St. Kentigern's Catholic Primary School

Health and Safety Policy

"Treat others as you want to be treated"

Mission Statement

At St. Kentigern's Catholic Primary School, our mission is to provide a nurturing, faith-filled environment where children grow in their relationship with God, inspired by the Gospel values of Jesus Christ. We are committed to guiding each child in their spiritual, academic, and personal development, empowering them to live lives of kindness, integrity, and service, as they follow the examples of St. Kentigern and Christ's love for all.

Vision Statement

We envision St. Kentigern's Catholic Primary School as a vibrant community where children flourish in faith, hope, and love. Rooted in the teachings of the Gospel and guided by St. Kentigern, we aim to nurture all our children to become compassionate individuals who make a positive impact on the world around them. Our vision is to be a place where every child is valued, and together, we strive to build a future of justice, peace, and love for all.

Contents

Section 1

1.1 School Policy Statement

Section 2

2.1 Organisation

2.2 Responsibilities of Head Teacher

2.3 Responsibilities of Health and Safety Coordinator

2.4 Responsibilities of all class teachers

2.5 Responsibilities of all non-teaching staff

2.6 Obligations of all employees

Section 3

3.1 Arrangements- overview

3.2 Fire safety and related Procedures including gas leak

3.3 First Aid

3.4 Medicines

3.5 Reporting of accidents and infectious diseases

3.6 No Smoking policy

3.7 Electrical Safety

3.8 Water Safety

3.9 Manual Handling

3.10 Control of substances hazardous to health

3.11 Working Environment

3.12 Temperature and ventilation

3.13 House Keeping- Access & Egress

3.14 Health and Safety in Offices

3.15 VDU

3.15b-Interactive whiteboards & Data projectors in school

3.16 General Risks and Risk Assessment

3.17 Educational Visits

3.18 Science, Art and Design technology

3.19 Safety in Physical Education

3.20 school Security

3.21 Vandalism

3.22 Security Instructions

3.23 personal Security

3.24 Traffic

3.25 Contractors on site

3.26 Induction of new Staff

3.27 Information and Training

3.28 Disability and access

3.29 Critical Incident support

Section 4

4.1 Monitoring, Audit and Review

4.1 In house accident report form and instructions on completion

4.2 accident / incident forms

5.1 Risk assessment grid/ Matrix

5.2 Guidance on Risk Assessment

6.1 Personal Security

7.1 Critical Incident Support for schools

8.1 Monitoring Inspection checklist

Section 1

1.1 - Policy Statement

The Governors of St Kentigern's Catholic School are fully committed to the establishment and maintenance of appropriate Health & Safety standards which will protect the staff and pupils in their charge whilst at school.

The Governors recognise that the need to identify and control work related risks is important to safeguard all persons on the school premises. To this end particular attention will be paid to meeting statutory requirements in respect of:

a) The safety of plant equipment, buildings and safe systems of work;

b) A safe workplace and safe access and egress;

c) Procedures for fire evacuation, first aid cover and other emergency situations;

d) A healthy working environment

e) Safe arrangements for the use, handling, storage and transport of articles and substances;

f) Appropriate information, instruction, training and supervision to assist all employees, pupils and visitors to avoid hazards and contribute positively to their own health and safety whilst on school premises;

g) Adequate welfare facilities and suitable protective clothing and equipment; h) Arrangements for the safe introduction of new plant, machinery substances and procedures.

The Governors will ensure that –

a) The Safety Policy and Codes of Practice are fully implemented

b) It is reviewed regularly and brought to the attention of all employees.

c) The school's staffing structure appropriately reflects the delegated responsibilities for carrying out the arrangements for health and safety.

d) The school has examined its responsibilities for health and safety and has made the necessary provisions in terms of resources for meeting these obligations.

e) Regular health and safety reports for governors to include the results of accident investigations and statistical analysis are provided by the Headteacher and Health and Safety Governor as part of an ongoing monitoring system.

f) Staff training in Health and Safety subjects is accorded a high priority and will include induction, role related and specific topic training as necessary.

g) Full use is made of the specialist services provided by the BEBCMAT.

Section 2

2.1 The Organisation

The ultimate responsibility for health and safety performance in each school rests with the governing board. Although the requirement to carry out certain functions may be delegated to head teachers and their staff, the duty to achieve compliance with statutory requirements remains firmly with the governing body. The purpose of this section of the school safety policy is to define exactly what the delegated duties and responsibilities are so that staff can understand what is expected of them.

2.2. Responsibilities of the Headteacher

The ultimate responsibility for all school safety organisation and activity rests with the headteacher who shall liaise with safety representatives and safety committees to enable her follow roles/responsibilities in accordance with Section 2 for organising for Health & Safety.

2.3. Responsibilities of Staff holding a post of responsibility which has within the remit responsibility for Health and Safety – Health and Safety coordinator(currently HT)

a) To write and maintain the school policy for Health and Safety;

b) To update relevant parts of staff handbook;

c) Shall ensure members of staff are appraised of departmental, institutional and authority policies on health and safety;

d) Shall review any health and safety problems raised by a member of staff under their purview and refer to the headteacher any situation which cannot be resolved to the satisfaction of both parties;

e) Shall in line with d) above, encourage members of staff to raise concerns regarding matters of health and safety, so that policy and practice are kept under constant review;

f) Shall report any areas of concern (e.g. level of personnel training, maintenance or equipment) to the headteacher and committee;

g) Shall, where appropriate, seek the advice and guidance of the relevant officers of the Authority;

h) Shall, encourage members of staff to raise concerns regarding health & safety, so that policy and practice are kept under constant review;

i) Shall report any areas of concern to the HT/Office Manager;

j) Shall, where appropriate, seek the advice and guidance of the relevant officers of the Authority;

k) To coordinate risk management in the work place.

