

# **St Mary's Catholic primary**

## **Health and Safety Policy**

**Person Responsible: Miss M Jackson**

**Date: April 2016**

**Review Date: Autumn 2017**

### **Statement of Intent**

The general provisions of the Health and Safety at Work etc Act 1974 imposes a duty on all employers to ensure, as far as is reasonably practicable, the safety of their employees at work by maintaining safe plant, safe systems of work, and safe premises, and also by ensuring adequate instruction, training and supervision. The Act also imposes a duty to ensure the safety of all other persons, who (though not employees) may be affected by the School's activities.

St Mary's Catholic Primary School recognises its responsibility to its pupils, employees and other persons on the site to ensure their health, safety and welfare. It also recognises that injury and ill health suffered at work can be prevented through effective management control and action. It is therefore St Mary's Catholic Primary School's policy to adopt all reasonably practicable measures:

- (a) to secure the health, safety and welfare of all pupils, employees and other persons who are lawfully on School premises against risk to their health or safety which might arise out of activities taking place;
- (b) to maintain a school ethos which provides an effective teaching and learning environment by positively promoting safety;
- (c) to maintain safe plant, machinery and equipment and a safe and healthy place of work.
- (d) to identify hazards and, through the risk assessment process, the appropriate controls to eliminate or control those hazards to the lowest level that is reasonably practicable;
- (e) to provide such information, instruction, training and supervision as is necessary to ensure the health and safety at work of employees and pupils and visitors.
- (f) to provide such protective equipment as is necessary for the health and safety of employees and pupils;
- (g) to monitor the effectiveness of health and safety provisions within the School, in consultation with all staff and the appointed Trade Union Safety Representative;
- (h) to keep the School Health and Safety Policy under regular review and to duly publish any amendments.
- (i) It is also the policy of the School to ensure that all employees are aware of their individual responsibility to exercise care in relation to themselves and those who work with them.

To this end individuals are enjoined to:

- i) familiarise themselves with School's Health and Safety Policy;
- ii) take reasonable care that all procedures used are safely carried out, and seek expert advice in any case of doubt;
- iii) warn of any special or newly identified hazards in existing procedures or risks in new procedures about to be introduced;
- iv) report accidents or incidents promptly;
- v) familiarise themselves with fire and emergency drills (including the location of emergency telephones) and escape routes.

Where self-employed persons or contractors and their employees carry out work on School premises, they must comply with standards of safe working contained in any regulations or codes of practice applicable to their operations, and in the School's health and safety rules.

The Chair of Governors has the overall responsibility for health and safety in the school. The responsibility for implementing the Health and Safety Policy rests with the Headteacher. In order to provide expert advice on matters of health and safety, the school subscribes to the Corporate Occupational Health and Safety Service within Greenwich Council.

The overall objective must be to reduce the number of accidents and incidents (including the exposure to occupational health risks), which result in harm to people (including pupils and visitors to the school premises), damage to property, and loss of service.

The Governing Body and Senior Leadership Team of the school are committed to the success of this policy and invite all St Mary's employees to give similar commitment to the objectives of the policy.

## **1. Responsibilities**

This section outlines who has responsibilities for health and safety. The organisational structure can be found in Appendix 1.

### **1.1 Governing Body**

The Governing Body has overall responsibility for health and safety within the school. The key actions required to ensure this is delegated to the Governing Body Resources Committee.

### **1.2 Governing Body Resources Committee**

- Approving the health and safety policy statement
- Approving strategies to implement policies
- Ensuring health and safety performance is regularly reviewed
- To examine accident trends
- To examine audit reports
- To monitor training
- To monitor the implementation of risk assessments
- To monitor Health and Safety Inspections

### 1.3 Headteacher

- The Headteacher has overall responsibility for the implementation of health and safety within St Mary's Catholic Primary School.
- Formulate health and safety policy
- Establishing strategies to implement health and safety policies
- Specifying a structure for implementing policy and supporting plan
- Assigning responsibilities for planning, measuring and reviewing health and safety policy and procedures
- Ensuring health and safety performance is regularly reviewed
- Ensuring participation and involvement of all employees
- Keeping up to date with changes in legislation and good practice
- Establishing management arrangements, risk control systems and workplace precautions together with associated procedures
- Ensuring health and safety objectives are an integral part of the schools development plan
- Periodic feedback to Governors on health and safety performance

