

St Aidan's Catholic Primary School

"Living and growing in Christ"

Health and Safety Policy



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1. Statement of Intent

The Governors and Senior Leaders of St Aidan's Catholic Primary School recognise and accept their responsibility for ensuring, so far as is reasonably practicable, the health, safety and welfare at work of all employees, and pupils and other persons who may be affected by any of the school's activities.

The Governors' and Senior Leaders' prime objective is to achieve and maintain a high standard of health, safety and welfare throughout the school and its activities. They will ensure that the school complies with the requirements of the Health and Safety at Work etc Act 1974 and associated legislation.

In particular, the Governors and Senior Leaders aim:

- To ensure senior staff develop and maintain a culture within the school supportive of health, safety and welfare
- To establish an effective safety management structure and arrangements to implement requirements
- To ensure a systematic approach to the assessment and control of risks
- To ensure that employees are competent in the work that they are doing
- To ensure that employees actively participate in identifying hazards
- To minimise hazards entering the school
- To ensure the competence and management of contractors on school premises
- To monitor work practices and regularly review safety management systems.

The Governors and Senior Leaders will commit suitable resources (human, time and financial) to the achievement of these aims. They will seek competent advice from relevant safety consultants as required.

Every employee is responsible for his/her own health and safety, as well as that of colleagues, pupils and others. Employees should cooperate with the school's management to achieve these aims.

The important contribution that employees and their representatives can make in improving health and safety is recognised and encouraged. The Governors and Senior Leaders will establish and maintain a finance and premises committee for this purpose. This policy will be brought to the attention of and made available to all members of staff.

This statement and the accompanying organisation and arrangements will be reviewed on an annual basis.

2. Organisational Responsibilities for Health and Safety

As the employer, the Governing Body of St Aidan's Catholic Primary School has overall responsibility for Health and Safety in the school.

Overall Approach

The main responsibilities for ensuring the day-to-day management of all health and safety matters in the school rest with Senior Leaders and the Governing Body. To fulfil these responsibilities, the Head of School, working in consultation with the Executive Headteacher, delegates some of the tasks, with training, to the appropriate staff. Staff report back to the Head of School once tasks have been completed. The Head of School overviews the tasks to ensure that they have been undertaken to a suitable standard, and, where appropriate, liaises with the Executive Headteacher, Chair of Governors or Diocese on matters that need taking forward or which need expenditure.

Roles and Responsibilities

The following health and safety responsibilities are in addition to the normal day-to-day duties associated with individual jobs:

Governing Body, Executive Headteacher and Head of School

- To ensure there is an adequate, signed and up-to-date Health and Safety Policy for the school detailing responsibilities for ensuring health and safety within the school
- To commit resources to fulfil the Health and Safety Policy
- To prioritise actions where resources are required
- To ensure actions are undertaken
- To monitor achievement of plans and extent of compliance with standards
- To monitor trends in accidents and incidents
- To receive and where appropriate action inspection reports
- To include health and safety on governors' meeting agenda
- To receive and where appropriate action the minutes of the school's Finance and Premises Committee
- To periodically review the adequacy of health and safety arrangements

Executive Headteacher and Head of School

- To ensure staff are competent to undertake tasks delegated to them
- To identify staff training needs and to arrange for appropriate training
- To ensure risk assessments are undertaken
- To ensure appropriate action is taken on identified significant risks
- To ensure that there are procedures for serious and imminent danger
- To investigate accidents and complete the appropriate paper-work
- To consult staff and safety representatives on health and safety matters

- To cooperate with and provide necessary facilities for trades union safety representatives
- To ensure the induction of new and transferring staff and volunteers
- To ensure safe hiring of school premises to third parties
- To ensure the safety of visitors to the school
- To ensure regular inspections of the school's premises
- To submit inspection reports to governors
- To pass on health and safety information received to the appropriate people
- To participate in safety audits when required to do so

School Business Manager

- To manage the contracts for cleaning contractors and report concerns
- To manage maintenance contracts e.g. for gym equipment
- To undertake workplace inspections with other managers/staff
- To ensure the competency and management of visiting contractors
- To ensure regular inspections of the school's premises
- To organise portable electrical appliance testing
- To maintain health and safety records e.g. records on fire alarm servicing, etc

Staff

- To check that classrooms and work areas are safe
- To check that equipment is safe before use
- To ensure that any specific safety procedures are followed
- To ensure that appropriate protective equipment is available and used, when needed
- To participate in risk assessments, inspections, audits as necessary
- To bring problems to the relevant manager's attention
- To report all accidents and incidents

