

## Health and Safety Policy

### Section 1 - Health and Safety Policy Statement

Health and Safety at Work Act 1974

This is the Health and Safety Policy Statement of



## **Holy Family RC Primary School**

Our statement of general policy is:

- to provide adequate control of the health and safety risks arising from our work activities;
- to consult with our employees on matters affecting their health and safety;
- to provide and maintain plant, machinery and equipment which is safe, has been manufactured to a British, European or International standard, is regularly inspected, tested and maintained as appropriate; and that offers protection from danger by being suitably guarded (where appropriate). This would include such items as heating and hot water plant, kitchen equipment and appliances e.g. meat-slicer, powered cleaning equipment and portable electrical appliances;
- to ensure safe handling, use, storage and transport of articles and substances;
- to provide adequate information, instruction and training to enable staff and pupils to carry out their work activities in a healthy and safe manner, and to enable them to contribute positively to their own health and safety and that of others;
- to ensure all employees are competent to do their tasks;
- to prevent accidents and cases of work-related ill health;
- to make arrangements within the school for the reporting of all accident/violent incidents to the Health, Safety and Wellbeing service;
- to make positive arrangements for fire evacuation, first-aid and other emergency situations;
- to provide and maintain a safe and healthy school building with safe access and egress, paying particular attention to the structure of the buildings, the electrical installation, draining, glazing, maintenance of floors / corridors / playgrounds / steps / doorways / fire escape routes and security arrangements which would minimise the risk of acts of violence;
- to provide and maintain a safe and healthy working environment with effective management of illumination, temperature, ventilation, dust, smoke, fumes, noise, cleanliness and food hygiene and adequate protection against occupational disease and infestation;
- to provide and maintain adequate welfare arrangements such as eating, washing and toilet facilities and accommodation for clothing and personal belongings;
- to maintain safe and healthy working conditions; and
- to review and revise this policy as necessary at regular intervals.

## Section 2 – Responsibilities

### THE EMPLOYER

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

#### The School Governors:

- Shall ensure so far as is reasonably practicable the health, safety and welfare of teachers and other support staff;
- Shall ensure so far as is reasonably practicable the health and safety of pupils in-school and on off-site visits;
- Shall ensure so far as is reasonably practicable the health and safety of visitors to schools, and volunteers involved in any school activity;
- Shall guide and monitor the Headteacher to ensure that he/she keeps health and safety as a high priority in the day-to-day management of the school;
- Shall obtain an annual appraisal of the safety performance of the school and this information should be included in the school's annual report to parents.

#### Headteacher

The Headteacher is responsible for the day-to-day management of the school and shall so far as is reasonably practicable:

- Ensure the Health and Safety Policy is implemented and adhered to at all times;
- Ensure all members of staff know, understand and accept their health and safety duties and responsibilities;
- Ensure adequate resources are allocated to facilitate healthy and safe working and teaching practices;
- Ensure the Governing Body is advised of health and safety implications when undertaking the management of the school budget;
- Ensure all employees, pupils and visitors receive adequate information, instruction, training and supervision, both within school and on school trips as appropriate;
- Ensure all machinery, appliances and equipment purchased by or used within school, conforms to a British, European or International Standard, is used in the manner that it was designed for and is periodically examined, tested and maintained as appropriate;
- Ensure the use of safe working practices and where necessary draw up and communicate written codes of practice for safe working and teaching;
- Ensure only approved chemicals and substances are used at school and ensure that the appropriate safety information and risk assessment is available to the user;
- Ensure suitable and appropriate protective clothing is provided for staff and pupils who require it, and ensure that it is worn when necessary;
- Ensure adequate first aid treatment is available by the provision of a First-Aider or appointed person and ensure that first aid boxes are kept adequately stocked;

