

St Joseph & St Bede RC Primary

Health & Safety Policy



With **Christ** at the
centre, our *Dream*
is for **greatness** in our
learning, to
Believe in our
unique talents, to be
Guardians of
life & creation
and to *Achieve*
a better world, by
living life to the full.

Approved by: Mrs J. Myerscough

Date: Nov 2020

Last reviewed on: Nov 2020

Next review due by: Sep 2021

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PART 1

POLICY AND OBJECTIVES

ST JOSEPH & ST BEDE RC PRIMARY SCHOOL HEALTH AND SAFETY POLICY STATEMENT

The Governing Body of our school are committed to safeguarding the health, safety and wellbeing of our staff, pupils and visitors. This Policy reflects our dedication to creating and maintaining a safe learning environment.

Our commitment is to:

- Develop and embed a health and safety culture that recognises the importance and value of effective management.
- Comply with all relevant statutory requirements.
- Provide a safe working and learning environment by effectively managing all significant risks to prevent accidents and work-related ill health.
- Consult with staff at all levels on health and safety management and encourage active participation.
- Set objectives to continuously improve our health and safety performance.
- Ensure adequate resources are available to support health and safety management.
- Provide appropriate safety and health information and training, ensuring staff are only allocated tasks commensurate with their skills.
- Monitor and review our policies to ensure effectiveness.

We all have a personal responsibility to act in a safe manner at all times and to ensure that others do likewise.

Signed by: _____ Date: _____
Chair of Governors

Signed by: _____ Date: _____
Head teacher

LEGAL FRAMEWORK

Relevant Health and Safety legislation

Health & Safety at Work etc. Act 1974	Sets out the general duty's employers have towards employees
The Management of Health & Safety at Work Regulations 1999	Duty to assess the risks to the health & safety of employees and make arrangements to implement suitable controls. Provide appropriate information and training
The Workplace (Health, Safety and Welfare) Regulations 1992	Duty to provide suitable arrangements to ensure the workplace is safe and maintained
The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) 2013	Sets out criteria for reporting certain accidents/incidents to the Health and Safety Executive, includes timeframes on reporting and keeping records
The Construction (Design and Management) Regulations 2015	Sets out duties to procure and manage contractors and their activities
The Control of Substances Hazardous to Health Regulations 2002 (COSHH)	Duty to manage and control substances that may be hazardous to health
The Regulatory Reform (Fire Safety) Order 2005	Duty to undertake a Fire Risk assessment and implement fire precautions
The Health and Safety (Display Screen Regulations) 1992	Duty to identify users, assess risks and provide eyesight tests as required
The Work at Height Regulations 2005	Duty to assess and manage risks from working at height, including provision of suitable work equipment
The Manual Handling Regulations 1992	Sets out duties to identify, risk assess and manage manual handling activities
The Health and Safety (First-Aid) Regulations 1981	Duty to undertake a first aid needs assessment and implement suitable arrangements, including training for staff with specific responsibilities
The Control of Asbestos Regulations 2012	Duty to protect employees from asbestos related diseases
The Electricity at Work Regulations 1989	Applies to all aspects of the use of electricity within the workplace. Duty to prevent danger
The Gas Safety (Installation and Use) Regulations 1998	Duty to ensure those who install, service, maintain or repair gas appliances / gas fittings are competent
The Personal Protective Equipment at work Regulations 1992	Duty to risk assess and provide PPE/C as required
The Ionising Radiation Regulations 2017	Duty to adhere to IRR17 which requires employers to keep exposure to ionising radiations as low as reasonably practicable

Other relevant Guidance:

- DfE (2018) Health and Safety: responsibilities and duties for schools
Elements of this health & safety Policy follows this Guidance:

Plan – leaders should set the direction for effective health and safety management (Part 2 – Organisation and Responsibility)

Do – introduce management systems and practices that ensure risks are dealt with sensibly, responsibly and proportionately (Part 3 – Arrangements / Procedures for H&S Management)

Check – monitoring and reporting (Part 3 ‘Monitoring and Inspections’ - *the effectiveness of this policy will be monitored continually by the Head teacher and governing body*)

Act – a formal management review of health and safety performance (Part 4 – Audit and Review)

- The Education (School Premises) Regulations 1999
- National Guidance from Public Health England – for infection and control
- HSE (2014) Sensible health and safety management in schools

Other School Policies:

DFE Statutory policies for schools – health & safety

Policy	Review period	Approval level
Health & Safety	Annually	Employer
First Aid	Recommended Annually	Employer
Supporting pupils with medical conditions	Recommended Annually	Governing Body
Premises Management documents:	Recommended Annually	Governing body, individual governor or headteacher
Estate Management https://www.gov.uk/guidance/good-estate-management-for-schools/the-fundamentals-of-good-estate-management	Recommended Annually	Governing body, individual governor or headteacher
Asbestos Management https://www.gov.uk/government/publications/asbestos-management-in-schools--2	Recommended Annually	Governing body, individual governor or headteacher
Fire Risk Assessment https://www.gov.uk/government/publications/fire-safety-risk-assessment-educational-premises	Recommended Annually	Governing body, individual governor or headteacher
Standards for School Premises https://www.gov.uk/government/publications/standards-for-school-premises	Recommended Annually	Governing body, individual governor or headteacher
Emergency and Risk Management https://www.gov.uk/government/collections/health-and-safety-in-schools#emergency-and-risk-management	Recommended Annually	Governing body, individual governor or headteacher

PART 2

ORGANISATION & RESPONSIBILITIES

The Governing Body, as the employer, are ultimately responsible for health and safety in school and fulfil a strategic role. Day to day operational management is delegated to the head teacher and staff members.

