



Saint Michael Catholic Primary School

Health and Safety Policy

Mission Statement:

Excellence • Enrichment • Enjoyment

Date policy accepted by the Governing Body: March 2017

Updated: February 2018

Date for review: March 2018

Saint Michael Catholic Primary School Health and Safety Policy

To comply with the Health and Safety at Work etc Act 1974, Section 3:

(3) ...it shall be the duty of every employer to prepare and as often as may be appropriate revise a written statement of his general policy with respect to the health and safety at work of his employees and the organisation and arrangements for the time being in force for carrying out that policy, and to bring the statement and any revision of it to the notice of all of his employees.

This policy statement supplements the general statements of policy issued most recently by the Surrey County Council, and obtainable via SCC website.

Throughout this Policy, reference is made to Surrey County Council Health and Safety Policy. Where Surrey County Council is the employer i.e. Community and Voluntary Controlled Schools, this policy must be followed.

Health and Safety Committee

The school has established an H&S Committee which meets termly. The main purpose of the Committee is to consult with staff on H&S issues, and agree H&S procedures. Minutes of the H&S Committee are copied to Governors for termly Governing Body meetings. Membership of the H&S Committee include:

Headteacher: J Lane

Governor Representatives: Les Cordery (Chair and H&S Link), Kelly Knipe, Sue Fox (Vice chair), Chris Salomons & Simon Jay

Health & Safety Co-ordinator: Sharon Wise

Welfare Assistant: Alison O'Keffee

School Bursar: Anne Bulfin

Site Manager: Chris Bryenton



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Part 1: Statement of General Policy on Health & Safety

Part 2: Organisation and Responsibilities for Health & Safety

Part 3: Arrangements and Procedures for Health & Safety

Part 1: Statement of General Policy on Health, Safety and Welfare

PURPOSE

1. The Governing Body & Headteacher of Saint Michael Catholic Primary School:

- Recognise and accept their responsibilities to provide a safe and healthy working environment for all employees, students and visitors,
- Act in accordance with the general health H&S policy of Surrey County Council.
- Require all managers, in the school community, to act in accordance with SCC/School H&S policy and procedures, and require same of persons that they supervise and take responsibility for.

AIMS

2. The Governing Body & Headteacher will, provide as necessary, policy, procedures, arrangements and supervision, sufficient to ensure to comply with all relevant H&S legislation, and will, so far as is reasonably practicable ensure:

- A school/workplace in a safe condition.
- A safe working environment.
- Safe systems of work.
- Safe plant and equipment.
- Safe access and egress to all areas of the school.
- The safety of articles and substances for use at work and in school.
- Sufficient Instruction and Training Supervision

3. In support of the above, the Governing Body & Headteacher will ensure an adequate process for all necessary risk assessments for the school to be carried out and communicated to all relevant persons, and for the significant finding to be properly incorporated into the school's H&S procedures.

David Allister Chair of Governors

February 2017

John Lane, Headteacher

February 2017

Part 2: Organisation and Responsibilities for Health & Safety

The following H&S organisational structure, and roles and responsibilities are approved by the Governing Body & the Headteacher.

1. The Governing Body

The Governing Body approves the H&S Policy of the school and monitors its successful implementation. The Governing Body further ensures, as administrators of the school's delegated budget that sufficient and appropriate resources are allocated to implement the H&S Policies. The Governing Body will specifically:

- 1.1 Include Health and safety targets in the School Improvement Plan.
Targets may include:
 - Provision of facility for health and safety purposes.
 - Reductions in accidents/incidents.
 - Training for Governors/staff, and
 - Revision of policy/procedure
- 1.2 Nominate a Governor as an H&S link between the Governing Body and the wider school community, who will stay up to date with school H&S initiatives and inform the Governing Body accordingly.
- 1.3 Be informed and updated of Surrey County Council's H&S Policy, and receive advice and support from relevant Officers of SCC or Advisers acting on SCC behalf.
- 1.4 Ensure that H&S is an agenda item on full Governing Body termly meetings, and receive a termly H&S report from the Headteacher at this time. This report should include information on,
 - Progress of the H&S targets in the SDP.
 - Accident/incident analysis
 - Relevant H&S information received from SCC or its Advisers.
 - Suggestion on future H&S initiatives.
- 1.5 Facilitate any necessary review of the school's H&S policy and procedure as may become apparent via the strategies above.