### 1.4 Premises Officer

- Ensuring health and safety performance is regularly reviewed
- Ensuring participation and involvement of all employees
- Obtaining and co-ordinating specialist advice as necessary
- Keeping up to date with changes in legislation and good practice
- The provision of the necessary resources for those carrying out their work
- Termly feedback to Governors on health and safety performance
- Carry out termly inspections and identify actions that need to be taken and by whom and document findings to the Governing Body Resources Committee
- To prepare risk assessments as necessary
- To review and update policies as necessary with the Headteacher
- Monitor, record and report to the Governing Body Resources Committee accidents and their trends
- Attend the Governing Body Resources Committee meetings when required
- Procuring resources necessary to support all aspects of health and safety
- Formulate Manual Handling policy and Care Plan requirements
- Establishing management arrangements, risk control systems and workplace precautions together with associated procedures for all manual handling activities
- The provision of the necessary resources for safe manual handling
- Ensuring manual handling performance is regularly reviewed
- Ensuring participation and involvement of all employees
- Obtaining and co-ordinating specialist advice as necessary

## 1.5

### Health and safety advice

The school has access to competent health and safety advice from the Corporate Occupational Health and Safety Service (COHSS). These advisors provide assistance with:

- Formulating policy
- Promoting a positive health and safety culture
- Planning and implementing plans
- Risk assessment
- Monitoring and reviewing performance

## 1.6 Staff

- Taking reasonable care for themselves and other persons who may be affected by their acts or omissions
- Co-operating with their employer to enable them to perform and comply with their health and safety duties
- Taking care not to intentionally or recklessly interfere with or misuse anything that has been provided for the purpose of health, safety and welfare
- Use machinery, equipment, substances and any other items provided in line with training and instruction provided
- Notify their line manager of any work situation having the potential for serious and imminent danger to health and safety
- Other specific responsibilities are found in job descriptions or risk assessments.

## 1.7 First Aiders

To provide the immediate treatment of injuries or illnesses prior to the arrival of qualified medical assistance, if necessary.

## 1.8 Educational Visit Co-Ordinators

To co-ordinate educational visits and provide advice and support to those organising such visits.

## 2. Health and Safety Arrangements

This section consists of a number of procedures that detail how the health and safety policy statement will be implemented.

The health and safety management system is not necessarily contained in one document and other policies/procedures will be referred to as necessary.

## **2.1** Procedure for the control of the health and safety management system documentation

The preparation of specific documents will be delegated to specific staff as the need arises and these documents will be controlled by using issue dates and maintaining a record of which is the current version. When new documents are issued advice will be given to destroy all previous versions.

Wherever possible electronic versions are used to reduce the chance of obsolete hard copies staying in circulation.

A list of all documents in circulation is maintained and kept as appendix 2 in this policy. Certain records such as those relating to accidents or health records must be stored for specific periods of time these are noted in appendix 2.

## **2.2** Procedure for ensuring co-operation for health and safety within the school

The main formal method of ensuring co-operation is via Governing Body Resources Committee. The minutes are circulated to all governors and other members of the Governing Body Resources Committee. Under the Freedom of Information Act these are also available to any one requesting a copy.

## **2.3** Procedure for communication of health and safety within the school

It is important that communication is effective within the school. To assist this, the school relies on the following sources of information:

Bulletins issued by Corporate Occupational Health and Safety Service.

Relevant updates are cascaded as required to individual staff, at staff meetings, management meetings and governors meetings.

The poster, "Health and Safety law, what you should know" is posted in the staff rooms in all buildings, ensuring that all staff will see it in the normal course of their work. Also posted in the staff rooms are the names of First Aiders, copies of all policies related to Health and Safety in the policies folder and any other Health and Safety notices.

## **2.4** Procedure for ensuring the competence for health and safety

Competence is assured at three levels:

- Recruitment and placement
- Identification of training needs
- Training and instruction

Once in post, staff undertake an induction programme (Appendix 2) that includes health and safety. In addition their longer term training needs are identified which feeds into a training plan for the school.

Temporary and agency staff are given relevant health and safety information by the team they are working with, that is proportionate to the work carried out and experience of the member of staff.

Work experience students are also given an induction and careful consideration given to their supervision needs.

Training may take the form of courses, or more informal small group or one to one sessions.

Those carrying out training have the necessary skills to train and are competent in the subject matter.

Health and safety performance is considered as part of staff appraisals to ensure on going needs are addressed and supervision is used to assess the effectiveness of training provided.

If staff move to new jobs or provide cover for absent staff suitable training is given to ensure competency.

## **2.5** Procedure for planning for health and safety

The health and safety function requires planning as with any other business function and the key planning forum is the Governing Body Resources Committee.