The Governing Body

The Governing Body are responsible for ensuring health and safety management arrangements are in place and effective. Further duties include:

- creating and monitoring a management structure responsible for health and safety in school
- understanding the requirements of appropriate legislation and best practice
- Taking reasonable steps to ensure staff, pupils and visitors are not exposed to risks to their health & safety, including activities off the school premises, which could result in accidents, injuries or ill health.
- determining and approving the health and safety policy and for ensuring that resources are directed to implementing the policy; annually assessing the effectiveness of the policy, ensuring actions identified are completed
- receiving information from the head teacher or other nominated staff member; to assess and prioritise resources for health and safety issues
- Appointing **Dr. C. Babbs** as the Health and Safety Governor to receive relevant information, monitor the implementation of suitable arrangements and to feedback health and safety concerns and identified actions to the Governing Body.

The Head teacher

The Head teacher is responsible for day to day management of health and safety. This includes:

- setting the direction for effective health and safety management
- implementing the Health and Safety Policy and communicating appropriate information to all relevant people
- implementing safe working practices and conditions for all staff and pupils are implemented
- proactively monitoring arrangements to ensure they are effective e.g. by conducting and reviewing premises inspections and risk assessments
- reporting to the Governing body on health and safety performance and any concerns which may need to be addressed by allocation of funds
- Ensuring staff are competent to carry out their roles and are provided with information, instruction and training.
- ensuring consultation arrangements are in place for staff and any trade union representative (where appointed)
- monitoring purchasing and contracting procedures to ensure health and safety is included in specifications and contract conditions
- designating the role of overseeing health and safety tasks to relevant staff e.g. **School Business Manager** and **Site Manager**

In the head teacher's absence the **School Business Manager** assumes the above day to day health and safety responsibilities.

Our **Designated Health and Safety Lead Officer** is our **School Business Manager** and they are responsible for:

- assisting with the creation and implementation of this Policy
- co-ordinating the whole School programme of Health and Safety by ensuring full consultation and participation of all staff, through appropriate meetings and consultation
- acting as the designated contact for staff to bring any health and safety concerns; supporting staff to address concerns
- Overseeing the monitoring arrangements e.g. through inspection of all areas on a regular basis, to identify potentially unsafe situations or working practices. Inform the Head teacher of any problems/deficiencies and ensure that the appropriate action has been taken
- Ensuring safety measures are being maintained and safe working practices are being followed by staff and pupils. Provide advice on improvements to practices and procedures as appropriate
- administering the system for reporting, recording and investigating accidents and take all reasonable steps to prevent recurrences
- Ensuring that effective arrangements are in place and staff and pupils are aware of all procedures, including those that deal with emergency situations, security, first aid etc.
- ensuring all equipment is regularly inspected and maintained in safe working order and that any defective equipment is removed from use
- ensuring new employees are briefed about safety arrangements and are given a copy of the School's Health and Safety Policy (this document) and the opportunity to read it
- Ensuring the provision of risk assessments, informing of hazards and ensuring they have the necessary information instruction and training to carry out their duties without risk to health or safety.
- arranging for contractors and visitors to be informed of any hazards on site of which they may be unaware and the emergency procedures
- ensuring temporary personnel are given sufficient information, training and supervision to enable them to be safe and without risk to health
- Ensuring health surveillance for staff is provided when appropriate.

Other staff holding posts of specific responsibility must:

- apply the school's health and safety policy to own department or area of work
- be responsible for adhering to the aspects of health and safety that are outlined in their job descriptions
- ensure staff under their control are aware of and follow relevant published health and safety guidance (e.g. from CLEAPSS, AfPE etc)
- ensure health and safety risk assessments are undertaken for the activities for which they are responsible and that identified control measures are implemented
- Ensure that appropriate safe working procedures are brought to the attention of all staff under their control
- Take appropriate action on health and safety issues referred to them, informing the **Head Teacher** or **School Business Manager** of any problems they are unable to resolve within the resources available to them
- Carry out regular inspections of their areas of responsibility and report / record these inspections
- Ensure the provision of sufficient information, instruction, training and supervision to enable staff and pupils to avoid hazards and contribute positively to their own health and safety
- Ensure that all accidents (including near misses) occurring within their areas of responsibility are promptly reported and investigated.

In particular the **Site Manager** has responsibility to:

- Assist the Head teacher in ensuring that health and safety implications are considered in connection with the security, cleaning and maintenance of the buildings.
- Assist with the monitoring of Contractors on site to ensure their working procedures do not endanger the health, safety and welfare of staff, pupils and visitors.
- Ensure cleaning staff are aware of safe working practices.

All Employees

The Health and Safety at Work Act (1974) requires every employee whilst at work to take reasonable care for the health and safety of themselves and of any other persons, including pupils and visitors, who may be affected by their acts or omissions at work.

All employees have responsibility to:

- Comply with the school's health and safety policy and procedures at all times
- co-operate with school management on all matters relating to health and safety
- report all defects in condition of premises or equipment and any health and safety concerns immediately to their line manager
- report accidents and incidents as per the school's reporting procedure
- Carry out their work in accordance with training and instructions
- Not intentionally interfere with or misuse any equipment or fittings provided in the interests of health and safety
- Ensure that they only use equipment or machinery that they are competent/trained to use
- Make use of all necessary control measures and personal protective equipment provided for health and safety reasons

All employees are empowered to:

- Take the final decision as to whether or not the working environment presented to them is safe. This means that each member of staff **always** takes the final decision as to whether they need additional back-up or need to make some other special arrangement to undertake their work safely.
- **Stop their work** – If at any time any member of staff feels that the working environment presented to them is unsafe, they must not start the task in question or, where the activity has already commenced, stop it immediately. They should then contact the Head Teacher without delay or implement any local arrangements for dealing with such a situation.