2. Headteacher

As Senior Manager for the premises, and of all on & off site school related activities, the Headteacher is responsible for the day to day management of H&S. The Headteacher will advise SCC/Governors of any H&S issue where their support or intervention, either via system or finance, is necessary & appropriate in order to effect the requirements of this policy. In particular the Headteacher will ensure that:

- 2.1 The contents of this policy are brought to the attention of all relevant persons.
- 2.2 A process for risk assessments is applied within the school, and that:
 - All appropriate areas/activities are covered, (*as per “core” Risk Assessment schedule attached, together with any risks identified as specific to the school*).
 - Appropriate control measures are implemented, and that
 - Assessment are monitored and reviewed as necessary.
- 2.3 There is a management system for monitoring the effectiveness of health and safety arrangements, which form part of this policy.
- 2.4 Appropriate staffing levels for safe supervision are in place.
- 2.5 An adequate schedule of inspection & maintenance is in place to ensure a place of work in a safe condition and a safe working environment. Inspection and maintenance will include:
 - The fabric of the building.
 - Play equipment.
 - Fire appliances.
 - Boiler/heating systems.
 - Portable electrical appliances.
 - Water systems.
 - First Aid/medical facility and equipment.
 - Premises staff equipment.
 - Curriculum specific e.g. gymnasias and Science and Art & DT Cupboards.
- 2.6 An adequate needs analysis of H&S training is undertaken for schools staff, and sufficient resources are put in place to ensure appropriate training is carried out. Appropriate training may include:
 - Headteacher H&S awareness
 - H&S Induction training (all new and temporary staff)
 - First Aid
 - Risk Assessment

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- Lifting and Handling and any further specific H&S training identified by the training needs analysis as being necessary and appropriate.
- The school secures and maintains an arrangement for obtaining competent H&S advice as required by the management of H&S regulations.
- A termly H&S report is provided to Governors.
- The school cooperates and participates in the County's H&S monitoring arrangements.
- A school's Educational Visits Co-ordinator is appointed and trained accordingly.
- Contractors (including catering, cleaning and grounds staff) and other authorised visitors to the school are appropriately managed and monitored.
- Appropriate procedures are in place for the reporting, recording, investigation and follow-up of accident and incidents.
- Emergency/Fire arrangements are formulated and reviewed as necessary and tested at least termly.
- The fire risk assessment is updated annually and/or whenever significant changes or building works might affect the means of escape.
- An appropriate Deputy is suitably instructed to take day to day responsibility for H&S in the absence of the Headteacher.

The Headteacher may delegate functions to other or single members of staff (e.g. an H&S Coordinator) who may be tasked with the H&S administrative arrangements for ensuring the above responsibilities are complied with. The Headteacher will in any event retain the overall responsibility for ensuring that these responsibilities are carried out.

3. Deputy Headteacher

The Deputy Headteacher will take on the above responsibilities in the absence of the Headteacher.

4. Teaching Staff [Including supply]

Teaching staff are responsible for the H&S of all pupils under their control and in particular must ensure:

- Effective and appropriate supervision of the pupils that they are supervising.
- That appropriate safety instructions are given to all pupils prior to commencing practical sessions.
- That they are conversant with the school's H&S policy.
- They know the emergency procedures.
- That they report any defective equipment to the relevant person.
- All accidents and incidents are reported and reviewed or investigated.

7. Health and Safety Co-ordinator

The Headteacher nominated a Health & Safety Coordinator to carry out H&S functions and maintain an overview of the H&S organisation & management of the school, and report to the Headteacher accordingly. Specific functions of the H&S Coordinator may include:

- Having an overview of the school's H&S Policy and Arrangements, bringing amendments to the attention of the Headteacher where necessary.
- Overseeing & supporting the school's Risk Assessment/Risk Management process and advising the Headteacher of any deficiencies.
- Carrying out, with the Headteacher and others as appropriate, the school's accident/incident recording, reporting, and investigation arrangements.
- Arrange for termly evacuation drills and weekly fire alarm tests etc.
- Advising the Headteacher and/or County Council of any defect in the state of repair of the building or its surrounds which is identified as being unsafe, and take whatever local action is necessary to minimise the risk until repairs can be arranged.
- Arranging for the repair, replacement or removal of any item of furniture or equipment which has been identified as unsafe.
- Co-ordinating regular health and safety inspections, ensuring all areas of the establishment and all activities are covered.
- Reporting to the Headteacher any situation which is unsafe or hazardous to health and which cannot be remedied from readily available resources.
- Liaising with and monitoring, as far as is reasonably practicable, the activities of contractors (including catering, cleaning and grounds staff) visitors and others on the site to ensure that any risks to the health and safety of staff and others are kept to a minimum.

8. All Employees [including temporary & volunteers]

All employees are required to take care of their own safety and health whilst at work and that of others who may be affected by their actions.