2.4 Responsibility of Class Teachers

The safety of pupils in classrooms is the responsibility of the class teacher; the teacher carries responsibility for the safety of pupils/students when they are in his/her charge.

If for any reason, e.g. the condition or location of equipment, the physical state of the room or the splitting of a class for practical work, a teacher considers he/she cannot accept this responsibility, he/she should discuss the matter with the headteacher before allowing practical work to take place.

A Class teacher is expected:

a) To exercise effective supervision of the pupils and to know the emergency procedures in respect of fire, bomb scare, first aid and to carry them out when necessary;

b) To know the special safety measures to be adopted in his/her own special teaching areas and to ensure that they are applied;

c) To give clear instructions and warnings as often as necessary (notices, posters, handouts are not enough);

d) To integrate all relevant aspects of safety into the teaching process and, if necessary, give special lessons on safety;

e) To follow safe working procedures personally;

f) To request protective clothing, guards, special safe working procedures etc. where necessary;

g) To bring to the attention of the appropriate senior member of staff and health concerns over matters affecting health and safety.

h) Report all incidents/accidents for pupils/staff and fill inappropriate documentation.

2.5 Non-teaching Supervisory Staff

Non teaching staff are expected to:

a) Have a general responsibility for the application of the Safety Policy to his/her area of work and is directly responsible to the headteacher for the application of existing safety measures and procedures within that area of work;

b) Shall, where necessary, establish and maintain safe working procedures including arrangements for ensuring, so far as is reasonably practicable, safety and absence of risks to health in connection with the use, handling, storage and transport of articles and substances.

2.6 Obligations of all Employees

The Health and Safety at Work etc. Act 1974 states: “It shall be the duty of every employee while at work:

a) To take reasonable care for the health and safety of himself/herself and of other persons who may be affected by his/her acts or omissions at work, and

b) As regards any duty requirement imposed on his/her employer or any other person by or under any of the relevant statutory provisions, to co-operate with him/her so far as it is necessary to enable that duty of requirement to be performed or complied with."

The Act also states: "No person shall intentionally or recklessly interfere with or misuse anything provided in the interests of health, safety or welfare in the pursuance of any of the relevant statutory provisions."

In order that the law be observed and responsibilities to pupils and other visitors to the school are carried out, all St Kentigern's employees, volunteers, student teachers – Office staff, education psychologists, caretakers, cleaners, GTAs, cook/kitchen staff, welfare assistants – are expected:

a) To know the special safety measures and arrangements to be adopted in his/her own working area and to ensure they are applied;

b) To observe standards of dress consistent with safety and or hygiene;

c) To promote good standards of housekeeping and cleanliness;

d) To know and apply emergency procedures in respect of fire and first aid;

e) To use and not wilfully misuse, neglect or interfere with things provided for his/her own safety and/or safety of others;

f) To co-operate with other employees in promoting improved safety measures in their school;

g) To co-operate with the appointed safety representative and the enforcement officer of the Health and Safety Executive or the Public Health Authority.

Section 3

Section 3.1 The Arrangements – Overview

This section explains and signposts the various systems, procedures, work instructions and work practices which have been established within the School to minimise risks to health and safety. Whilst necessity to safeguard staff and children is of primary concern the effects of work activities on others such as members of the general public, visitors and contractors have also been considered.

3.2 Fire Safety and Procedures

The St Kentigern's Emergency Evacuation Procedures are based on Blackpool Council arrangements OHS 06.

The following steps have been taken to ensure that the school meets its obligations with respect to fire safety and related matters:-

1) Legislation compliance – St Kentigern's School is required to comply with the certification

requirements of the Regulatory Reform (Fire Safety) Order 2005 and is subject to annual inspection by the fire brigade. Any defects / deficiencies noted are rectified as a matter of urgency. Risk assessments are also carried out in accordance with the Regulatory Reform (Fire Safety) Order 2005.

2) Fire equipment – All fire extinguishers, fire detection and alarm systems and emergency lighting systems are subject to regular maintenance checks/ tests. Any defects found are routinely rectified as a matter of urgency. Refer to school plan for location of fire alarm points and fire extinguishers.

3) Fire signage- action has been taken to ensure that fire signs in the school comply with Health and Safety regulations 1996. These include exit and exit route signs, fire procedure notices, fire extinguisher identification signs and fire assembly point identification.

4) Fire procedure - As soon as you arrive in school please familiarise yourself with the procedures we have in place in the event of a fire in school. Instructions can also be found in each classroom, the office and the staffroom.

The school fire alarm is directly connected to the Fire Station and the Fire Brigade will automatically attend should the alarm be triggered. The building must then be evacuated with each teacher being responsible for his or her own class. Exit by the nearest means.

The office staff will bring out class registers and visitors' books to the meeting point for roll call. Pupils will be counted and if all children are present, number of pupils given to Headteacher. Registers only called if all children are not accounted for. The head teacher or teacher in charge will speak to the Fire Officers on their arrival regarding action to be taken. The meeting point for KS2 is the KS2 playground and KS1 it's the car park.

Each key stage 1 class has its own fire exit. Should those exits be blocked then you should use the main hall exits/main corridor fire exit as indicated on the plan. Walk the children through the infant playground then onto the meeting point in the car park.

If in the main hall, there are two fire exits, one through the double doors at the front and one through the double doors at the back.

If in Year 4, exit the school leaving through the door directly out onto the playground.

If in Pink room, exit the school by turning left down the corridor, then right, straight out onto the playground.

If in Year 3 classroom, turn right and right, exit through the door directly to the playground

If in St Joseph's room, exit the school by turning left down the corridor, then right, straight out onto the playground.

If in St Isidore's IT suite, exit the school by turning right then left and out onto KS2 playground through the door in the gallery.