- Ensure accidents/violent incidents are recorded and where necessary, investigated and reported to the Health, Safety and Wellbeing service as soon as possible and also reported to the Governing Body in the headteachers report. In the event of a major injury, the Chairman of the Governing Body shall be informed;
- Ensure a record is kept of any contagious disease that is contracted, and all acts of violence and bullying, and that this is reported to the Governing Body as appropriate;
- Ensure fire procedures are planned and rehearsed at least once per term;
- Ensure fire equipment, fixtures and exits are checked periodically and maintained to ensure they are in working order;
- Ensure adequate welfare facilities are provided and maintained for staff and pupils;
- Ensure periodic safety inspections of the school are carried out;
- Ensure that there is consultation with the staff Safety Representative on matters of health, safety and welfare;
- Ensure contractors working in the school, report to him/her before work commences in order to ascertain work details and agree safety procedures;
- Ensure in his/her absence, health and safety duties are delegated as appropriate;
- Ensure there is an annual appraisal of the school's health and safety performance;
- Ensure risk assessments are undertaken and reviewed as appropriate; and
- Review and up-date the policy as appropriate.

### **Teaching and Non-Teaching Staff**

All Teaching and Non-Teaching Staff shall, where appropriate and so far as is reasonable practicable:

- Ensure the Council and School policies are implemented at all times;
- Be responsible for the health and safety of the pupils they supervise;
- Ensure equipment used at school is safe and presents no risk to health and ensure that any defects are reported immediately to the Headteacher so that the equipment can either be repaired or disposed of;
- In the event of a fire, ensure all pupils know the fire procedures and are evacuated safely;
- In the case of an injury, arrange for suitable first aid treatment, investigate the accident that caused the injury and record the details on the appropriate documentation;
- Ensure all classroom-based activities are carried out in a safe and healthy manner;
- Ensure playground activities are supervised as appropriate and any violent behaviour is stopped;
- Ensure pupils are adequately supervised at lunchtimes;
- Ensure that, whilst pupils are playing for a sports team, provision has been made for dealing with injuries and other emergencies;
- Ensure that whilst transporting pupils by car, appropriate restraints are worn and the Council guidelines are followed;
- ensure that when undertaking school trips and holidays, sufficient research, planning, precautions and supervision are undertaken as laid down in the Council guidance;
- Ensure that pupils do not bring into school any potentially dangerous article or hazardous substance without the expressed permission of the Headteacher;
- Take appropriate action to make safe any dangerous condition caused by wet or icy weather;

- Ensure any agreed security provisions are carried out;
- Co-operate with the Headteacher on all aspects of health, safety and welfare; and
- Co-operate with the Headteacher in undertaking risk assessments for all activities with significant risks, to identify hazards and control measures and to communicate this information to all people who need to know.

Daily and weekly checks will be carried out by the Site Manager and recorded on the web log book.

## **Pupils**

All pupils must:

- Co-operate with Teachers and school staff on health and safety matters;
- Not interfere with anything provided to safeguard their own health and safety;
- Take reasonable care of their own health and safety; and
- Report all health and safety concerns to a Teacher.

In addition, union appointed safety representatives are entitled to investigate any accident / incident occurring, any potential hazard reported and carry out safety inspections at a rate of one inspection per quarter.

## **ARRANGEMENTS**

2.1 Health and Safety Risks arising from our work activity

2.2 Consultation with employees

2.3 Safe Plant and Equipment

2.4 Safe Handling and use of Equipment

2.5 Information, Instruction and Supervision

2.6 Competency for Tasks and Training

2.7 Accidents, First Aid and Work Related Ill Health

2.8 Monitoring

2.9 Emergency Procedures – Fire and Evacuation

2.10 Visitors

2.11 Contractors and Safety

2.12 Educational Visits / Extra Curricular Activities

2.13 Movement of Vehicles

2.14 School Security

2.15 Occupational Health Service and Stress

2.16 Asbestos & Legionella

2.17 External Groups / Activities

2.18 Violence, Behaviour, Bullying and Harassment

## Section 2 - Arrangements

### 2.1 Health and Safety Risks Arising From Our Work Activity

Risk assessments will be undertaken by the **member of staff** leading the activity. Trips off site will be recorded on Evolve.