Employees must also co-operate with the management of the school to ensure that all parties comply with their H&S responsibilities. In particular all employees must:

- Participate in the school's risk assessment process and comply with findings.
- Report any defects in the condition of the premises or equipment of which they become aware.
- Report all accidents/incidents in accordance with the school's procedure.
- Be familiar with the procedure to be followed in the event of a fire/emergency.
- Make use, where relevant, of personal protective equipment provided for safety or health reasons.
- To follow all relevant codes of safe working practice and local rules.
- To report any unsafe working practices to their Line Manager.

Part 3: Arrangements and Procedures for Health & Safety

The following procedures and arrangements have been established within our school to eliminate or reduce health and safety risks to an acceptable level and to comply with minimum legal requirements:

- 1. Access Control/Security**
There are clear arrangements in place for processing visitors, protecting the site and managing an emergency following a security alert. (During the day the school site is locked and the front door has a security code pad in operation). All staff wear an official green lanyard, all visitors wear an official yellow lanyard.
- 2. Accident Reporting, Recording & Investigation**
In the case of an accident, the Welfare Assistant should be notified, who will then make a report, which is submitted (where appropriate) to Surrey County Council, using their on-line accident / incident reporting system. Accidents/incidents are investigated by the Welfare Assistant and the Headteacher, with any appropriate action implemented. Please see the school's Welfare policy for further details.
- 3. Asbestos**
The school has an Asbestos Survey Record kept in the school office, which is overseen by the School Business Manager and shared with contractors on request prior to any work starting on the premises. Any damage to asbestos materials should be reported to the School Bursar immediately, who will contact the Surrey Helpdesk for advice. (No personnel will be allowed in this area until it is deemed safe.)
- 4. Contractors**
Any contractor working on site will liaise with the School Bursar and/or the Site Manager and has to sign in at the front office.
- 5. Curriculum Safety** [including out of school learning activity/study support]
All off site activities have to be risk assessed by the lead teacher and then agreed by the Headteacher / EVC co-ordinator. (In the event of a residential, these also approved by SCC.)
Any potentially 'hazardous' activities, undertaken in school, also need to be risk assessed and approved in advance. Teachers are also responsible for considering any potential risks that could be associated

with practical or physical activity and take appropriate steps to minimise this. P.E lessons are only taken by teachers or personnel who hold an appropriate coaching qualification.

6. **Drugs & Medications**

Written parental permission and administration details are collected by the parent / guardian in advance and held by the Welfare Assistant in the school office. All medicines have to be labelled by a chemist / doctor and are stored as directed with any medicine administered recorded in the school's administration folder. Please see the school's Welfare policy for further details.

7. **Electrical Equipment** [fixed & portable]

All portable electrical items are PAT tested annually and staff are expected to undertake regular checks of electrical equipment used, reporting any possible concerns to the School Bursar or Site Manager.

8. **Fire Precautions & Procedures (and other emergencies)**

Fire drills are undertaken termly, as organised by the Health and Safety leader. Outcomes are recorded in the fire procedures log with any subsequent actions identified. The school use appropriately trained fire marshals to check the building.

The fire alarm system is checked weekly by the school Health and Safety leader and fire extinguishers are checked annually by Chubb Fire.

9. **First Aid**

The school has a designated Welfare Assistant who is trained in first aid and a designated first aid point is in the school office. Most of the support staff also hold a valid first aid certificate, which ensures there is always a qualified first aider on every off site visit.

10. **Glass & Glazing**

All glass and glazing is kept in line with minimum government guidelines and replaced by approved contractors.

11. **Hazardous Substances**

Hazardous cleaning substances are kept and used in accordance with government health and safety guidelines.

12. **Health and Safety Advice**

If health and safety advice is required, the school contacts either Babcock or Surrey County Council for advice. (All notices, regarding health and safety sent by Babcock or SCC are shared with the School Bursar, Site Manager and the Health and Safety Leader and acted on accordingly.