Responsibilities to those who are not school employees

Whilst the Health and Safety at Work Act mainly places duties on the employer in respect of employees, there is also an obligation to consider other persons who use our premises, such as pupils, visitors and contractors to ensure that such persons are not exposed to risks to their health and safety.

PART 3

ARRANGEMENTS / PROCEDURES

ACCIDENT REPORTING

Refer to St Joseph & St Bede RC Primary School:

- First Aid Policy

St Joseph & St Bede RC Primary is committed to maintaining a high standard of Health & Safety in school to ensure all pupils, staff and visitors to our school remain safe. Unfortunately, on occasions accidents do happen and it is important that we record these incidents so that we can react appropriately and review procedures to reduce the risk for the future.

Employee Accidents and other users of the school e.g. visitors, contractors

An accident form (**HS1**) will be completed as soon as possible after the accident occurs by the member of staff. An accident form can be found in the **Health & Safety File in the SLT Office**.

Pupil Accidents

All pupil accidents should be logged on **Impero Edaware** by the person who witnesses the accident and in turn deals with administering first aid. Where this may involve more than one person both accounts of the incidents should be logged. All staff have user access to **Impero Edaware**.

Reporting to the Health and Safety Executive (HSE)

Incidents involving a fatality or major injury will be reported immediately to the HSE on **0345 300 9923** (Monday to Friday 8.30am – 5pm)

Information relating to reportable injuries, diseases or dangerous occurrences can be found <http://www.hse.gov.uk/pubns/edis1.pdf>

Incidents (as specified below), must be reported to the HSE via their online reporting system www.hse.gov.uk/riddor as soon as possible and in any event within 15 days of the incident.

- A pupil or other non-employee being taken directly to hospital for treatment and the accident arising as a result of the condition of the premises/equipment, due to the way equipment or substances were used or due to a lack of supervision / organisation.
- Employee absence or inability to carry out their normal duties as a result of a work-related accident for 7 days or more (including weekends and holidays).

Mrs Teasdale, SBM, will report to the schools Health and Safety Consultant, **Teachsafe**, and discuss reporting to the HSE as soon as is reasonably practicable. School will keep a record of any accident which results in a reportable injury, disease or dangerous occurrence as defined in the RIDDOR legislation. This information will be kept for a minimum of 3 years (or as specified by your Insurer).

ACCIDENT INVESTIGATION

Refer to St Joseph & St Bede RC Primary School:

- First Aid Policy

Where a member of staff identifies the need to investigate an incident due to the information provided they will alert the relevant staff member via Impero Edaware. Any findings will be recorded against the record. Any review of an existing risk assessment or the implementation of one if needed, as a result of the investigation will be completed and circulated to staff.

Mrs Teasdale will undertake termly evaluations of all reported incidents. They will identify trends in order to take corrective action and minimise the recurrence of any incident/illness. A report will be made to the Governing body as necessary.

ANIMALS

Refer to St Joseph & St Bede RC Primary School:

- School Farm – Risk Assessment and Procedures

St Joseph & St Bede RC Primary School have Chickens, Rabbits and Goats in school. A Risk Assessment is available to all staff who are involved in dealing with the care of the animals.

ASBESTOS MANAGEMENT

Refer to St Joseph & St Bede RC Primary School:

- Asbestos Management Plan

An asbestos management survey was undertaken on 25th January 2019 by David Winterbottom, Asbestos Surveyor for Bury Council which is a UKAS Accredited service provider.

The school's asbestos register, management plan and other data is held in the SLT Office, Junior Building by Mrs Teasdale. Records are effectively maintained and retained (legal requirement to keep for a period of 40 years)

The head teacher will ensure that all school staff (and any other staff not employed directly by school e.g. catering / cleaning) are made aware of the location asbestos containing materials within their work areas.

Under no circumstances must staff undertake any work which could disturb the fabric of the building or fixed equipment e.g. affixing anything to walls without first obtaining approval.

Prior to any work commencing on the fabric of the building or fixed equipment (e.g. boilers, kilns etc), either by contractors or school staff, Mrs Teasdale must check the asbestos log and establish whether permission to work can be given.

Mrs Teasdale will ensure:

- the Asbestos register is consulted at the earliest possible opportunity and that all work affecting the fabric of the building or fixed equipment, is entered in the permission to work log and signed by those undertaking the work. See page 8 of the Asbestos Management Plan.
- a visual inspection of asbestos containing materials remaining on site is conducted by Bury Council twice per annum and recorded in the Management Plan.
- the limitations of the management survey and areas of the building that have not been surveyed are understood and considered as part of the permission to work process e.g. areas above 3m height, within ceiling voids (where panels / tiles are fixed), floor voids and ducts etc
- the school's asbestos management plan is kept up to date and that any asbestos works (removal, new project specific surveys etc) are notified to Bury Council and Salford Diocese.

In the event of any damage occurring to materials known or suspected to contain asbestos, this will be reported to [Mrs Teasdale](#) and the area immediately evacuated and closed/locked off.