The findings of the risk assessments will be reported to the Educational Visits Coordinator who will check the risk assessment and forward it via evolve to the Headteacher.

Action required to remove / control risks will be approved by the **Headteacher**

The Educational Visits Coordinator will be responsible for ensuring the action required is implemented.

The **Headteacher** will check that the implemented actions have removed / reduced the risks.

Assessments will be reviewed annually or when the work activity changes, whichever is soonest.

### 2.2 Consultation with Employees

Employee representative(s) is the staff governor

Consultation with employee is provided by: - Headteacher to the SLT, through the 'snag book', emails and in staff meetings.

### 2.3 Safe Plant and Equipment

**All staff** will be responsible for identifying all equipment / plant needing maintenance.

The site manager will be responsible for ensuring effective maintenance procedures are drawn up.

The site manager will be responsible for ensuring that all identified maintenance is carried out.

Any problems found with plant / equipment should be reported to the school **Site Manager** or school **administrator**.

The site manager will check that new plant and equipment meets health and safety standards before it is purchased.

No unauthorised electrical equipment is to be used on school/library premises and where appropriate, residual current devices should be used with all electrical equipment.

#### **2.4 Safe Handling and Use of Substances**

The school **Site Manager** will be responsible for identifying all substances that require COSHH (Control of Substances Hazardous to Health) assessments.

The **Site Manager** will be responsible for undertaking COSHH assessments.

The **Headteacher** will be responsible for ensuring that all actions identified in the assessments are implemented.

Use of chemicals for teaching as set out in the national curriculum will be done so in accordance with guidance and hazard cards produced by CLEAPS Schools Science Service.

The **Headteacher** will be responsible for ensuring that all relevant employees are informed about the COSHH assessments.

The school **administrator and Site Manager** will check that new substances can be used safely before they are purchased.

Assessments will be reviewed on a regular basis, when the work activity changes, or the constituents of the product change, whichever is the sooner.

#### **2.5 Information, Instruction and Supervision**

The Health and Safety Law poster is displayed on the

Health and safety advice is available from

The Health & Safety Team

Chadderton Town Hall  
Middleton Road  
Oldham  
OL9 6PP

Tel: 0161 770 3165

Fax: 0161 770 3222

Supervision of young workers / trainees will be arranged and monitored by the **Deputy Headteacher**.

### **2.6 Competency for Tasks and Training**

Induction training will be provided for all employees by **Deputy Headteacher** or the **School Business Manager**

Job specific training will be provided by the line manager i.e. school **Headteacher**, **Deputy Headteacher** or **School Business Manager**

Specific jobs requiring special training are Caretaking and Cleaning and training will be sourced from **Oldham Council**

Health & Safety training records are kept by the **School Business Manager**

Training will be identified, arranged and monitored by the **Headteacher**

### **2.7 Accident, First Aid and Work Related Ill Health**

The first aiders and/or appointed persons are **Sarah Fox, Tracey McNeil, Rachel Jones, Charlotte Boniface and Margaret Hilton**. **First aid at Work**.

Training is monitored by **School Business Manager** to ensure it is up to date.

The first aid boxes are in each classroom and in the shared office. They are checked half termly and maintained by **Sarah Fox and Tracey McNeil**.

A list of the names of pupils who have specific medical requirements e.g. asthmatics, epileptics, will be kept in the school's general office. Children, who are asthmatic, are required to keep a spare inhaler at the school. This should be kept in a safe area in each classroom known to the individual pupil and staff members. Each inhaler will be labelled with the child's name. The class teacher ensures that inhalers are taken for any activity off-site. A spare inhaler is kept in the shared office.

The school must have written parental consent before any form of medication can be administered.