School Office Staff

- To manage the front door and security system
- To complete and dispatch accident investigation forms
- To ensure first aid equipment is up-to-date and available
- To administer first aid, if appropriate
- To ensure unwell children are monitored
- To help maintain health and safety records e.g. records on fire alarm servicing, etc

Caretaker / Caretaker

- To test the fire alarm weekly
- To ensure all signage (e.g. fire escape routes, trip hazards, etc) is appropriate and maintained
- To monitor the school's cleaners (where applicable) to ensure they work safely

- To supervise portable electrical appliance testing by contractors
- To arrange and manage for contractors to undertake small repair works
- To report hazards

Monitoring

Consideration of health, safety and welfare matters will form an item on the agenda of each meeting of the Governing Body. In addition, the Governing Body will monitor and evaluate the effective working of the system within the school by the following means:

- Monitoring accident/incident reports. The Head of School will report all reportable accidents to pupils and staff to the Governing Body and call attention to any which indicate that any alteration to equipment, premises, routines or procedures are needed
- Checking premises meeting notes and follow-up procedures
- Checking reports of inspections by the management
- Receiving reports from Safety Representatives concerning inspections carried out by them
- Receiving reports from the Head of School on:
 - Complaints and hazard reports from staff and visitors
 - Visits from HSE Inspectors
 - New national guidance
 - Any safety audit commissioned from consultants
 - any guidance or advice from the Department for Education (DfE), HSE or other organisations concerned with health and safety in educational establishments
 - staff training.

Where deficiencies are identified or action is necessary seeing that action is allocated to individuals, time limits have been set and both immediate and long-term remedial action are identified in the case of hazards.

3. Arrangements

3.1 Health And Safety Monitoring And Inspection

A general workplace and site security inspection of the site will be conducted monthly. The person(s) undertaking the inspection will complete a Premises Maintenance Management Plan Log Book. Responsibility for following up items that require attention rest with the Head of School in liaison with the School Business Manager and Caretaker. A named governor will be involved on an annual basis and report back to the governing body.

The Governing Body meets termly to discuss any salient issues that have been discussed in the Finance and Premises Committee with regards to health, safety and welfare issues affecting staff, pupils or visitors. Action points from meetings are brought forward for review by school management. The teaching Trade Unions appointed safety representative on the staff is **Colette Luke**.

3.2 Health And Safety Information And Training

The Health and Safety Law poster is displayed in the school office. The Head of School is responsible for ensuring that all staff are provided with adequate information, instruction and training and identifying the health and safety training needs of staff.

Employees will be provided with:

- induction training in the requirements of this policy
- updated training in response to any significant change
- training in specific skills needed for certain activities, (e.g. use of hazardous substances, work at height etc.)
- refresher training where required

Training records are held in the school office. These include a system for ensuring that refresher training (for example in first aid) is undertaken within the prescribed time limits.

The Head of School will be responsible for assessing the effectiveness of training received.

Each member of staff is also responsible for drawing the Head of School's / line Manager's attention to their own personal needs for training and for not undertaking duties unless they are confident that they have the necessary competence.

3.3 Risk Assessments

The school risk assessments will be coordinated by the Head of School. All workplace activities, teaching and non teaching (e.g. caretaking), premises and one off activities should be approved by the Head of School. Risk assessments are available for all staff to view and are held centrally in the School Office. Specific risk assessments relating to individual

persons, e.g. staff member or young person/pupil are held on that person's file. Risk assessments will be reviewed every two years or when the work activity changes, whichever is the soonest and staff are made aware of any changes to risk assessments relating to their work. Assessments on new and expectant mothers will be undertaken by the individual's line manager using the appropriate risk assessment. The risk assessment will be reviewed on a regular basis as the pregnancy progresses. Risk Assessments for curriculum activities will be carried out by relevant subject teachers using relevant Health and Safety Codes of Practice for Design & Technology, Science, Art PE etc.

3.4 FIRE EVACUATION AND OTHER EMERGENCY ARRANGEMENTS

Fire precautions: Refer also to Fire & other Emergency Evacuation Procedures & the School Fire Safety Policy. The Head of School is responsible for ensuring the fire risk assessment is undertaken and implemented. The fire risk assessment is located in the school office and reviewed on an annual basis.