The headteacher or SBM will inform the Governing body and professional advice will be sought and details of the incident reported to Bury Council and Salford Diocese.

<http://www.hse.gov.uk/asbestos/regulations.htm>

<https://www.gov.uk/government/publications/asbestos-management-in-schools--2>

BOMB THREAT

Refer to [St Joseph & St Bede RC Primary School](#):

- [Lockdown Procedures Infant Building](#)
- [Lockdown Procedures Junior Building](#)

All staff fully understand and effectively implement the school's Bomb Threat procedures.

In the event of an emergency, the procedures outlined in the Bomb Threat, Invacuation, Lockdown and Evacuation will be followed.

Staff are trained in handling bomb threats and have access to instructions of the procedure to follow.

<https://www.gov.uk/government/publications/bomb-threats-guidance/procedures-for-handling-bomb-threats>

CONTRACTORS

When undertaking construction work, the school will do so in accordance with The Construction (Design and Management) Regulations (CDM). This includes demolition, repair, maintenance or refurbishments works.

The head teacher will ensure that all construction and maintenance projects have a formally appointed principal designer and principal contractor. [Mrs Teasdale](#) will liaise with

the principal contractor to identify if the project is notifiable to the HSE (*exceeds 30 days or involves more than 500 person days of work*)

Where the school undertakes projects direct, the Governing Body are considered the 'client' and have statutory obligations. These projects are managed by the appointed Property Consultant on the school's behalf who will ensure all statutory approvals are sought.

To ensure contractor competency, the school uses a Procurement framework. Contractors will be required to provide a Construction phase plan, risk assessments and method statements detailing the safe systems of work to be used, prior to works commencing.

Risk assessments and method statements shall be specific to the site and all aspects of the work to be undertaken. The school, contractors and any subcontractors involved will exchange relevant information regarding the work activities and agree the risk assessments.

Following completion of the project, the health and safety file is handed over to/ kept up to date by Mrs Teasdale and is made available to anyone who needs to alter or maintain the building.

All contractors must follow the school's site rules, a copy of which will be provided before commencement of works. Mrs Teasdale is responsible for monitoring areas where the contractor's work may affect staff and pupils and checking whether expected controls are in place and working effectively.

<http://www.hse.gov.uk/pUbns/priced/hsg159.pdf>

CONTROL OF SUBSTANCES HAZARDOUS TO HEALTH (COSHH)

Refer to St Joseph & St Bede RC Primary School:

- COSHH Inventory & Relevant Risk Assessments

Our school will attempt to avoid, or choose the least harmful of substances which fall under the 'Control of Substances Hazardous to Health Regulations (COSHH)

Within curriculum areas (in particular science & D&T) and subject leaders are responsible for ensuring that an up to date inventory and risk assessments are in place. (Reference is made to CLEAPSS and other relevant national guidance)

The site manager, Mr Forrester, is responsible for substances hazardous to health. He shall ensure:

- an inventory of all hazardous substances used on site is compiled and a termly audit is undertaken by Mr Forrester to ensure they remain safe to store. Unwanted or surplus chemicals and materials will be disposed of in accordance with specific disposal procedures.
- all chemicals are appropriately and securely stored out of reach of children. Storage life will be considered by Mr Forrester
- Mr Forrester purchases all cleaning materials through the Local Authority, who are responsible for procuring from reputable suppliers.
- if required, full COSHH risk assessments are conducted and communicated to staff exposed to the substance

- Where possible chemicals are kept in their original packaging and clearly labelled. Where substances are decanted into smaller containers Mr Forrester ensures they are clearly labelled.
- dust and fumes will be safely controlled by local exhaust ventilation equipment
- where a substance has an exposure limit, control measures will ensure that exposure is below the limit
- suitable personal protective equipment (PPE) has been identified and if required it is available free of charge for use
- no member of staff or pupil should ever be put at risk through exposure to any hazardous substance used in our practical curriculum

Emergency procedures, including procedures to deal with spillages, are displayed near where hazardous products are stored and in areas where they are routinely used.

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

www.cleapps.org.uk

DISPLAY SCREEN EQUIPMENT

All staff who use computers as a significant part of their normal work e.g. admin/office staff, shall have a DSE assessment carried out.

Staff identified as DSE users are entitled to an eyesight test for DSE use upon request and at regular intervals thereafter, by a qualified optician and corrective glasses provided if required specifically for DSE use)

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

EXTENDED SCHOOL AND COMMUNITY USE / EVENTS

Refer to St Joseph & St Bede RC Primary School:

- Beadies – Risk Assessment and Procedures

The school currently offer a before/after school club. The club is managed by school and have appointed a Manager to ensure the running is in line with the school's policy and procedures.

The PTA use the school for fundraising events throughout the school year. Risk assessments are undertaken and shared with key personnel.

School does not currently have any community lettings. If this changes school must ensure those hiring the facilities have the relevant insurance and have completed relevant risk assessments. They must report any concerns back to school to ensure that hirers/users do not put school staff, pupils or premises at risk.

FIRE SAFETY

Refer to St Joseph & St Bede RC Primary School:

- Fire Policy
- Fire Risk Assessment and Procedures

The head teacher is responsible for ensuring the school's Fire Risk Assessment is undertaken and implemented following guidance in the HM Government Educational Premises Fire Risk Assessment Guide.

The Fire Risk Assessment is located on Every.co.uk and shared with all members of staff and will be reviewed on an annual basis. Issues arising from the FRA are reported via Every.co.uk and the relevant persons notified.

