

# St. Peter's Catholic Primary School

## Health and Safety Policy



Policy	Health and Safety Policy
Date	November 2019
Date of review	November 2020
Signed Chair of Governors	<i>Eugene McCarthy</i>
Signed Headteacher	<i>C. Scott</i>

***We, the family of St Peter's, united in faith by God strive to learn and grow together to be the best we possibly can every day.***

## Statement of general policy

- to provide adequate control of the health and safety risks arising out of our work activities
- to consult with our employees on matters affecting their health and safety
- to provide and maintain safe plant and equipment
- to ensure safe handling and use of substances
- provide information, instruction and supervision for employees
- to ensure all employees are competent to do their tasks, and to give them adequate training
- to prevent accidents and cases of work-related ill health
- to maintain safe and healthy working conditions
- to review and revise this policy as necessary at regular intervals.

## Roles and Responsibilities

1. Overall and final responsibility for health and safety is that of:  
St Peters RC Primary School Governing Body
2. Day-to-day responsibility for ensuring the policy is put into practice is delegated to:  
Clare Scott

3. To ensure health and safety standards are maintained/improved, the following people have responsibilities in the following areas:

Name	Role	Responsibility
	Employer (see table above)	The employer is ultimate control of the school. They will: <ul style="list-style-type: none"> <li>• Inaugurate robust approaches to health and safety, with clear policies that focus on the real risks, and encourage sensible risk management</li> <li>• Implement arrangements that manage the risks to staff, pupils and visitors who may be affected by the school's activities</li> <li>• Make sure employees have the relevant information and training to manage risks on a day to day basis, including access to competent health and safety advice.</li> </ul>
	The Governing Body (or executive/governing board if applicable)	<ul style="list-style-type: none"> <li>• Take reasonable steps to make sure that the school is following the employer's policy and procedures e.g. through regular discussion at governor/board meetings.</li> <li>• Promote a sensible approach to health and safety, making use of competent health and safety advice when required</li> <li>• Work in close partnership with the head teacher and senior management team to support sensible health and safety management and to challenge as appropriate</li> <li>• Ensure adequate resources for health and safety are available.</li> </ul>
	Head Teacher	The Head Teacher is responsible for the day to day running of the school. They will

		<ul style="list-style-type: none"> <li>• Inform employees about the real and significant risks in the school and the precautions they need to take to manage them</li> <li>• Ensure staff receive adequate training to enable them to carry out their responsibilities</li> <li>• Ensure adequate resources for health and safety are available.</li> <li>• Promote a positive, open health and safety culture in school</li> <li>• Report to Governors/board on key health and safety issues</li> <li>• Ensure that all staff co-operate with the policy</li> <li>• Devise and implement safety procedures</li> <li>• Ensure that risk assessments are reviewed on an annual basis</li> </ul>
	Senior Management (in some cases, the site manager responsibilities detailed below may apply and vice versa)	<p>Senior Management within the school will support the Head Teacher in their role. They will:</p> <ul style="list-style-type: none"> <li>• Manage and monitor purchasing and contracting procedures to ensure risks are effectively managed</li> <li>• Advise contractors of site specific risks and overseeing their activities on site</li> <li>• Ensure staff and visitors are aware of the onsite procedures and the precautions to follow</li> <li>• Ensure accident and incident reporting and carry out investigations into accidents and produce reports/statements for any civil or criminal action which may arise</li> <li>• Ensure risk assessments are accurate, suitable and reviewed annually (recommended) or before if there is a change</li> <li>• Deal with any hazardous practices, equipment or building issues and report to the head teacher if they remain unresolved</li> <li>• Provide a good example, guidance and support to staff on health and safety issues</li> <li>• Carry out a health and safety induction for all staff and keep records of that induction</li> <li>• Keep up to date with new developments in Health and Safety issues for schools</li> <li>• Ensure any contractors on site are competent in health and safety matters</li> </ul>
	Caretaker (in some cases, the senior management responsibilities detailed above may apply and vice versa)	<p>The Site Manager is responsible for day to day maintenance and other buildings/grounds issues. They will:</p> <ul style="list-style-type: none"> <li>• Ensure that any work that has health and safety implications is prioritised</li> <li>• Report any concerns regarding unresolved hazards in school to the senior management team immediately</li> <li>• Ensure that all work under their control is undertaken in a safe manner</li> </ul>

		<ul style="list-style-type: none"> <li>• Carry out a daily check of the grounds and building to spot any disrepair or other hazards such as broken glass etc. in the play areas</li> <li>• Ensure that all cleaning staff are aware of safe working practices, especially regarding reporting of hazards, the use of hazardous substances and manual handling</li> <li>• Caretaker (with appropriate support from senior managers) will complete a COSHH assessment for all hazardous substances used on site</li> <li>• Carry out a weekly test of the fire alarm and other fire safety checks as required</li> <li>• Ensure all contractors are 'inducted' and shown the relevant risk assessments, asbestos records and are made aware of any fragile roofs or other hazards in the areas where they will be working</li> <li>• Fully co-operate with health and safety arrangements during larger building projects</li> </ul>
All employees	Employees	<ul style="list-style-type: none"> <li>• Read the Health and Safety Policy</li> <li>• Comply with the School's health and safety arrangements</li> <li>• Cooperate with managers and co-ordinators on health and safety matters</li> <li>• Take reasonable care of their own and other people's health and safety</li> <li>• Leave the classroom/playground/office in a safe condition</li> <li>• Follow safety instructions when using equipment</li> <li>• Supervise pupils and advise them on how to use equipment safely</li> <li>• Report practices, equipment or physical conditions that may be hazardous to their line manager and/or the appropriate member of staff</li> <li>• Follow the accident/incident reporting procedure</li> <li>• Contribute to and highlight any gaps in the school's risk assessments</li> </ul>
Pupils	Pupils	<ul style="list-style-type: none"> <li>• Follow safety and hygiene rules intended to protect the health and safety of themselves and others</li> <li>• Follow safety instructions of teaching and support staff, especially in an emergency</li> </ul>
	Health and Safety Advice	<ul style="list-style-type: none"> <li>• Provide advice and guidance to help schools fulfil their health and safety responsibilities</li> <li>• Visit where necessary to give advice on all aspects of new and existing health and safety policies and procedures</li> </ul>