The Headteacher and Governors approve the policy and the plans for its implementation.

The Governing Body Resources Committee meets termly and minutes are taken that identify action points and who is to take action.

The minutes are circulated to all governors and other members of the Governing Body Resources committee. Under the Freedom of Information Act these are also available to any one requesting a copy.

The committee plans across a wide range of issue including:

- Establishing strategies to implement new policies
- Structures necessary for implementing policy and supporting plans
- Assigning responsibilities for implementing policy and procedures
- Ensuring health and safety performance is regularly reviewed
- Ensuring participation and involvement of all employees
- Obtaining and co-ordinating specialist advice as necessary
- Keeping up to date with changes in legislation and good practice
- Establishing management arrangements, risk control systems and workplace precautions together with associated procedures
- The completion of risk assessments and their periodic review

The planning extends to all aspects of health and safety and is not restricted to premises issues.

Where appropriate the school improvement plan is used to record planned items.

## **2.6** Procedure for the completion of risk assessments

Risk assessments result in the detailed control measures needed to be followed to reduce the chance of accidents and ill health.

Risk assessments are prepared following guidelines from Greenwich Council. A list of the types of risk assessments held is to be found in Appendix 3.

Certain risk assessments are completed using specific forms and require specific training these are:

- Control of Substances Hazardous To Health (COSHH)
- Manual handling
- Display screen equipment

## **2.7** Procedure for fire

All staff with specific responsibilities have appropriate training and general fire awareness training has been given to all staff.

There are a sufficient number of notices are posted throughout the school giving simple guidance on what to do in the event of a fire i.e. how to identify the fire alarm sound, what to do if it is sounded and what to do if a fire is discovered

There are fire evacuation drills at least once a term and a record kept of these by the Premises Manager/ Headteacher.

The fire procedure is reviewed for adequacy annually and following emergency evacuation drills, fire risk assessments and any major changes that could affect it

Monitoring is carried out in line with the table in Appendix 5.

Staff responsibilities:

- All staff are provided with information and taken through a written copy of the fire evacuation procedure
- All staff co-operate during evacuation drills and/or real emergencies
- Familiarising themselves with the fire evacuation procedure and ensuring they follow this in the event of an emergency or evacuation drill
- Co-operating during evacuation drills and/or real emergencies.

All visitors to the school are made aware of the above.

## **2.8** Procedure for dealing with contractors and construction activities

Once a decision is made to contract out work all the significant risks are carefully considered prior to work being contracted out. This includes ensuring that a competent contractor is selected from the outset and monitored throughout the period of the contract.

The responsibility also extends to monitoring the activities throughout the contract and making sure work is carried out according to agreed standards.

Staff who are appointed to assess the competence of contractors health and safety arrangements are adequately trained and competent to do so

Staff who have responsibilities for pro-active monitoring of contractors health and safety performance are also adequately trained and competent to do so.

When selecting a competent contractor the following is considered:

- Assessing their Health, Safety and welfare arrangements.
- Obtaining information of previous work, including references.
- Requesting information regarding qualifications & skills of employees and membership of any relevant trade associations.
- Ensuring that contractor has an effective selection procedure for appraising the competence of a sub-contractor.
- Arrange for a panel to be set up where appropriate to review and select candidates for the contract.

Other Considerations

- Making sure that relevant Health and Safety arrangements for the site are communicated to the contractor i.e. permit to work system, accident reporting etc.
- Set up regular meetings where relevant health and safety information is exchanged between client and contractor. These meetings should continue until contract is complete. Accurate records need to be kept of agreed arrangements.
- Where more than one contractor or sub-contractor are engaged in work on the same site, the client must set up liaison arrangements with all parties.
- Develop procedures for continuous pro-active monitoring of work throughout the contract period, to ensure that work is carried out according to the agreed standards.
- Ensure adequate systems are in place to rectify any health and safety problems identified.



## **2.9** Procedure for dealing with enforcing authorities - Health and Safety Executive (HSE) and London Fire and Emergency Planning Authority (LFEPA)

HSE or LFEPA inspector can visit at any reasonable time and have right of access. A visit may be scheduled in which case contact will be made first, or unscheduled.

In either case there is still right of access even if the timing is not convenient.

The Council's corporate occupational health and safety service should be notified as soon as you are aware that a visit is going to take place and they will arrange for an advisor to attend the meeting where possible.

## **2.10** Procedure for accident reporting

All accidents to pupils and adults are recorded in the First Aid Book.