<https://www.gov.uk/government/publications/fire-safety-risk-assessment-educational-premises>

FIRST AID

Refer to St Joseph & St Bede RC Primary School:

- First Aid Policy
- Supporting Pupils at school with Medical Conditions Policy

The school has assessed the need for first aid provision and identified the staff to provide first aid (both on site and where required for trips/visits and extra-curricular activities).

First aid qualifications remain valid for 3 years. Mrs Teasdale will ensure that refresher training is organised to maintain competence and that new persons are trained should first aiders leave. A list of first aid trained staff is kept on Impero Edaware.

First aid boxes are located in the Main Office and Infant Building Disabled Toilets.

AED's School do not have one.

Mrs Lafferty is responsible for regularly checking (termly) that the contents of first aid boxes (including travel kits for trips) are complete and replenished as necessary.

Transport to hospital:

Where a first aider considers it necessary, the injured person will be sent directly to hospital (normally by ambulance). Parents / carers will be notified immediately of all major injuries to pupils.

No casualty will be allowed to travel to hospital unaccompanied and an accompanying adult will be designated in situations where the parents/carers cannot be contacted in time.

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

<https://www.gov.uk/government/publications/first-aid-in-schools>

Administration of medicines

All medication will be administered to pupils in accordance with the schools Supporting pupils at school with medical conditions Policy.

No member of staff will administer **any** medication (prescribed or non-prescribed) to children under 16 without a parent's written consent except in exceptional circumstances.

The office staff are responsible for accepting medication and checking all relevant information has been provided by parents / carers prior to administering. Permissions and signatures are electronic and recorded on Impero Edaware. (Paper copies are available if systems fail and will be uploaded when systems are back available)

Records of administration will be entered on Impero Edaware by the member of staff.

All non-emergency medication is securely stored and clearly labelled in a lockable cupboard or medicine refrigerator located in the main office. Under no circumstances will medication be stored in first aid boxes.

Emergency medication and devices such as asthma inhalers, blood glucose testing meters and adrenaline pens are always readily available to children and stored in clearly labelled personal Medpac pouches/bags. Class **Medpac bags Are kept in the stock cupboard of each classroom and easily accessed in the case of emergency.**

INDIVIDUAL HEALTH CARE PLANS (IHCP)

Parents / carers are responsible for providing the school with up to date information regarding their child's health care needs and providing appropriate medication.

IHCPs are in place for those pupils with significant medical needs e.g. chronic or ongoing medical conditions such as diabetes, epilepsy, anaphylaxis etc.

The IHCP is developed with the pupil (where appropriate), parent/carer, The school SENCo, specialist nurse (where appropriate) and relevant healthcare professionals. These plans will be completed at the beginning of the school year / when child enrolls / on diagnosis being communicated to the school and will be reviewed annually by the SENCo.

All staff are made aware of any relevant health care needs and copies of health care plans are kept in the classroom Medpac bags and in the staffrooms.

Staff will receive appropriate training related to health conditions of pupils and the administration of medicines by a health professional as appropriate.

INFECTION CONTROL

We follow national guidance published by Public Health England when responding to infection control issues.

We encourage staff and pupils to follow good hygiene practice, including, handwashing, use of personal protective clothing, cleaning the environment, cleaning of bodily fluid spillages, clinical waste, animals (handling).

The school follows recommended exclusion periods as per the Health Protection Agency poster

https://www.publichealth.hscni.net/sites/default/files/Guidance_on_infection_control_in%20schools_poster.pdf

LEGIONELLA

Water systems are monitored to ensure that the supply doesn't become contaminated. Regular maintenance and inspection of the water systems are undertaken to ensure the threat of disease, such as Legionnaire's disease is managed.

A water risk assessment has been completed on 4th August 2016 by Jamie Broome of IWS. Mr Forrester is responsible for ensuring that the identified operational controls are being conducted and recorded in the school water log book.

The risk assessment is reviewed following any significant changes to the water system or building footprint.

The risks from legionella are mitigated by basic operational controls and the following checks are recorded:

- Water is heated and stored to 60 deg C at calorifiers (any vessel that generates heat within a mass of stored water);
- Weekly flushing of seldom used outlets and all showers (with all outlets flushed after school holiday periods);
- Monthly temperature checks on sentinel outlets (those nearest and furthest away from calorifiers);
- Quarterly disinfection / descaling of showers;
- Six monthly temperature checks of stored water;

<http://www.hse.gov.uk/healthservices/legionella.htm>

LONE WORKING / PERSONAL SAFETY

Refer to St Joseph & St Bede RC Primary School:

- Behaviour Policy
- Violence Towards Staff Policy

Staff are encouraged NOT to work alone in school. Work carried out unaccompanied or without immediate access to assistance should be risk assessed to determine if the activity is necessary.

Examples of lone working may include:

Late working

Home or site visits

Weekend or out of hours working

Site Manager duties

Site cleaning duties

Where lone working cannot be avoided, staff should ensure they have means to summon help in an emergency e.g. access to a telephone / mobile phone and ensure they communicate with a colleague prior to commencing work and on completion. Home visits are conducted in pairs wherever possible.

School have identified **Mr Forrester** (Site Manager) and **Mrs Beswick** (Family Support Worker) as staff members most likely to be asked to work alone. Staff are aware of the responsibility they have in ensuring they remain safe at work.

Potentially dangerous activities, such as those where there is a risk of falling from height, will not be undertaken when working alone.

The school buy in to Bury Councils Key Holding Service and the Security Service are the priority contacts. Any staff who are asked to attend school must not do so alone.