If in the Library, exit the school by turning left then left again and out onto KS2 playground through the door in the gallery.

If in sunshine room exit the school by the door in the classroom if in KS1 then walk down the drive to the car park, or if in KS2 turn right then left and out onto KS2 playground through the door in the gallery.

If working on the gallery, exit the school by the door on the gallery.

If in Year 5 or St Mungo's room on the first floor, exit the school by going down the stairs and turning left at the bottom, along the corridor, then right out on to KS2 playground.

If in Year 6 or the staff room on the first floor, exit the school down the stair case and out of the door on the gallery.

Staff are instructed not tackle a fire unless trained to do so and then only if it is smaller than a paper bin.

5) Staff information and training - all staff are issued with emergency procedures detailing the course of action they must follow in the event of a fire or other emergency requiring evacuation of the premises.

6) Fire drills – regular fire drills (deliberately blocking different escape routes to simulate the effect of a fire) are vital to ensure that staff are fully aware of the emergency procedure. The Headteacher will arrange 1 drill per term. Any difficulties or deficiencies should then be rectified and a further drill held to ensure that safe evacuation of the premises can be achieved quickly and easily.

7) Fire logbook - The school has and maintains a fire logbook (kept in Iam complaint) It contains a complete and current record of training drills, equipment location, testing servicing and the fire brigade is maintained by the Office Manager.

8) Gas leaks - if you think you can smell gas:

- do not turn electric switches on or off
- alert the Headteacher/teacher in charge immediately
- do not use naked flames
- open doors and windows to get rid of gas
- advise gas board

Either the site supervisor, Headteacher or Office Manager should turn the gas supply off at mains and follow the advice of the Gas Board as to whether to evacuate the building.

3.3 First Aid

The Office Manager will assess the first aid requirements in the school and make the necessary provision for trained first aiders, appointed persons and associated first aid kits.

The school contains appropriate signage to notify staff who the first aiders are for the school and how they can be contacted.

First aiders are required to maintain a record of any treatment given in the school and report this to parents in the form of an accident letter, especially when involving head injuries.

First aid kits are situated in – all classrooms, with main supplies in reprographics room.

1 The first aiders for the School are: - Mrs Hilton, Mrs Campbell, Mrs Ogden, Mrs Healy, Mrs Letzer, Miss Walker, Miss Reilly, Miss Palmer, Mrs Lloyd, Mrs Rutkowski. All hold First Aid at work for Schools and Paediatric First Aid (completed in Feb 2025 – due Feb 2027).

In the event of an emergency it is essential that all staff and students are aware of the standard accident procedure adopted by the school. This is in order that all staff and pupils respond to an emergency in the same way to ensure that the minimum of time is spent between the accident and the person receiving qualified first aid help.

The standard accident procedure (SAP) for St Kentigern's School is: In the event of an accident a first aider is sought. Advice/treatment is given and the accident is recorded in the book in the school office and a note sent home to parent/carers. ARP in the flow charts stands for accident reporting point and this is the office in St Kentigern's School

The ARP will be responsible for contacting one of the above first aiders. All accidents and incidents must be reported and logged in the logbook situated in the school office.

3.4 Medicines

The administration of medicines to children is the responsibility of the parents. The school and its staff will not take responsibility for this.

School will only take responsibility for emergency medicines upon written agreement with the parents through completion of the relevant medical form.

A list of all emergency medication and medical conditions is available in the Staff Room. All medicines are kept in the school office in a secure location. Any medicines should be clearly labelled with the contents, dosage, frequency of administration, date of prescription and the child's name.

Only those authorised to administer the medicines should do so. Any changes in administrations should be notified to the school in writing.

3.5 Accident Reporting and Infectious disease Reporting

Infectious diseases. The schools follows the LA advice on infectious diseases especially that of hepatitis, rubella, measles, tuberculosis, tetanus, and legionnaire's disease.

The school also believes that pupils should be taught that thorough and frequent hand washing and drying are essential to the control of infections in the school

The school operates a procedure where all accidents are recorded in the school accident book as a matter of course. ALL accidents are investigated and recorded.

Furthermore all accidents (serious injury, over seven day absence or death!), violent incidents in injury or any outbreak of a work related disease MUST be reported as soon as possible and certainly DURING THE WORKING DAY ON WHICH IT OCCURRED. This may initially be an oral report to the Headteacher or H&S coordinator which then is confirmed by completing a school accident report form on BeSAFe website. It is the responsibility of the Headteacher and H&S Governor to investigate locations of accidents and make necessary changes to prevent further incidents.

3.6 No Smoking Policy

In line with legislation (BBC Policy 0036) smoking is not permitted on the school site.

3.7 Electrical safety

The inspection / maintenance of all fixed electrical systems is delegated to engineers. All portable and transportable electrical equipment is subject to annual checks by approved contractors, who will attach labels to indicate pass or fail. Any items which fail the checks will immediately be withdrawn from use and arrangements made to affect a repair or replacement.

Between checks users of portable equipment are asked to carry out the following, mainly visual, checks on a regular basis:

- Check the cable is not damaged
- Check plug for cracks, bent pins or signs of overheating
- Confirm that the cable to plug connection is secure and that no coloured wires are visible
- Check the external casing of the equipment for damage signs of overheating or loose parts

These checks also apply to extension leads and associated plugs and sockets. Any faults must be reported to Headteacher or Office Manager who will make arrangements to have the equipment taken out of use immediately.

Because of the strict control necessary to ensure safety in the use of electrical equipment employees must not bring any personal electrical equipment to work. This rule is in everyone's interest. If certain equipment is not available and is needed at work then a request should be made to the Headteacher who will consider the request.