Fire Instructions

These documents are made available to all staff and included in the school's induction process. An outline of evacuation procedures are made available to all contractors / visitors and are posted throughout the site. Emergency exits, fire alarm call points, assembly points etc are clearly identified by safety signs and notices. **There are three fire marshalls on the staff who have had appropriate fire marshall training.** Emergency contact and key holder details are maintained by the school.

3.5 INSPECTION /MAINTENANCE OF EMERGENCY EQUIPMENT

Testing of the Fire Alarm System

Fire alarm call points will be tested weekly by the School Caretaker and a record kept in the Fire log book. Any defects on the system will be reported immediately to the Head of School or SBM, for action by the Fire Protection contractors. A fire alarm maintenance contract is in place with a qualified contractor and the system tested annually by them.

Inspection of Fire Fighting Equipment

A qualified contractor undertakes an annual maintenance service of all fire fighting equipment. The School Caretaker carries out monthly checks that all fire fighting equipment is available for use and checks for any evidence of tampering. Defective equipment or extinguishers that need recharging should be taken out of service and reported directly to the named contractor via the School Business Manager.

Emergency Lighting Systems

A limited set of emergency lighting is located throughout the school. These are checked monthly by the School Caretaker.

Means of Escape

The School Caretaker carries out daily checks for any obstructions on exit routes and ensures all final exit doors are operational.

3.6 FIRST AID AND MEDICATION

First aid boxes are located at the following points:

- 2 in the school office cupboard. 2 portable kits for school trips.
- 1 in each classroom

The school **Admin Officer/Senior Lunchtime Supervisor** are responsible for regularly checking that the contents of first aid boxes are complete and replenished as necessary. A check is made at least termly.

The following staff are available to provide first aid-

- Designated First Aiders: **Julie Moore, Theresa Paull and Fiona Cecil**
- Trained to EYFS paediatric first aid level: **Julie Moore, Theresa Paull, Fiona Cecil**
- Bumps and Bruises: **most staff**

The Head of School will ensure that First Aiders have a current certificate and that new persons are trained should first aiders leave.

Minor Injuries to Children

First aid should be applied to injuries such as cuts, grazes etc, and must be written into the Accident Book.

Head Injuries

The above procedure should, in the first instance, be followed.

The incident is recorded. The parent is advised by phone or text immediately after the injury is treated. The class teacher should ensure that the parent has been informed of the injury at the end of the day.

Major Injuries to children

Transport to hospital: if the First Aider considers it necessary, the injured person will be sent directly to hospital (normally by dialling 999 for an ambulance). Parents and/or guardians will also be contacted immediately. No casualty should be allowed to travel to hospital unaccompanied and an accompanying adult will be designated in situations where the parents cannot be contacted.

Emergency contact numbers for all children are kept in the Contact Files in the school office.

Emergency contact numbers:

- Croydon University Hospital number: 020 8401 3000
- East Surrey Hospital number: 01737 768511
- NHS Direct number: 111
- Old Coulsdon Medical Practice number: 0844 8151924
- Woodcote Medical (Coulsdon) number: 020 8763 5620

Records: all first aid treatments are recorded and kept in the school accident book located in the school office.

Medication in School:

Children should never be allowed to be responsible for their own medicines in school.

If prescribed medication is required during school hours, all medication will be administered to pupils in accordance with relevant guidance. It will normally be administered by the designated First Aider. The required medication should be handed in by an adult. It will not be accepted from a child. An appropriate letter needs to accompany the medication. Medication should be in a container, clearly marked with the child's name, class and name of medication and dosage/application etc.

3.7 Accident Reporting Procedures

The school will follow the procedure for completion of incident/accident records in accordance with relevant guidance. All accidents must be written in the general school Accident Book. For accidents requiring direct hospital treatment, a borough Accident Form/ Incident and Dangerous Occurrence Report form must also be completed. Any witnesses to the accident must sign the accident form. School accident reports will be monitored for trends and a report made to the Governors, as necessary. The Head of School or nominee will investigate accidents and take remedial steps to avoid similar instances recurring. Faulty equipment, systems of work, plant, equipment, fittings etc, must be reported and attended to as soon as possible.

Injuries to adults

Minor injuries should be written into the Accident Book. First Aid should be applied. In the case of major injuries, next of kin must be contacted immediately and an ambulance called. A member of staff should accompany the injured person if the next of kin is unable to reach the school in time.

3.8 Asbestos

The asbestos register and management plan is held in the school office and will be made available to staff and visiting contractors prior to any work commencing on the fabric of the building or fixed equipment. Under no circumstances must staff drill or affix anything to walls without first obtaining approval from the Head of School and/or Caretaker. Any contractor who is suspected to be carrying out unauthorised work on the fabric of the building should be reported to the Head of School.