Staff should not be expected to put themselves in danger and school will not tolerate violent/threatening behaviour towards its staff.

Staff will report any such incidents to the Head teacher. The school will work in partnership with the Local Authority and police where inappropriate behaviours/individual conduct compromises the school's aims in providing an environment in which the staff and pupils feel safe.

<http://www.hse.gov.uk/pubns/indg73.pdf>

MANUAL HANDLING

Manual handling can prove hazardous when it has the potential to cause a musculoskeletal disorder. This can be due to repetition, force, posture or inability to hold/grasp a particular item.

All staff are issued with manual handling guidelines during their induction. Staff members are required to inform their manager if by lifting or handling an item could result in injury or exacerbate an existing condition. If a member of staff does not feel comfortable carrying out a task they must speak to their line manager.

<http://www.hse.gov.uk/msd/manualhandling.htm>

PAEDIATRIC MOVING AND HANDLING

Any member of staff who will need to move and handle pupils will receive appropriate training (both in general moving and handling people techniques and specific training on any lifting equipment hoists, slings etc., they are required to use). Specific details will be detailed in the child's IHCP.

Equipment for moving and handling people (hoists, slings) is subject to inspection on a 6 monthly basis by a competent contractor.

<http://www.hse.gov.uk/services/education/management-moving-handling.htm>

MINIBUSES

Mrs Teasdale maintains a list of nominated drivers who have received training in order to drive a minibus and checks, on an annual basis, (via a DVLA check code provided by the staff member) information, including any penalty points or disqualifications on their licence. This check is recorded on the 'Every' system.

School do not have their own minibus however Mr Forrester is responsible for undertaking visual checks on the loaned vehicle in accordance with MIDAS training.

www.gov.uk/government/publications/section-19-and-22-permits-not-for-profit-passenger-transport

MONITORING AND INSPECTION

Refer to St Joseph & St Bede RC Primary School:

- Schools H&S Classroom Inspection Checklist
- Health & Safety Daily Checklist for Site Manager/Caretaker

Daily Whole School Approach - All staff in school are responsible for the environment in which we all work and are expected to identify and remove immediately, where possible, any hazards they find. Where hazards are identified and cannot be immediately removed they are recorded on the schools 'Every Business Management system'. These are then directed to the nominated person depending on the nature of the query. This creates a chronology of the actions taken, when and by whom. The measures taken to rectify the hazard are then logged recording the timescales in which they were rectified. Mr Forrester, Site Manager, walks round the site each morning completing a visual check of the school building and outdoors when opening the school for use. Any hazards are removed immediately or logged on 'Every'. A verbal conversation identifying these hazards to the SBM or Head Teacher before he leaves practiced in school.

Area Specific – Teachers are responsible for the classrooms in which they teach. Daily checks are undertaken and recorded via 'Every Business Management System'. Communal areas in school are visually checked prior to use and should be left hazard free ready for use by the next user.

Termly - A general inspection of the site and equipment will be conducted on a termly basis and be undertaken / co-ordinated by Mrs Teasdale, SBM, and Mrs Myerscough, Head Teacher.

Annually –

- Policy – The Policy is reviewed annually by the SBM and Head Teacher.
- Risk Assessments – Risk Assessments are completed annually by the SBM and Head Teacher. Where issues arise, the policy may be reviewed earlier and changes implemented and communicated to all staff.
- Equipment Inspection – The equipment in school is inspected annual and the current contract is with Sportsafe.
- Training – Health and Safety training for staff is provided within the school induction. Refresher training is provided to teachers annually at the beginning of the academic year.

The effectiveness of this policy will be monitored continually by the Head teacher and governing body. See 'Auditing and Review' Procedure

OFF SITE VISITS

Refer to St Joseph & St Bede RC Primary School:

- Educational Visits Policy

School follow the Outdoor Education Advisory Panel's national guidance for learning outside the classroom and offsite visits. All are planned following this guidance.

The member of staff planning the trip will submit all relevant paperwork and risk assessments relating to the trip to Mrs Teasdale, via 'Evolve'. This information is then validated and checked and then approved by the Head Teacher.

<https://oeapng.info/>

PREMISES / WORK EQUIPMENT

All staff are required to report via 'Every' any problems found with premises or equipment. Defective equipment will be clearly marked and taken out of service by storing in a secure location pending repair / disposal.

Mrs Teasdale is responsible for updating the school asset register and ensuring that any specific training or instruction needs, personal protective equipment requirements are identified and relevant risk assessments conducted where required.

Equipment restricted to those users who are authorised / have received specific training, is recorded in the asset register in 'Every' against the specific asset.

Planned maintenance / inspection

Regular inspection and testing of school plant and equipment is conducted to legislative requirements by competent contractors. Records of such monitoring will be recorded in 'Every' by Mrs Teasdale, SBM.

Curriculum Areas

Subject Co-ordinators are responsible for ensuring maintenance requirements for equipment in their areas are identified and implemented.

Electrical Safety

All staff will conduct a basic visual inspection of plugs, cables and electrical equipment prior to use. Defective equipment will be reported to Mrs Teasdale, SBM.

All portable items of electrical equipment will be subject to formal inspection and testing (Portable Appliance Testing (PAT)) on an identified cycle (dependent upon the type of equipment and the environment it is used in). All earthed equipment (class 1) and cables attached to such equipment will be tested annually.

This inspection and testing will be conducted by Cambs-PAT (uk) Ltd by a qualified person every 2 years.