3.8 Water Safety

The water temperature is tested monthly (documentation on IA compliant) to make sure it is suitable for use in class by children. (mixer valves in place to reduce temp). Legionella risk assessments are reviewed every two years.

3.9 Manual Handling Activities (refer to OH&S arrangement 0014)

The OH&S 0014 guidelines is given annually to all staff (at the beginning of school year) No one in the school should be required to carry out any manual handling operation which puts them at risk of injury. If the task cannot be avoided or carried out by mechanised means then a detailed manual handling assessment must be arranged. This will determine exactly what hazards and risks are involved and what remedial action is necessary. Training needs will be identified via risk assessment.

It is the responsibility of the head teacher under the Manual Handling Operations Regulations 1992 (as amended) to establish the following measures to prevent or reduce the risk of injury during such work.

Children should not be required to lift any objects that could put them at any risk of injury. The children are carefully trained to lift PE equipment and are closely supervised when asked to do so. (Please refer to school PE Policy)

3.10 Safety in the use of Substances Hazardous to Health.

(Chemical products and fumes, gases and dust etc generated at work)

See OH&S guidelines 0005 for Authority guidelines. Most work activities in the school do not bring employees into contact with substances which could be detrimental to health if not adequately controlled. The only exception to this is the work of cleaners and the site supervisor.

These substances may be brought in as commercial products such as cleaning agents, fuels, paints, sealants etc, or they may be generated during work activities for example exhaust fumes, dust, gases etc.

It is essential that all employees exposed to such substances are fully aware of the hazards involved; ie. the ways in which the substance could cause harm. They must also understand the precautions which must be taken to control the risk; ie. to minimise the chances of it actually causing any harm given the manner and circumstances in which it is used. It is the responsibility of the site supervisor to inform her staff of the chemicals they use and the risks involved.

1) Before any commercial product is put into general use a hazard data sheet is obtained from

the manufacturer or supplier. The hazard information is assessed and checked to confirm that the chemical constituents do not cause any unacceptable extreme adverse effects.

2) The COSHH data sheets for each substance are kept in files readily available and fully accessible to all employees.

3) Before any new substance is used, the member of staff concerned should contact the health

and safety rep who in turn will obtain the appropriate COSHH data sheet. Only when the risk is deemed acceptable can it then be used.

All chemicals are kept in a secure locked cupboard in the site supervisor's office out of reach of children. It is important that the user is provided with the correct protective clothing/ equipment to use the product safely.

The COSHH regulations are concerned solely with health and safety requirements, they do not deal with such matters as dilution requirements or application rates. These are matters dealt with by product manufacturers by means of instructions printed on containers or supplied on separate instruction leaflets. Obviously these must also be followed carefully if the product is to be used effectively.

The most important rule of chemical handling, however familiar the user is with the substance, is simply – NO MIXING. Toxic and violent reactions can occur if attempts are made to mix different chemical products either deliberately to improve the effectiveness or inadvertently if buckets are not washed before filling them with a different substance.

Be aware of this and prevent it happening, the consequences could be serious.

All employees working with chemicals must WASH HANDS THOROUGHLY AFTER HANDLING ANY CHEMICAL SUBSTANCE EVEN IF GLOVES HAVE BEEN WORN.

3.11 Working environment

(Workplace health, safety and Welfare regulations 1992)

All employees / members of staff are encouraged to raise premises problems relating to the working environment. These aspects also form part of the regular assessments by the health and safety coordinator and H&S Governor. Lighting All rooms in school have a combination of natural and artificial light. Glare is partly reduced in all rooms through the use of blinds. Artificial lights are monitored and cleaned by the site supervisor when necessary.

Noise (see OH&S 0029) Exposure to excessive noise can cause damage to the inner ear. The head teacher should ensure that where excessive noise is identified an assessment is carried out under Control of Noise at Work Regulations 2005. It is unlikely that noise levels in school will reach levels requiring action but the following steps have been taken to reduce noise in school – all classrooms have been carpeted, all classrooms are double glazed and there is a behaviour policy in place which sets how children are to behave in and around school.

Staff welfare facilities

The staff of St Kentigern's School are provided with the following under the health and safety and welfare regulations:

1) Large staff room with seating for most staff. All seats have back rests.
2) Kitchen area to eat meals and have a drink including sink, hot water, dishwasher, fridge freezer, microwave and toaster.
3) Staff are provided with cloakroom facilities.
4) Staff are provided with cooled drinking water dispenser. (Maintained and checked on a regular basis). The kitchen area is cleaned on a daily basis by a cleaner and staff.
5) Teachers are provided with simple sanitary facilities and wash basins.

3.12 Temperature and ventilation

Too cold? The workplace regulations which apply to workplaces generally stipulate that temperatures during working hours shall be reasonable.

The temperature of school is controlled centrally in the boiler room, additional heaters are available for classrooms if temperatures are not maintained. Should a significant drop in temperature take place and substitute heaters are ineffective then the head teacher will need to provide an alternative room or rooms or consider closure or part closure.

Too Hot? Although there is no maximum temperature specified in law the workplace regulations say that all reasonable steps should be taken to achieve a reasonably comfortable temperature. Linked into temperature is ventilation and poor air movement.

Each room in school has windows that can be opened to increase air circulation, those that have fewer windows e.g. office also have air conditioning. All classrooms have blinds that can reduce heat and light levels.

3.13 House Keeping- Access & Egress (Health and Safety at Work Act)

Each teacher is responsible for maintaining a tidy class environment, ensuring that exits are not blocked and that there is free access to storage areas. Likewise, it is the responsibility of all members of staff to maintain staff and pupil safety and to make sure that there are no obstructions on stairs and corridors that can cause harm. Refer to organisation of Health and Safety Policy.