Medication may only be administered if it is in an emergency situation, it is critical to life and the Head has prior knowledge about the child's medical condition. Any medication of this nature will be kept in a secure location and all relevant staff have been informed and advised how to access.

Staff administering medication in an emergency must be fully trained to do so. All accidents and cases of work-related ill health are to be recorded on an accident form (AIRS 1), which is located in the school office and reported to the Headteacher. Completed report forms will be sent to Health, Safety and Wellbeing Service within three working days.

Violent incidents will be recorded on the Authority's **Violence at Work** forms, which are available from the **School Administrator** and they are stored in his office.

Completed report forms will be sent to Health, Safety and Wellbeing Service

## **2.8 Monitoring**

To check our working conditions, and ensure our safe working practices and policies are being followed we will:-

Carry out termly spot checks with the **Health & Safety Governors** and **Site Manager**

Conduct workplace inspections as and when required

Conduct health and safety audits at a frequency of 3 years with yearly monitoring

The **Headteacher** is responsible for investigating accidents.

The **Deputy Headteacher** is responsible for investigating work-related causes of sickness absences.

The **Headteacher** is responsible for acting on investigation findings to prevent a recurrence.

## **2.9 Emergency Procedures – Fire and Evacuation**

The **Headteacher** is the Responsible Person for the building.

The **Headteacher** is responsible for ensuring the fire risk assessment is undertaken and implemented.

The **Headteacher** is responsible for ensuring a Fire Action Plan has been completed.

The **Headteacher** is responsible for ensuring a fire evacuation procedure is in place.



The **Headteacher, Deputy headteacher and School Business Manager** have been appointed as **fire wardens**.

Escape routes and exits are checked daily by the school **Site Manager**.

Fire extinguishers are maintained and checked by **Pennine Fire** at a frequency of once per year.

Alarms are tested weekly by the school **Site Manager**.

Emergency evacuation / fire drills will be carried out at a frequency of one per school term.

Records will be kept by the school **Site Manager**, monitored by the school **administrator** and kept on the web logbook.

### **2.10 Visitors**

Any person visiting the premises is requested to make an appointment prior to the visit.

On entering the premises, visitors must go to the reception / main office and sign-in the visitor's book.

All visitors will be issued with a visitor's badge which is to be worn for the duration of the visit.

On departure, visitors must sign-out the visitors book.

### **2.11 Contractors and Safety**

Contractors are selected on the following basis: -

	YES	NO
Cost		
Production of company safety policy		
Proof of Competence (e.g. production of qualification certificates)		
References		

Any other criteria	Recommended by Professional consultants such as Bradbury Consulting.	
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All contractors are required to attend a pre-start meeting with the Headteacher any other relevant personnel e.g. Health and Safety Adviser, in order for health and safety rules / information etc. to be communicated.

All contractors are required to sign in and wear a visitor's badge.

Contractors' equipment must not be left unattended.

Contractors' activities must not present a hazard to others in the vicinity of the work.

The **Headteacher** is responsible for monitoring contractor's activities whilst on site.

### **2.12 Educational Visits / Extra Curricular Activities**

The Headteacher is responsible for ensuring that the policy is followed. This policy adopts the Council guidance set out on the Health, Safety and Wellbeing website under Educational Visits (Oldham Regulations and Guidelines for Educational Visits - ORGEV).

The Educational Visits Co-Ordinator for the school is **Mrs S Needle**.

All educational visits must be authorised by the Headteacher in advance.

**All Category C visits must receive LEA Approval.**

The class teacher will ensure that all appropriate information relating to the trip e.g. arrival/departure times, clothing requirements, contact numbers etc. is communicated to the parents of the children.

Adult supervision will be determined by the age of the pupils, specific needs of the pupils and the nature of the activity. Appropriate adult: pupil ratios can be found on the Evolve website

Advice relating to educational visits can be obtained from:

Dave Faulconbridge  
Educational Visits Adviser  
Castleshaw Centre  
Waterworks Road  
Delph  
Oldham  
OL3 5LZ

Tel: 0161 770 8595

Parental consent is to be sought and given in writing, where parental helpers are used. Non-employed helpers are to be vetted and approved via Children, Young People and Families HR Section at the Civic Centre.