Mrs Teasdale, SBM, is responsible for keeping an up-to-date inventory of all relevant electrical appliances and for ensuring that all equipment is available for testing

Personal items of equipment (electrical or mechanical) should not be brought into the school without prior authorisation and must be subjected to the same tests as school equipment.

A fixed electrical installation test (fixed wire test) will be conducted by the **appointed contractor** on a **5-year** cycle.

External play equipment

External play equipment will only be used when appropriately supervised. The equipment will be checked prior to use for any apparent defects, and **Mrs Teasdale**, SBM, will conduct and record a formal **termly** inspection of the equipment.

PE and Play equipment is subject to an annual inspection by **Sportsafe UK Ltd.**

<http://www.hse.gov.uk/work-equipment-machinery/puwer.htm>

<https://www.rospa.com/en/Play-Safety/Advice/Routine-Inspection>

RISK ASSESSMENT

General Risk Assessments

The school conducts and documents risk assessments for all activities presenting a significant risk. These are co-ordinated by **Mrs Teasdale**, SBM, and are approved by the **Head Teacher**.

Risk assessments are available for all staff to view and are held centrally in **'Every'** and a copy is kept within the **'staff handbook' on the server**. These assessments will be reviewed on an annual basis or when the work activity changes, whichever is the soonest. Staff will be made aware of any changes to risk assessments relating to their work.

It is an essential part of monitoring to ensure that the recommended corrective action recorded on the risk assessment has been carried out and is effective. **Mrs Teasdale**, SBM, is responsible for co-ordinating monitoring of risk assessment use and effectiveness.

Individual Risk Assessments

Specific assessments relating to staff member(s) or pupil(s) are held on that individual's file and will be undertaken by **relevant line manager**. Such risk assessments will be reviewed on a regular basis.

It is the responsibility of all staff to inform their line manager of any medical conditions (including pregnancy) which may impact upon their work.

Curriculum Activities

Risk assessments for curriculum activities will be carried out by **Subject leaders** using the relevant codes of practice and model risk assessments detailed below.

Whenever a new course is adopted or developed all activities are checked against these and significant findings incorporated into texts in daily use **scheme of work**.

Schools have access to CLEAPSS and their publications are used as sources of model risk assessment within science, art and DT. www.cleapss.org.uk

In addition, the following publications are used within the school as sources of model risk assessments:

- [Be Safe! Health and Safety in primary science and technology, 4th Edition ASE] ISBN ISBN 978-0-86357-426-9]
- [National Society for Education in Art & Design (NSEAD)]

<http://www.nsead.org/hsg/index.aspx>]

- [Safe Practice in Physical Education and School Sport' Association of PE 'afPE'
<http://www.afpe.org.uk/>]

<http://www.hse.gov.uk/risk/classroom-checklist.htm>

SECURITY

Policy and procedures are in place to reduce security breaches, including theft.

- CCTV systems are used to monitor events and identify incidents taking place.
- Money is banked on a **weekly** basis to ensure large amounts are not held on site
- Staff, pupils and visitors are responsible for their personal belongings and the school accepts no responsibility for loss or damage
- Theft will be reported to the police and staff members will assist with their investigation
- Staff are to take reasonable measures to ensure the security of school equipment being used
- Missing or believed stolen equipment is reported immediately to a senior member of staff
- Access control measures are evident in school. The school has a large external perimeter fence and the secure front gated entrance has an intercom system connected to the main office. Entrance is granted by the office remotely upon effective communication. Both the pedestrian gate and the driveway gate are remotely controlled by the main office.

Mr Forrester, Site Manager, is responsible for the security of the school site. His daily walks in the morning allows him to identify if there has been a potential security breach out of hours. He is responsible for securing the site each evening.

Bury Council provide school with security and are the initial response team to attend to an incident out of school hours. They provide school with a key holding service and have access to school out of school hours. They complete an external visual walk round every evening to ensure the site is secure.

SLIPS, TRIPS & FALLS

Risk assessments identify hazards which may result in a slip, trip or fall and control measures are in place to effectively control the risk.

All staff are responsible for good housekeeping to minimise the risk of injury from slips, trips and falls.

HSE guidance is followed <http://www.hse.gov.uk/services/education/slips-in-education.htm>

STRESS / WELLBEING

The school and governing body are committed to promoting high levels of health and wellbeing and recognise the importance of identifying and reducing work place stressors through risk assessment in line with the HSE management standards.

Concerns regarding staff are raised via the 'Impero Edaware system'. These concerns are sent to the Head Teacher and any action taken is recorded. Staff appraisals are conducted annually and create an opportunity to discuss any issues that may contribute to stress and staff wellbeing.

St Joseph & St Bede also purchase an Employee Assistance Programme where staff can access independent support on a range of employee services.

Refer to HSE Management standards

<https://www.hse.gov.uk/stress/risk-assessment.htm>

<http://www.hse.gov.uk/gohomehealthy/assets/docs/EducationTalkingToolkit.pdf>

TRAINING AND INFORMATION

Refer to St Joseph & St Bede RC Primary School:

- **Competency Framework**

School will ensure that all staff members are provided with the health and safety training needs and information for their job.

Staff are provided with the relevant health and safety information and training as outlined in our **Staff Induction booklet**. This includes the access to the relevant policies and procedures. Any additional training needs to those that can be provided in school are sourced and booked at the earliest possible time.

Work experience, supply staff and volunteers are provided with health and safety information relating to their work. The class teacher ensures that no work experience student or volunteer is given a task which is deemed to be hazardous.