- 13. Housekeeping, cleaning & waste disposal**
Appropriate arrangements are in place to ensure the school premises are kept clean, that the accumulation of rubbish is kept to a minimum, that appropriate signage is used to minimise risks of slips on wet floors and all discarded materials are disposed of correctly.
- 14. Handling & Lifting**
The cleaners and staff have undertaken moving and handling training in 2015. This will be provided in future as necessary.
- 15. Jewellery**
The school has a clear policy in place relating to the wearing earrings and other jewellery by pupils. Girls are allowed to wear small metal stud earring. Boys are not permitted to wear bangles and wristbands are not permitted unless for religious or medical reasons. All jewellery must be removed by the child for PE lessons.
- 16. Lettings/shared use of premises**
The office and School Bursar operate clear procedures in relation to lettings. This includes the sharing of school expectations and sharing of relevant documentation by the person / company making the letting. This includes:
- Public liability insurance certificate.
 - Qualification certificates, if appropriate.
 - DBS certificate if appropriate.
 - Letting agreement with the school.
- 17. Lone Working**
Staff are advised not to work alone. The last two members of staff on site should leave together. If one wants to stay to work alone they must avoid high risk activities and they must arrange to contact the other staff member when they leave the premises to report that they have left safely. A risk assessment has been completed and shared with staff to ensure all are aware.
- 18. Long Term Evacuation Plan**
The school has an updated emergency plan in place, which outlines the actions and procedures to be taken in the event of an emergency, and a school disaster recovery plan to ensure the school's business can continue again as quickly as possible in the event of an emergency.
- 19. Maintenance / Inspection of Equipment**
Maintenance and inspection is undertaken by SCC as part of the council's buyback scheme.
PAT testing is undertaken annually and staff are expected to report any concerns or defective equipment to the Health and Safety Leader.
- 20. Monitoring the Policy**

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Policy implementation and complaints are monitored and managed by the headteacher.

- 21. Personal Protective Equipment (PPE)**
Any appropriate personal protective equipment would be made available to school personnel if required for a particular task or following professional advice from the local authority. (This would be provided free of charge.)
- 22. Playground Safety**
Any equipment defects are removed from use immediately and reported to the site manager if repair from an external contractor is required.
The playground is staffed at an adult to pupil ratio. Where additional staff are required to support the needs of individual children, this is undertaken on an individual needs basis.
- 23. Reporting Defects**
Any defects found in school should be reported to site manager immediately.
- 24. Risk Assessments**
The Headteacher, will undertake any risk assessment relating to staff. This includes when staff are pregnant or completing a phased return to work.
Risk assessments relating to pupil visits and classroom based activities are undertaken by class teachers and agreed with the Headteacher.
- 25. School Trips/ Off-Site Activities**
Risk assessments relating to off site visits are undertaken by the trip leader and agreed with the Headteacher and the school trip co-ordinator. Residential visits are also approved by the Local Authority through the Evolve system.
Each off site visit to be accompanied by a member of staff who holds a current first aid certificate.
- 26. School Transport**
Any adult driving children in their car will have their insurance documentation checked to ensure it is appropriate.
- 27. Smoking**
The school operates a no smoking policy.
- 28. Staff Consultation**
The Health and Safety Leader and Site Manager conduct a health and safety walk each month.
If staff have any concerns relating to the completion of tasks, these can be recorded in the Health and Safety Leader's work book who will categorise the concerns and arrange for issues to be resolved. Other

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concerns should also be reported to the School Bursar along with any suggestions they have regarding health and safety improvements.

29. **Staff Health & Safety Training and Development**
Relevant staff complete ongoing health and safety training.
30. **Staff Well-being / Stress**
School and county arrangements are place for supporting staff.
31. **Supervision** [including out of school learning activity/study support]
Groups of children are supervised in school at a ratio appropriate to their age and needs.
When children are out on educational visits, they are supervised at a staffing ratio appropriate to their age and needs. The School also follow the recommended adult to pupil ratio recommended by the Local Authority.
School staff and regular volunteers all hold a DBS checks. Any visitor supporting in school or on an offsite trip, as a one off, are supervised by a member of staff and never left alone with children. An internal risk assessment is also undertaken. School procedures followed are in line with those recommended by the government and Local Authority.
32. **Swimming Pool Operating Procedures**
The school uses the local public swimming pool for swimming lessons. Children are taught by a qualified swimming tutor, observed by qualified life guards and supervised by school staff.
33. **Use of VDU's / Display Screens**
Any defects in equipment are reported to the IT technician.
34. **Vehicles on Site**
Staff vehicles and authorised personnel are the only vehicles allowed to park on site.
35. **Violence to Staff / School Security**
The school front entrance remains locked during and after the school day. Visitors enter through the locked front entrance and sign in at reception before entering the school. Staff inspect the identification of visitors as appropriate.
Staff report all incidents of verbal & physical violence to the Headteacher.
36. **Working at Height**
The school follows Surrey guidelines in relation to the appropriate working height for school personnel. A risk assessment is in place and has been shared with staff.
37. **Work Experience**

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Work experience placements are organised through the School Bursar, who ensures that the appropriate paperwork is completed and the required procedures are adhered to. These are in line with the government and county guidance for work experience students.

Whilst the assigned class teacher supports and directs the work experience student on a day to day basis, the Deputy Headteacher maintains an overview of their placement, completes their induction, liaises with their school and manages any issues which may arise.