3.14 Health and Safety in Offices (OH&S 0022)

The school office must comply fully with both general regulations; Workplace (Health & Safety and Welfare) Regulations 1992 and with specific regulations; Display Screen Equipment Regulations 1992. The work activities carried out in the school office are also subject to Manual Handling Operations Regulations 1992, the Control of Substances Hazardous to Health Regulations 2002 (as amended) and the Electricity at Work Regulations 1989. Both specific and general risk assessments are therefore a feature of the management of the office.

Filing Cabinets/Drawers

Whilst filing cabinets look neat & tidy they can cause injuries if drawers are left open across access routes or immediately around corners. Where possible the cabinets should be sited so that these situations are avoided and staff should be encouraged never to leave a cabinet unattended with drawers in the extended position.

Office Storage

The office does have ideal storage facilities and so these basic safety rules should be followed wherever possible: 1. Heavy items at low levels, lighter items on the higher shelves. 2. Items stored at higher levels should be kept well away from any overhead heaters, light fittings or fire detector heads. 3. Storage racks should be firmly secured to walls or floor to prevent toppling. 4. Access to upper storage levels must be by means of steps or purpose designed step stools and not by standing on chairs, tables or adjacent shelves. 5. Older filing cabinets not fitted with anti-tilt devices can sometimes topple if heavy upper drawers are pulled out rapidly to their full extent. Experienced personnel will be aware of this problem but it could take newcomers by surprise. Such cabinets should either be properly secured or the load in the drawers redistributed to prevent toppling. 6. Whatever the storage limitations items must never be stored on stairways or where they obstruct corridors, aisles and routes to fire exits. 7. Most office items get to their storage location by means of manual lifting and carrying. No one is expected to lift excessive weights (this is obviously a matter of personal limitation) and help should be requested whenever necessary. (see “Safety in Manual Handling Activities” Arrangement). Back Strain often results from an

‘awkward’ rather than a heavy lift. The important principles to adopt in order to avoid strains are:

- Avoid a combination of reaching, lifting and turning
- Make sure of a firm footing and a good grip
- Keep back as straight as possible

Office Machinery (photocopiers/shredder)

1. Office machines must only be operated by competent staff that have received an adequate course of training including a period of supervised practice. 2. It is possible for long hair, loose clothing (sleeves, ties, scarves) and jewellery to become entangled in moving machine parts although modern standards of guarding now make such an occurrence highly unlikely. 3. If a process such as printing, duplicating etc is known to give off fumes, then adequate ventilation should be arranged by opening windows or switching on extractor fans before starting the job to establish an airflow. The cleaning and adjusting of office machines is quite different from the operating phase and requires additional training and supervised practice. Staff who operate machines must not assume that they are competent to carry out even basic maintenance tasks unless they have received training in this role. 4. Whenever it is necessary to clean or adjust a machine the basic safety rule is – switch off the power and if possible remove the plug from the socket before starting the job. Make totally sure that no one can inadvertently restore the power whilst maintenance work is in progress.

Note: Some photocopiers require the mains power to remain ON for certain fault finding and maintenance tasks. Manufacturers are responsible for compiling safe fault finding procedures, which ensure that the operator remains safeguarded even when doors and access panels are opened under these circumstances for inspection/ adjustment. However the need for strict compliance with such procedures cannot be over emphasised and any attempts at unauthorised ‘fiddling’ is strictly prohibited and must be resisted.

Any defects or difficulties in operating machines must be reported to the appropriate supervisor (the Office) at the earliest opportunity so that remedial action can be taken.

3.15 Computer Display users

It is essential to achieve full compliance with the Health and Safety (Display Screen Equipment) Regulations 1992 with particular reference to the requirements relating to workstation elements.

1. When a new workstation is established or a workstation is relocated within an office an assessment or re-assessment must be arranged. 2. Copies of completed workstation risk assessments will be retained by the Office and Health and Safety Co-ordinator and will be made available to the appropriate operators on request. 3. The daily work routine of Display Screen Equipment users will be planned to ensure that periodic changes of activity (or rest breaks) occur during the working day, particularly during periods of intensive operation. 4. Upon request all habitual users of Display Screen Equipment (Guide: ‘at least one hour/day

most days of the week') will be entitled to a free eye examination and eyesight test. This will be repeated at a frequency specified by the ophthalmic optician concerned.

Section 3.15b

Safe use of Interactive Whiteboards and Projectors

Each classroom if fitted with an Interactive Whiteboard. Additionally, there is a projector fitted in the Hall, Upper Room, Library, Connolly and pink rooms. The following guidelines should be followed by all staff and children when using projectors

- Never stare directly into the projector beam. If you stand in the projector beam and attempt to look straight into the projector lens, a very strong eye aversion response will be experienced.
- You should step outside the beam altogether if you need to face the class for more than a few seconds. There is no risk to the eye if you stand outside the beam when facing in the direction of the projector. If you can see your shadow on the whiteboard, you are standing in the beam. Keep your back to the beam as much as possible, and avoid standing facing into the beam for more than a few seconds at a time. You need to get your students into the routine of walking up to the whiteboard, using it without turning round towards the class, moving outside the beam when they've finished and then turning to return to their seat.
- Teachers should: ensure that pupils are always adequately supervised whilst the projector is operating, and have been trained to follow safe routines of projector use.
- It is very important to follow the manufacturer's instructions. Warning notices are displayed prominently on the equipment, in particular reminding all users to avoid staring into the projector beam at all times.
- Risk assessment should inform good practice within every school. Training in the use of the equipment should include all health and safety issues.
- Projectors are placed out of the reach of the pupils using ceiling mountings or wall mounted.
- All projectors and whiteboards have been professionally fitted and cabling has been incorporated into trunking.
- Whiteboards have been positioned so that they are accessable to all pupils. and are at a comfortable height for use by pupils.
- Whiteboards should be fitted at the optimum level to minimise the need for straining to reach the higher areas or for stooping to use the lower parts of the board.
- In a bright room, rather than increasing the brightness of the projector, blinds are used.

