Science Co-ordinator** is responsible for ensuring that there is a risk assessment for the use of science equipment in school. The risk assessment is to identify potential hazards and minimize the risk not to prevent children from first-hand experience of practical science.

The **PE Co-ordinator** is responsible for ensuring that there is a risk assessment for the use of PE equipment in school. The risk assessment is to identify potential hazards when children are undertaking physical activities or using equipment both indoor and outside.

Arrangements to establish, monitor and review

General

Smoking is not permitted anywhere on the school site.

A yearly check is carried out by the Governors, the Premises Officer and the Head to prioritize need and to inform planning.

A Site Maintenance Record Book will be used to ensure immediate action is carried out when necessary. All staff have a responsibility to prevent accidents by managing the school environment and reporting any problems to the Officer immediately. Any matters that need to be dealt with by the Premises Officer should be recorded in the Site Maintenance Record Book in his pigeon hole in the Office.

All staff are advised on safety procedures as part of their induction plan.

Children are permitted to wear a watch and girls are permitted to wear small stud earrings if they have pierced ears. Earrings should be covered or removed for PE lessons. Children are responsible for their own jewelry.

Consultation

The school will consult with trained and qualified agents to ensure the proper maintenance and function of equipment in the school. The School Leadership will take note of suggestions from staff in ways to improve the safety of the school and act upon them as is appropriate.

Contagious Diseases

If there is an outbreak, or notification of an outbreak, of a notifiable disease, the School will publish the information to parents and staff to ensure that pregnant women are aware. We follow the Local Authority guidance on advice/reporting of diseases as outlined in Health Matters.

Contractors

All contractors must report to the Office and sign in where they will receive a visitors badge. Where ever possible maintenance work should take place outside school hours and if possible during school holidays. If contractors need to be working in the school when pupils are on site they should not be working in areas that children are in.

The Premises Officer should oversee any contractors working on site.

Control of Hazardous Substances

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The Premises Officer keeps a list of all hazardous substances in his office and they are stored in the Premises Officer's Room which is locked at all times except when occupied. Hazardous substances used by the cleaners are stored in their cupboard under the stairs and a list of the substances is also kept there. The School Cook keeps a list of all hazardous substances used in the Kitchen in his office and all hazardous substances used in the kitchen are stored in a locked room.

Displays and Equipment

Staff should check that equipment is correctly stored, particularly computer equipment where leads should be tucked away. Staff must ensure that displays are not likely to create a trip or fire hazard and when using PE or Science equipment they include an appropriate safety brief at the beginning of the lesson.

Eye Tests

Under Health and Safety (Display Screen Equipment) Regulations, introduced in 1992 and amended by the Health and Safety (Miscellaneous Amendments) Regulations in 2002, employers are required to pay for eye tests for those employees who regularly use DSE. The school will provide a voucher for a full eye test to those members of staff that spend the majority of their time working on computers.

Fire Safety

This section should be read in conjunction with the School's Fire Safety Policy. Fire Drills are held every term at various times of the day, including assembly. Fire evacuation guidance is given regularly at Friday Liturgy assembly when parents attend.

In the case of an emergency evacuation of the building staff and pupils will assemble on the Ball Court in the first instance. If it is considered unsafe for people to return to the building, staff will lead their classes to the church hall, via the emergency vehicle access gates onto the adjoining development.

Maintenance of plant and equipment

The Premises Officer is responsible for ensuring that all plant and equipment is maintained to the highest standards. He will either undertake himself, or organize and liaise with specialist maintenance staff, to check and approve the following areas annually:

- Asbestos
- Electrical wiring (every 5 years)
- PATT
- Fire alarm
- Fire extinguishers
- Gas/boilers
- Legionella
- PE equipment
- Security alarm

Medication and Allergies

If a child requires prescribed medication during the school day, the parent must complete an Administration of Medicines consent form and hand it into the Office. Any child with an ongoing medical need and/or an allergy should be recorded on the Medical Register. A copy of the Register is kept in the Green Box in each classroom, together with any medication required. The exception to that is with controlled drugs, such as those used to treat Epilepsy, which are kept in the locked cupboard in the Staff Room.

Dealing with H&S emergencies

When dealing with an emergency the school will follow Health and Safety Executive advice and guidance.

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Management of Asbestos

The Premises Officer has details of asbestos on site and ensures that this is checked annually.

Manual Handling

All student support staff have received training from Physiotherapy in manual handling of pupils. Staff are made aware of the need to ensure that they do not take un-necessary risks when lifting or moving objects in the school.

Occupational Health and Managing work-related stress

A member of staff who feels that they are suffering from stress should discuss their concerns with the Headteacher or Deputy Head. Staff should bear in mind the need to ensure a work/life balance across the year.

Off Site Visits

This section should be read in conjunction with the School's EVC Policy which gives more detail on the School's policy and procedures for Off Site visits.

On-Site vehicle movements

No vehicles are allowed on site, except into the staff car park. Children and Parents should not use the staff car park to access the school, even if the gates to the car park are open. Access to the playground is via the Holy Trinity site and is for emergency vehicles only.

Recording and Reporting of Accidents

This section should be read in conjunction with the School's First Aid Policy which states that all incidents will be recorded on a printed accident slip and a copy of the slip will be sent home.

Accidents to staff must be reported to the Office Manager and recorded in the Accident Book which is kept in the Office. The Office Manager will ensure that the necessary forms are completed and appropriate bodies informed.

School Security

It is the responsibility of all staff to ensure the school remains secure. Security gates are there to ensure the safety of everyone on site so it is important that only members of staff should activate the gates. All visitors to the site should report to the office and sign in on arrival where they will be given a visitor's pass. This should be returned to the office when they sign out.

Selecting and Managing Contracts

Contracts with outside suppliers or assessors should be reviewed every 3 years. When a review is due the Premises Officer and Finance Officer will source at least 3 quotes which will be presented by the Head to the Resources Committee and the best quote will be agreed. (The best quote may not be the cheapest)

Slips and Trips

All care is taken to ensure that any spillage is cleaned up immediately. Where the floor is wet and there is a risk that someone might slip, warning cones should be put out around the area.

Training

Staff will receive training in using new equipment and if their job requires their involvement in things such as lifting pupils. The Head will ensure that all necessary and appropriate training is up to date. Children will be taught how to move equipment, e.g PE benches, as part of their lessons.

Violence to Staff

St Joseph's School will not tolerate any violence towards staff and any parent or visitor to the school that uses threatening or abusive language will be asked to leave the premises. If they refuse to do so the police will be called to deal with the matter.

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Work at Height

The Premises Officer attended a training course in working at height on 5/11/13. All staff are made aware that they should not climb on tables or chairs when putting up displays but should use a ladder. Whenever possible a member of staff should not work alone when putting up a display.

Workplace Safety

Staff should avoid working alone in the school. If it cannot be avoided, staff must ensure that all doors are locked and that someone knows they are in the school and when they have left.

The school uses a Key Holder Service for call outs during out of hours, if someone is called out, they should be mindful of their own safety. If possible they should attend the school with someone else and if there is any concern they should contact the police.