The Greenwich accident online report form is used for reporting more serious accidents or incidents affecting adults or children that occur on the school premises or, are due to school activities. The form is completed by the Headteacher.

The LA online report form is completed together with the RIDDOR form if appropriate, is distributed as follows:

- Copy to be retained in the individual's personnel file
- Copy retained on 'Physical Injury File'
- Photocopy to be retained by the Premises Officer

Where the accident or incident is more serious the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations may apply and an online form completed [www.hse.gov.uk/riddor](http://www.hse.gov.uk/riddor). This form will then be submitted directly to the RIDDOR database. A copy will be emailed with a reference number which should be entered onto the Council's accident/incident form. All accidents can be reported online by a telephone service remains for reporting fatal and major injuries only. The Incident Contact Centre number is: 0845 300 9923

In the event of a fatality, major injury or dangerous occurrence, the HSE should be notified without delay by telephone on 0845 3009923

The Corporate Occupational Health and Safety Service should also be informed on 020 8921 5561

All accidents will require investigation, this may mean a simple consideration of what happened and what could be done to prevent a similar occurrence with a record made on the Greenwich form in the section 'action taken to prevent similar incident'.

For more serious accidents a fuller investigation may be required with the need for a specific accident report.

As the seriousness of the accident increases so too should the seniority of the person carrying out the investigation and as such the head teacher must be notified of all accidents that are reportable to the HSE in order that a decision can be made as to the extent of the investigation.

The report should contain the following:

- A summary of what has happened.
- An introductory summary of events prior to the accident.
- Information gained during investigation e.g. from accident site, witness statements
- Conclusions.
- Recommendations.
- Supporting material (e.g. photographs, diagrams to clarify).
- The date and be signed by the person or persons carrying out the investigation.

### **3. Monitoring and Review**

#### **3.1 Procedure for active monitoring**

Active monitoring will identify deficiencies in the health and safety system prior to an accident or onset of ill health. The matrix in Appendix 5 identifies what monitoring is carried out, when and by whom.

#### **3.2 Procedure for auditing**

Auditing is carried out by the corporate Occupational Health and Safety Service on an annual basis and audit findings are discussed at the review meeting and Governing Body Resources Committee.

### 3.3 Procedure for review

The Headteacher and Governors are responsible for reviewing health and safety performance.

This is done termly in the Leadership Report and annually as an item on the Governing Body Resources Committee agenda and the following information is used as a basis for the review:

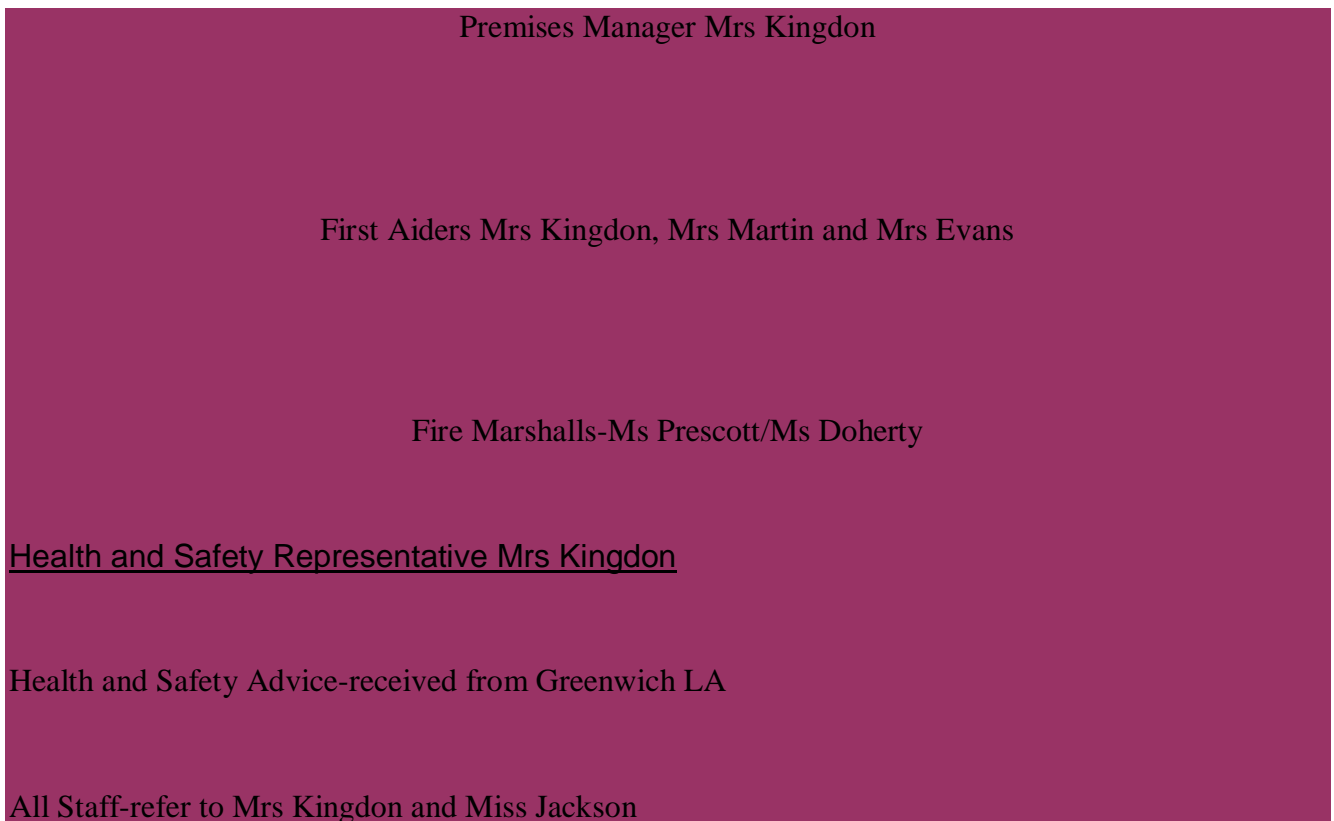
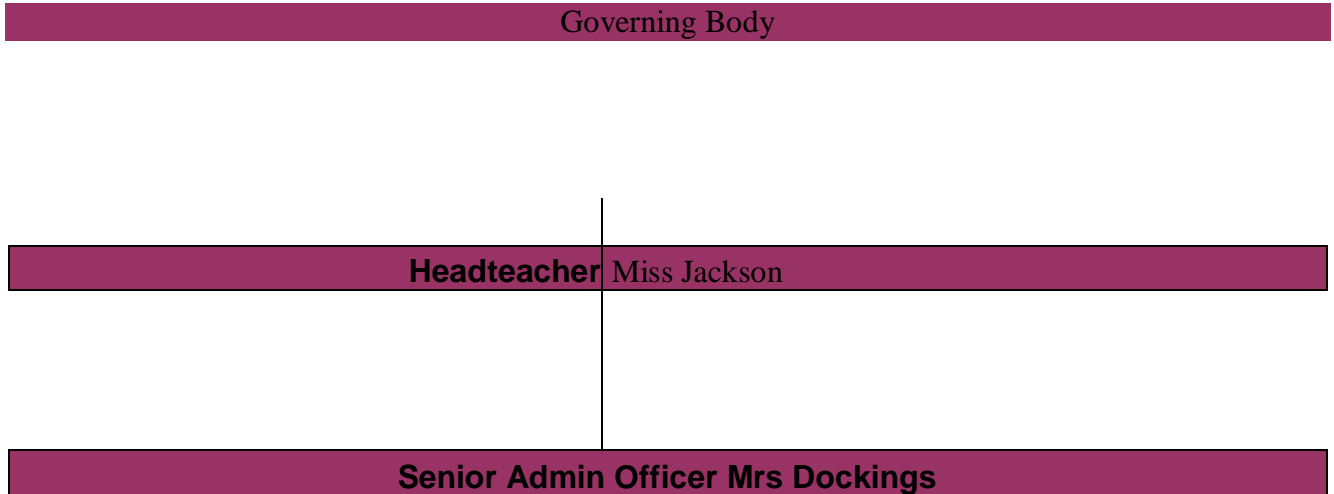
- Information from active monitoring
- Information from accident reports
- Audit reports
- Changes in the legislation or guidance
- The achievement of objectives or targets

The review follows an agenda and minutes are taken that identify action points and who is to take action.

The minutes are circulated to all governors and other members of the Governing Body Resources Committee. Under the Freedom of Information Act these are also available to any one requesting a copy.

# APPENDICES

## Appendix 1 Organisational Structure



## Appendix 2 Forms in circulation

Form	Prepared by	How long to store completed forms
Greenwich accident	Greenwich Council	At least 5 years but note that pupils have until they are 21 to make a civil claim
Adult accident Form	St Mary's School	As long as member of staff employed
Pupil accident Form	St Mary's School	At least 3 years
Action to take on receipt of bomb threat	Greenwich Council	Keep with incident file
Inspection forms	Greenwich Council	Keep for year
<i>Others</i>		
Various Risk assessment forms - see Appendix 3	St Mary's School	Keep last two versions

Copies of forms (except the risk assessments) are on the following pages.