The **Headteacher** is responsible for ensuring that all vehicles used for the purpose of transporting children to and from specified destinations contain appropriate seat belts, are properly taxed, insured and have valid M.O.T. certificates. A 'personal vehicle use' form must be completed by the staff and certificates must be shown to **EVC**.

### **2.13 Movement of Vehicles**

Staff and visitors should park their vehicles in the designated car park.

Vehicular access will not be permitted when children are entering or leaving school.

Gates will be closed by the school Site Manager between 8.40am - 9.10am and 2.45pm – 3.15pm.

### **2.14 School Security**

Refer also to arrangements for 'Visitors'.

Security of the school is maintained by the school **Site Manager**

	<b>Yes</b>	<b>No</b>
Perimeter fencing	<b>Yes</b>	
External Doors being locked during school hours	<b>Yes</b>	
CCTV	<b>Yes</b>	
Signposting	<b>Yes</b>	
Security lighting	<b>Yes</b>	
Controlled entrances to school (fobs)	<b>Yes</b> (Front Entrance only)	

### **2.15 Occupational Health Services and Stress**

Occupational health services are provided by Health Management Ltd who is based in Oldham. Any individual requiring their services will be referred in the first instance to Human Resources at the Civic Centre. A HR Adviser will then pass on details of the case to Health Management Ltd, who will contact the individual concerned directly.

Any individual suffering from work related stress should follow the guidance set out in the Stress Policy. If a manager suspects that an individual maybe suffering from stress, he/she should follow the guidance set out in the Stress Policy.

### **2.16 Asbestos & Legionella**

Asbestos and legionella surveys have been undertaken in all schools (copies circulated to the Headteacher)

Once asbestos has been identified, a decision must be made as to whether the asbestos should be removed.

If the asbestos was not deemed to be a risk due to its location and/or condition, the Headteacher will become responsible for its management.

A monthly inspection system must be set up to monitor the condition of the asbestos (where it is accessible) and the findings will be recorded.

If any damage or flaking is noticed to an asbestos containing material, either during an inspection or otherwise, it should be reported immediately to The Asbestos Manager at Unity Partnership and the Council's Asset Management Team.

Material known to contain asbestos e.g. ceiling tiles, must never be drilled or screwed into, nor must any item be affixed to it e.g. posters, mobiles, especially with pins or staples.

A 'responsible person' must be identified at each school with responsibility to monitor asbestos and carry out weekly and monthly checks of water service temperatures. Local records must be maintained on the Weblog. This person is the school **Site Manager**.

Other checks (bi-annual/annual) will be carried out by appointed contractors as part of the school contract payments. Bradbury Consultants

### **2.17 External Groups / Activities**

There are no external groups currently using school premises.

Particulars of the health and safety policy and other health and safety information (escape routes / fire exits, alarm call points etc) will be communicated to external group representatives by the School Business Manager.

All extra curricular groups using school premises must abide by school health and safety rules.

Groups that use school premises to hold functions will be asked to produce evidence of having carried out the necessary risk assessments implementing appropriate control measures to reduce any risks identified.

### **2.18 Violence, Behaviour, Bullying and Harassment**

Efforts will be made to train all staff in how to handle violent and aggressive situations.

If faced with a violent aggressor, avoid direct eye contact, do not raise your voice, do not take an aggressive stance, do not do or say anything to antagonise the situation.

If staff are taking pupils out of the building to a point where a telephone would not be easily accessible e.g. onto playing fields, then a school radio should be taken to ensure assistance could be summoned quickly in an emergency.

If staff are entering an area where there have been previous incidences of violence and/or aggressive behaviour from third parties, the possibility of providing additional staff i.e. 'doubling-up', should be considered.