3.16 General Risks and Risk Assessment (Located in OH&S manual)

(The Management of Health and Safety at Work Regulations 1999.)

Compliance with the above Regulations requires in particular that risk assessments are prepared which relate to the significant risks to health and safety to which employees are exposed whilst they are at work. The Head teacher, alongside staff are trained to identify the hazards and asses the risks in accordance with the council procedures which are detailed in Appendix 5.2 and 5.2. Risk assessments must be recorded and reviewed as necessary where significant changes to work practices occur or if any other reason they become invalid. (Refer to monitoring and review section of the policy – section 4)

Amplification The head teacher is responsible for the monitoring of risk assessment in school, with each individual teacher being responsible for safety in their own classroom. The Headteacher along with individual teachers/ staff members will analyse jobs, identify significant hazards and assess the risks taking into account the control measures currently in use.

3.17 Educational Visits

EVOLVE, an on line site is maintained for the Risk assessment of Educational Trips and Visits. A file of completed risk assessments will be maintained on line and are made readily available upon request.

St Kentigern's Catholic School fully complies with the guidance set down by the DFE and Blackpool LA's Policy on Educational visits. Further guidance on visits is also taken from BAALPE Safe practice in Physical education (PE Book Collection.) This guidance is followed strictly to ensure the health and safety of school pupils and staff whilst on educational trips and visits.

St Kentigern's EVC is Mrs Emma Harris. The EVC has completed a certificated training course on risk management and organising educational trips.

Any trip/ visit must now be organised with consultation of the EVC and head teacher and will follow a set procedure to be set down in the visits policy.

3.18 Schools Science, Art and Design technology

The LA and therefore the school subscribes to the Consortium of Local Education Authorities for the provision of Science services (CLEAPSS) this support body provides the school with advice in all aspect of primary science and technology.

Please refer to the school's policy for health and safety in Science to be reviewed in conjunction with science coordinator.

3.19 Safety in Physical Education

This section will be covered in the new PE policy. It will include:

1) PE Risk assessment of environment
2) PE Risk assessment of equipment

3) PE Risk assessment of task

4) PE clothing to be worn, including advice on jewellery

Currently the school uses the BAALPE Safe practice guide on safety in physical education to assist in organisation and planning of safe PE lessons.

3.20 School Security

The following systems however have been put in place to ensure that unauthorised persons do not gain access to the children or staff. The school has a fenced perimeter with one main access point. The large school gate is only unlocked at the beginning and end of school day and during the day it is locked to prevent access. The main gate is unlocked during the day to allow access for deliveries and emergency services.

1) All deliveries other than to the kitchen are made via the front entrance and are signed for in the School Office.

2) There is a security door that divides the entrance hall; visitor's entrance and delivery drop off point from the rest of school.

3) All external doors to school are locked during the day to prevent unauthorised access.

The only exception to this is at breaks and dinner times, when the double doors near the hall will be used by children to access KS2 playground. When children are outside they are carefully supervised by members of staff.

4) Any visitors that wish to enter school, whether a parent, governor, advisor, student etc must sign in on the visitors display unit (Details must be taken including time in and out, purpose of visit and member of staff they are visiting). They must obtain and wear a visitors badge before being allowed to pass through the security door, this system is in place at all times.

5) St Kentigern's School encourages an open door policy but in the interests of safety of children and staff parents are reminded on a regular basis that they need to sign in at the office if they wish to speak to a member of staff and not use the cloakroom entrances.

6) Children are taught not to challenge individuals without badges but are encouraged to report them to staff immediately. Staff must not be placed in potentially confrontational situations, individuals must be investigated first then approached by a designated person, currently SLT member - head teacher.

All staff should take a non confrontational role. In cases where individuals are suspected of committing or has committed offence the police should be informed immediately. Members of staff should not eject anyone or hold anyone by force.

In terms of school equipment, all electrical equipment and portable equipment has been marked with smart water. Each subject coordinator has a list of resources specific to their subject.

3.21 Vandalism

In previous years, the school has been subjected to very few vandalism incidents.

The following systems are in place to deal with such incidents

1) Upon noticing damage to school property the head teacher and Office Manager must be informed. They will then decide what risk management strategies are needed to prevent further damage or accidents.

2) Police and insurers will be informed of damages and crime numbers obtained.

3) In situations where there has been damage to the structure of the building, emergency repairs are organised, e.g. smashed windows etc.

The following deterrents are in place

1) Limited number of access point to school grounds.

2) Anti vandal paint on flat roofed area (warning signs in place)

3) Security lighting

4) CCTV

5) Smartwater

6) Drainpipe covers

3.22 Security instructions

Suspected letter bombs Staff who are responsible for opening mail should, BEFORE OPENING ANY LETTER, first sort through the mail to check whether or not there are any suspicious packages (e.g. packages which do not bear any identifying mark or bear an identifying mark which is now well known) Any packages which are regarded as suspicious MUST NOT be opened but placed on one side. Similarly, any package, which arouses suspicion whilst it is being opened, should be placed on one side and the area cleared. Staff must immediately notify the head teacher who will then call the police. The police will then take the appropriate action.

NOTE – THE POLICE WOULD PREFER STAFF TO BE OVER-CAUTIOUS RATHER THAN TAKE UNNCESSARY RISKS.

If at any time the head teacher decides that the school should be evacuated because of potential letter bomb, they should immediately sound the alarm and staff must evacuate the school as with fire evacuation procedure.