Action to be Taken On Receipt Of A Telephoned Bomb Threat Form

- Switch on recorder (if available)
- Tell the caller which organisation you are answering from
- Record the exact wording of the threat ■ Ask the following questions

1. Where is the bomb right now?
2. When is it going to explode
  
3. What does it look like?
4. What kind of bomb is it?
5. What will cause it to explode?
6. Did you place the bomb?
  
7. Why?
8. What is your name?
  
9. What is your address?
10. What is your telephone number?

- Record the time the call completed
- Where automatic number reveal equipment is available record number shown
- Inform the Head Teacher
- Name and telephone number of the person informed
- Contact Police by using the emergency telephone number
- Time informed

This part should be completed once the caller has hung up and the police / Head teacher have been informed.

- Time and date of call length.
- Number at which call is received (your extension number)
- **About the caller** Sex of caller?                      Male                       Female   
Nationality?

- Age
  - Threat
  - language
  - Well spoken                       Irrational                       Taped                       Foul
- 
- Incoherent                       Message read by threat maker

**Callers Voice**

- Calm                       Crying                       Clearing throat
- Excited                       Angry                       Nasal
- Rapid                       Slurred                       Stutter
- Disguised                       Slow                       Lisp
- Accent \*                       Deep                       Familiar
- Laughter                       Hoarse

If the voice sounded familiar, whose did it sound like?

\*What accent?

**Background sounds**

- Street noises                       House noises                       Animal noises
- Crockery                       Motor                       Clear
- Voice                       Static                       PA System
- Booth                       Music                       Factory machinery
- Office machinery
- Other (specify) \_\_\_\_\_

**Remarks**

Signature \_\_\_\_\_ Date \_\_\_\_\_

Print name \_\_\_\_\_





## Appendix 3

### Risk Assessments

Current Risk Assessments are filed in separate folders held by the Premises Officer/Headteacher

- Regular activities risk assessments - e.g. swimming, after school clubs, school sport activities regular off-site activities
- Specific activities risk assessments -
- Premises related risk assessments - e.g. working at heights
- School Residential Journey
- COSHH Assessments
- General risk assessment information

## Appendix 4

### Risk assessors and areas assessed

Name of Assessor	Area Assessed / Assessments Prepared	Where Assessments Are Stored
Premises Officer/Headteacher	Generic Assessments First Aid Fire Risk Specific assessments for activities not falling into any other area	
Premises Manager	Manual Handling - Generic Care Plans - Generic	
Premises Manager	Premises related	
Headteacher/Class teacher	Class or pupil related - on site and off site	
ICT Technician/ICT Leader	Display screen equipment	

## Appendix 5 Monitoring carried out

What Monitoring	Who Does It	When Is It Done	What Records Are Kept	
Inspection of school	Headteacher, Governor representative, Premises Manager	Termly	Inspection form completed	
Tour of school	Premises manager	Daily as part of opening and closing of school	List maintained of what work required	
Classroom inspection	Class teachers	Daily	Work required reported to premises manager	
Equipment inspections	Nominated staff	Manufacturers guide frequency	Specific forms for each piece of equipment	
Monitoring the completion of objectives / monitoring	Headteacher or other delegated manager	Termly	Report to Governors	
Intruder Alarms	Specialist Firm	Annually	Inspection report completed	
Playground and Gym equipment	Specialist Firm	Annually	Inspection report completed	
Monitoring For Fire	Frequency	Who Monitors	Where To Store Records	How Long To store Records For
Smoke alarms	As recommended by supplier	Premises Manager	Fire log	2 years
Call points	Each call point every 12 weeks	Premises Manager	Fire log	2 years
Fire alarm system	As recommended by supplier	Service engineer	Fire Log	2 years
Extinguishers	Annually	Service engineer	Fire Log	2 years
Hose reels	Annually	Service engineer	Fire Log	2 years
Fire doors	Monthly	Premises Manager	Fire Log	2 years
Other Lift	Annually	Service engineer	Fire Log	2 years



## **Appendix 6**

### **Associated Policies, Procedures and Notices.**

- 1) Fire Policy
- 2) Fire Procedures
- 3) Emergency Management Plan
- 4) First Aid Policy
- 5) Manual Handling Policy