3.9 Legionella

The school complies with advice on the potential risks from legionella as identified in the Council policy and health and safety manual. The School Caretaker will be responsible for identifying and flushing rarely used outlets monthly. Water temperature checks will be undertaken on a monthly basis by the School Caretaker and recorded as agreed. The School Caretaker will ensure that any areas where water droplets are formed are disinfected and descaled on a quarterly basis.

3.10 Offsite Visits

There is a separate Educational Visits Policy.

3.11 Security

The security and safety of the children and the staff must be the prime concern at all times. All visitors should be directed to the office, where their name must be entered in the Visitors' Book or Contractors' File, and a visitors' badge issued. All visitors must be given a safeguarding visit on first arrival. All unknown adults must be challenged by any member of staff. Any security concerns must be reported to the Head of School immediately.

The main gate to the playground is open between 8.45am and 9.00am and again from 3.15pm to 3.40pm. Outside of these hours, the playground gates are locked as is the gate to the staff car park. The office staff allow people in.

3.12 Vehicles On Site

Vehicular access to the school is restricted to school staff and visitors only and not for general use by parents / guardians when bringing children to school or collecting them. The access from the road shall be kept clear for emergency vehicles. The vehicle access gate must not normally be used for pedestrian access. If an event is being held outside of normal school activities for which this is the sole access, then all due care must be taken to ensure the safety of those passing through this entrance.

3.13 Contractors

All contractors must report to the school office, where they will be asked to sign in and wear an identification badge.

3.14 Lone Working

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 proposed lone working activity is necessary. Work involving potentially significant risks (for example work at height) should not be undertaken whilst working alone.

Where lone working cannot be avoided staff should:

- Obtain the Head of School's permission and notify one of them on each occasion when lone working will occur.
- Ensure they do not put themselves or others at risk.
- Ensure they have means to summon help in an emergency. **This is the school mobile phone.**
- A buddy system should be in place for lone workers.

When working off site, (e.g. when visiting homes), notify a colleague of their whereabouts and the estimated time of return. (It is good practice to obtain background information about the child/family being visited and if the premises are unfamiliar take a colleague.)

Key holders attending empty premises where there has been an incident or suspected crime should do so with a colleague or the police. They should not enter the premises unless they are sure it is safe to do so. Report any incidents or situations where they may have felt "uncomfortable". Good communication between colleagues, in terms of personal safety is essential.

3.15 Moving And Handling

Manual Handling Of Loads

All manual handling activities which present a significant risk to the health and safety of staff, whether they involve the manual handling of people or objects, will be reported to the Head of School. Where it is not reasonably practicable to eliminate these activities a risk assessment should be made and the risk reduced as far as is reasonably practicable. The written risk assessment and training will be provided to employees who must follow the instruction given when carrying out the task. Staff should ensure they are not lifting heavy items and equipment unless they have received training and/or equipment in order to do so safely.

3.16 Work At Height

Work at height activities from where a person could fall a distance liable to cause personal injury present a significant risk; all such activities should be avoided where it is reasonably practicable to do so. Where this is not possible a risk assessment must be conducted and the risk reduced as far as is reasonably practicable. A copy of this assessment will be provided to employees authorised to work at height.

The Head of School shall ensure:

- 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 that ladders are checked termly;
- all access equipment is inspected and maintained;
- the risks from fragile surfaces are properly controlled.

3.17 Display Screen Equipment (Dse)

All staff who habitually use computers as a significant part of their normal work. (Significant is taken to be continuous / near continuous spells of an hour at a time) such as administrative staff shall have a DSE assessment carried out. Those staff identified as DSE users shall be entitled to an eyesight test for DSE use, every 2 years by a qualified optician (and corrective glasses provided if required specifically for DSE use).

3.18 Stress

The school and governing body are committed to promoting high levels of health and well being and recognise the importance of identifying and reducing workplace stressors through risk assessment, in line with the HSE management standards. The school has access to a number of support packages for pupils, staff and parents to support them in dealing with anxiety, stress and mental health issues. Two staff members have received MHFA (Mental Health First Aid) training. A system of performance management and appraisal is in place, and each group of staff have a line manager to communicate any concerns or issues, and to put packages of support in place where necessary.

3.19 Violence To Staff

Individual pupil risk assessments will be completed and shared with staff where necessary. Violent incidents will be reported to the Governing Body.