Bomb threat (Procedure on display in school office) Action to be taken on receipt of a bomb threat: On receipt of a bomb threat message, IMMEDIATELY alert head teacher (so that the police can be informed), do not put down the handset or cut off the conversation. Obtain as much information as you can including:

1) Date of call

2) Time of call

3) Location of the bomb

4) The time that the bomb will go off

5) The kind of bomb

6) Why are they doing this?

Try to keep the caller talking (apologise for a bad line, ask him/her to speak up etc)

Suspicious parcels Anyone who comes across a parcel, suitcase, briefcase, cardboard box etc in a place where such items would not normally be expected to be found should immediately notify the head teacher (in the absence of head teacher member of SLT or health and safety coordinator). Action should be taken to clear the immediate vicinity of the suspicious item before contacting the police and informing them of the find. Any instructions given by the police must be followed implicitly and UNDER NO CIRCUMSTANCES SHOULD THE ITEM/ ITEMS BE FURTHER INVESTIGATED.

In the event of a bomb scare or other major incident the school bell will ring continuously and the school will be evacuated (see procedures for Fire evacuation). Upon instructions from Police the school will then assemble in the Church and the Presbytery will be used as an emergency control point to contact the authority/radio stations/parents and/or others as appropriate.

If a situation arises where it is impossible to return to the school the children will be catered for in the Church in the first instance whilst suitable accommodation is arranged.

If part of the school is inaccessible, but we are allowed to use the rest of the building, any affected classes will be accommodated in the hall or Parish Centre.

3.23 Personal Security

Personal belongings Children are told not to bring any personal belongings into school. Staff are given cupboards where to store their belongings in class.

Violence towards staff. Although violence in St Kentigern's School is very rare, the school will not tolerate any acts of violence towards its staff or pupils, verbal or physical.

It is the responsibility of the head teacher to:-

- To carry out risk assessment for those categories of staff where violence at work is a foreseeable event and make them available for reference as requested by employees.
- Implement the preventative and protective measures identified by the risk assessment for theschool.
- Monitor the situation and make recommendations for improvement.
- Investigate all reported incidents of violent behaviour so as to determine the contributing factors and arrange for remedial action, arrange where necessary for rapid post incident support.

All employees are required to:-

- Report any acts of violence directed towards them in the course of their duties using LA personal security incident form.
- Cooperate fully with the preventive and protective measures introduced.

• Understand that their own safety is paramount and they have full authority to withdraw from potentially violent situations on order to protect themselves from injury.

Personal security: the following procedures are in place to minimise personal risk to employees.

Reception and Office

1) The reception area is inviting, pleasant and is staffed by employees who have a wide range of knowledge and experience and can deal with enquires quickly and efficiently. They are able to remain calm under provocation or pressure.

2) The reception area has good access, is well lit and is not overheated.

3) There is a good seating area away from the main window.

4) There is a security lock on the main door that leads from the public area.

5) Telephone with 999 facilities is sited away from window desk.

Interviewing by staff in school

• Any visitors before entering school must sign in and obtain visitors badge before entering the MI room or passing through the security door with a member of staff.

• Staff should make every effort not be alone with individuals.

• The interviewer must sit next to the exit away from the interviewee.

• The meeting room must be well lit, decorated, have sufficient chairs and be of a comfortable temperature.

• The meeting room should be devoid of any potential missiles.

• The meeting must be documented.

Interviewing outside school by staff.

Staff should not arrange meetings outside the school environment especially in the individual's home. The head teacher must be involved in any decision to do this. If a situation arises where the head teacher deems it necessary for a meeting in an individuals home then the interviewee must avoid going alone, leave precise departure and arrival times back at school with the head teacher or office and report back on success. If the interviewer has not returned by the allocated time or hasn't contacted school then the police must be informed.

Cash handling Cash handling and transfer operations are undertaken by office staff. It is important that the risks associated with the transfer are assessed by the head teacher and staff concerned and additional safeguards are introduced as necessary. These measures include, changing routes and times of transfer, leaving emergency plan. Staff will be informed of changes on a need to know basis.

3.24 Traffic

The combination of children, vehicles and visitors particularly at the peak times that occur in every school day is a serious hazard that has required careful risk management. Currently traffic routes around the premises are organised so that:

1) There is one pedestrian access point to school, up the main drive.
2) There is a vehicular access via the church car park, it is safe for deliveries to be made.
3) Parents are regularly informed/ reminded by newsletter and in person not to drive

through the main gates to visit school during peak times. They are advised to park safely on adjoining roads and walk into the playground, NOT via the car park. We have now have a separate vehicle and pedestrian access.

3.25 Contractors on Site

Anyone entering the school premises for the purpose of carrying out specialised work involving roof work, asbestos removal, IT cable installation, window replacement, plumbing or electrical work must be regarded as a contractor.

Anyone having the title of contractor is owed a duty of care and also has a duty of care to protect the health and safety of persons not employed by them. In practice this means the head teacher is required to provide information to the contractor regarding hazards within the school that could affect the course of the work. The contractor should provide information regarding hazards and control measures in place to protect the health and safety of staff, pupils and visitors during the works.

It is the school's responsibility to ensure that all contractors they directly employ are competent to carry out the works required. Therefore, if there is a problem, the school is responsible for taking action directly with the contractor to address any problems. If unsafe building practises are carried out it is the responsibility of the head teacher to contact the supervisor and request remedial action. If that action is not followed through the head teacher must contact the LA and H&S Governor for further guidance.

Where at all possible all works to and, in the school, will be arranged to be completed out of term to minimise risks to children and staff.

Information the Office Manager must gain from the contractor before work starts:

1. Name and address and telephone number of the contractor 2. The name of the supervisor 3. A description of the work and location in which the work will be undertaken 4. The health and safety effects the contractor will have on the pupils, staff and visitors and the control measures in place to reduce those effects, this includes any scaffolds, specialist equipment 5. The start and finish dates for the work 6. The type and number of vehicles used 7. The location and type of welfare facilities afforded to the construction personnel.