Any new work instructions or restrictions will be communicated to all staff via the weekly staff briefing (or Weekly Words of Wisdom- due to COVID-19).

Training records are recorded on 'Impero Edaware'. Mrs Teasdale, SBM, is responsible for co-ordinating health and safety training needs, this includes ensuring that refresher training is undertaken within the prescribed limits.

The **Head Teacher** is responsible for assessing the effectiveness of training received. Each member of staff is also responsible for informing their line manager of their own personal training needs and for not undertaking duties unless they are confident that they have the necessary competence.

<http://www.hse.gov.uk/toolbox/managing/providing.htm>

VEHICLES ON SITE

Refer to St Joseph & St Bede RC Primary School:

- Vehicle Management Risk Assessment

Vehicular access to the school is restricted to school staff and visitors only and not for general use by parents/carers when bringing children to school or collecting them.

Access to the school is kept clear for emergency vehicles.

Vehicle access gates are not used for pedestrian access. During pedestrian zone times the vehicular gate will not be opened. These times are between 8.30 am – 9.00am and 3.00pm and 3.30pm

<http://www.hse.gov.uk/workplacetransport/sitesafe/cs6safe.htm>

WORK RELATED LEARNING / WORK EXPERIENCE

Refer to St Joseph & St Bede RC Primary School:

- EYFS Induction
- KS1 Induction
- KS2 Induction

Where students are involved in 'non-qualification' activities as part of their study programme e.g. work shadowing, work experience or other work-related learning, enterprise activities, study visits etc. then the school retains a duty of care for all students undertaking such activities.

Mrs Teasdale, SBM, in conjunction with the Key Stage Lead, is responsible for managing and co-ordinating such activities.

Work shadowing and work experience placements should be suitable and thus proportionate checks on health and safety and suitable insurance cover will be conducted.

Work experience

- All students are briefed before taking part in work experience on supervision arrangements and health and safety responsibilities. Key Stage induction packs are provided to support students.
- Where work placements form part of the vocational qualification offered by a FE college then the college is responsible for ensuring equivalent placement checks are conducted.
- Every student will receive a placement job description highlighting tasks to be undertaken and any necessary health and safety information which is passed onto the parent / carer.
- Emergency contact arrangements are in place (including out of school hours provision) in order that a member of school staff can be contacted should an incident occur.

WORKING AT HEIGHT

Refer to St Joseph & St Bede RC Primary School:

- Working at Height Risk Assessment
- Shattered Lives Guidance

Working at height can present a significant risk, where such activities cannot be avoided a task specific risk assessment will be conducted to ensure such risks are adequately controlled. A copy of this assessment will be provided to employees authorised to work at height.

Storage above head height is minimised as far as possible, where this cannot be avoided only light-weight and rarely-used items are stored there.

When working at height (including accessing storage or putting up displays) appropriate stepladders or kick stools are to be used. Staff must not climb onto chairs etc.

Only those persons who have been trained to use ladders safely may use them. Basic instruction is provided to all staff who use ladders / stepladders

<http://www.hse.gov.uk/pubns/indg455.htm>

Formal training on work at height, use of ladders, mobile tower scaffolds etc. will be provided where a significant risk is identified as part of an individuals' role e.g. site staff, drama, ICT technician etc.

- all work at height is properly planned and organised;
- the use of access equipment is restricted to authorised users;
- all those involved in work at height are trained and competent to do so;
- the risks from working at height are assessed and appropriate equipment selected;
- a register of access equipment is maintained and all equipment is regularly inspected and maintained and
- any risks from fragile surfaces is properly controlled.

PART 4

AUDIT AND REVIEW

Our School's Health & Safety Policy shall be audited at least once every year to ensure its applicability and effectiveness.

Health & Safety Management System

The Governing Body shall carry out an annual review of the working of the health and safety management system of the school. The review shall cover the following:

- a) A check of the legislative framework governing health and safety with particular reference to legislation applicable to school, which has become effective during the period under review or which is scheduled to come into effect within the next 12 months.
- b) A concise appreciation of the health and safety performance of the school during the previous 12-month period, referencing specific accident/incidents and/or problems (if any) and commenting upon any health, safety and environmental initiatives undertaken.
- c) An assessment of the current status of the health and safety culture throughout the school and, if appropriate, details of the actions being taken/ required to improve or maintain this culture.
- d) A review of the proposed plan of audits to be carried out during the next 12 months.
- e) A review of both the risk assessments undertaken or reviewed during the review period and the risk assessments scheduled to be reviewed during the next 12 months.
- f) A brief review of the Schools health and safety training needs and an assessment of the current position relating to the provision of such training.
- g) A review of the adequacy of the Schools Health and Safety Policy.

Sources of information gathering will include: i) Interviewing individuals, ii) Examining documents & iii) Visual observation. A brief report will be prepared highlighting any failures in control, cooperation, communication, competence and documentation. The report will also include the resulting effect of corrective action (if any) found to be necessary as a result of failings identified within the system.

Compliance Audit

An annual Compliance Audit will be completed by the head teacher supported by the Health & Safety representative (competent person). Using the standard Compliance Audit form, along with the score sheet, it will identify and prioritise areas requiring improvements in health and safety standards. The Audit has been devised to provide a framework for checking compliance with legal requirements and our own procedures for evaluating the effectiveness of health and safety management in school.

Accident/Incident trends

Monitoring of accidents will be undertaken to identify any trends, hazardous areas or accident 'blackspots.'

The head teacher is responsible for checking this data to identify such trends and introduce corrective measures as necessary