School's responsibilities to the contractor before work starts

The Office Manager is responsible for ensuring that the contractor is informed of the health and safety effects the school may have on their personnel, this will include:- 1. The location of any asbestos 2. The type and location of any hazardous substance / materials or activities that the contractor may encounter 3. The emergency evacuation procedure and how to raise the alarm. Under no circumstances should this system be compromised as a result of the building work 4. The access and egress routes into school grounds and premises. These routes will be selected in a manner that reduces the impact on the school and reduces the risk of injury to staff, pupils or visitors. Once designates routes have been established any contractor found outside these areas will be asked to leave the school grounds, along with the remaining construction personnel if the head teacher deems this action appropriate.

On arrival at school all contractors must sign in and produce company identification. Unless they have an official badge from their own company, they will be issued with a visitor's badge which must be worn at all times. Once cleared they will be allowed access to the building and will be escorted to the work area. Before leaving the school, they must also sign out and notify the head teacher or site supervisor that they are doing so. They should explain what is happening if the job is not finished and have made sure that all works are secure in a manner that does not create a risk to pupils, staff or visitors.

Contractors are requested not to talk to pupils whilst within the school grounds.

Asbestos An 'Asbestos' folder is kept in the office and updated when any work is carried out. This folder must be seen and used when building work is being undertaken.

Under no circumstances should members of staff become involved with handling any type of asbestos material.

If it is foreseeable that suspected asbestos bearing materials could be disturbed at the location of any work activity, then a survey should be initiated by the BEBCMAT safety department. This will determine the type and extent of any asbestos present. If the presence of asbestos is confirmed then arrangements will be made to have it removed and disposed of safely by an HSE licensed specialist asbestos contractor. Only when the area has been cleared and tested will the work activity be allowed to commence.

If non foreseeable suspected asbestos bearing materials are discovered during the course of any work the job must stop immediately, the site should be made secure and safety department informed, the work will not be allowed to continue until the area has been cleared.

3.26 Induction of new staff

Currently it is the responsibility of the Deputy Headteacher (teaching and non-teaching staff) to induct staff in the following and confirm they understand the implications:

1) Responsibilities of staff
2) Location of fire call points, fire extinguishers and fire exits
3) Evacuation procedures (fire, gas, bomb etc)

4) First aid procedures and accident reporting
5) Medical needs
6) Manual handling
7) Use of chemicals in school
8) Office safety including photocopiers
9) Electrical safety
10) Site security
11) Risk assessment
12) Welfare facilities
13) Location of policy documents and further advice

(This essential information forms part of a staff handbook. An induction checklist will also be developed to link with the handbook)

3.27 Information and training

Information (The health and safety information for Employee's regulations 1989)

The statutory health and safety poster is displayed in the staffroom.

Copies of all risk assessments are kept in on the school google drive where all staff are informed have access all to access.

Training It is important that employees regularly update their knowledge and understanding of health and safety issues. Updated training on IAMCOMPLIANT. The head teacher with the support of the health and safety coordinator will decide what training is required in the school following risk assessments, BEBCMAT advice and personal interviews with members of staff.

3.28 Disability

The management regulations require employers to take account of vulnerable workers such as those who are disabled when assessing workplace risks.

Under the Equality Act 2010, the governing body of St Kentigern's School 1. Must not discriminate against current employees or job applicants on the grounds of disability 2. May have to make reasonable (weighing potential benefits against the difficulty and cost of making adjustments) adjustments to premises or working practices to ensure that an employee is not disadvantaged because of their disability 3. Must not unjustifiably discriminate against people with disabilities when providing services to the public such as letting premises

3.29 – Critical Incident Support for Schools

The LA provides a support service to the school covering a range of critical incidents – full details are provided in OH&S Manual.

Section 4

4.1 Monitoring, Audit and Review

1) In order to comply with Health and Safety at Work Act 1974 and Management of Health and Safety at Work regulations 1999, this policy and associated arrangements will be monitored, evaluated and reviewed as appropriate to ensure it effectively meets the statutory requirements.

2) The objectives of the monitoring, evaluation and review processes are to secure:-

- The maintenance and development of an effective Health and Safety Policy
- The maintenance and development of an effective organisation to ensure that the policy is implemented
- The maintenance and improving of safety standards
- The implementation of remedial action by responsible person(s) when failures or gaps in policy are identified.

3) To achieve these objectives all teachers and non-teaching staff are requested to evaluate their work activities in relation to this policy and bring to the notice of the Head teacher those areas where inadequacy, change or lack of effectiveness is apparent.

4) The Head teacher ensure health and safety matters are prominent in the school's staff meeting agendas.

5) Furthermore, the school receives annual inspections from the BEBCMAT, Police, Fire Brigade and other concerned parties. They provide written reports which feed directly into the school's development plan and the work of the Health and safety Governors committee.

6) Every year the Headteacher and Health and Safety Governor with the agreement of staff carry out an inspection of the work place. Any findings, recommendations are then put towards the staff concerned and Governor Committee.

7) All staff are notified of changes to the policy by the Head teacher.

Policy last updated and agreed by the Full Governing Body: Feb 2025

(reviewed Jan 26)

The Health and Safety Policy at St Kentigern's School will be reviewed and modified on a regular basis every two years.

Name of Person Responsible – Mrs C Murray (Headteacher)

Chair of Governors – Mrs M Leyland

Official links: School: https://www.st-kentigern.blackpool.sch.uk/ | HSE: https://www.hse.gov.uk/ | DfE: https://www.gov.uk/government/organisations/department-for-education | UKHSA: https://www.gov.uk/government/organisations/uk-health-security-agency