

## Policy Summary Sheet

Name of Policy      Health and Safety

Date Policy Written      January 1997

Date presented to .....Premises.. Committee.    ...January 1997.... (date)

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Amendments	Date
AM	April 1997

Annual Review Date .....January.....

Full Review Date .....January 2000.....

Author of Policy .....I. McNiff.....

Others involved
Premises Committee

**This replaces all previous copies.**

## HEALTH AND SAFETY POLICY

### ST. JUDE'S R. C. PRIMARY SCHOOL

#### 1. GENERAL

1.1. The governing body notes the provisions of the Health and Safety at Work Act 1974 which states that it is the duty of every employer to conduct his or her business in such a way as to ensure, so far as it is reasonably practicable, that persons who are not in their employment but who may be affected by it, are not exposed to the risks of Health and Safety; and accepts that it has a responsibility to secure the Health and Safety of all using the school premises. The governing body believe that the prevention of accidents, injury or loss is essential to the efficient operation of the school, and is part of the good education of its pupils.

1.2. The aim of the governing body is

“To provide a safe and healthy working and learning environment which is in keeping with the aims and mission of the school. It is for all those who enter or take a part within the school community”

1.3. The governing body recognise that only the adoption of safe methods of work and good practice by every individual can ensure everyone's personal health and safety. The governing body will take all reasonable steps to identify and reduce hazards to a minimum but all staff and pupils must appreciate that their own safety and that of others also depends on their individual conduct and vigilance while on the school premises.

#### 2.0. THE DUTIES OF THE GOVERNING BODY

2.1 In the discharge of its duty the governing body, in consultation with the Head, will:

(a) make itself familiar with the requirements of the **Health and Safety at Work, etc Act 1974** and any other health and safety legislation and codes of practice which are relevant to the work of the school, in particular the **Management of Health and Safety at Work Regulations 1992** (S1 1992 No.2051)

- (b) ensure that there is an effective and enforceable policy for the provision of health and safety throughout the school
- (c) periodically assess the effectiveness of this policy and ensure that any necessary changes are made
- (d) identify and evaluate all risks relating to:
  - (1) accidents
  - (2) health
  - (3) school-sponsored activities (including work experience)
- (e) identify and evaluate risk control measures in order to select the most appropriate means of minimising risk to staff, pupils and others
- (f) create and monitor the management structure

2.2. In particular the governing body undertakes to provide:

- (a) a safe place for staff and pupils to work including safe means of entry and exit.
- (b) equipment and systems of work which are safe
- (c) safe arrangements for the handling, storage and transport of articles and substances
- (d) safe and healthy working conditions which take account of all appropriate:
  - (1) statutory requirements
  - (2) codes of practice whether statutory or advisory
  - (3) guidance whether statutory or advisory
- (e) supervision, training and instruction so that all staff and pupils can perform their school-related activities in a healthy and safe manner. All staff will be offered the opportunity to receive health and safety training which is appropriate to their duties and responsibilities and which will be given before an employee commences any relevant work. Wherever training is required by statute or considered necessary for the safety of staff, pupils and others then the governing body will ensure within the financial resources available, that such training is provided. Pupils will receive such training as is considered appropriate to the school-related activities which they are carrying out. All training will be regularly updated.
- (f) necessary safety and protective equipment and clothing together with any necessary guidance, instruction and supervision.
- (g) adequate welfare facilities.

2.3. So far as is reasonably practicable the governing body, through the Head, will make arrangements for all staff, including temporary and voluntary staff and helpers and those on fixed-term contracts, to receive comprehensive information on:

- (a) this policy
- (b) all other relevant health and safety matters
- (c) the instruction and training that will be given to all employees so that they may carry out their duties in a safe manner without placing themselves or others at risk.

### **3.0. THE DUTIES OF THE HEAD**

3.1. As well as the general duties which all members of staff have (see 5.0) the Head has responsibility for the day to day maintenance and development of safe working practices and conditions for teaching staff, non-teaching staff, ancillary staff, pupils, visitors and any other person using the premises or engaged in activities sponsored by the school and will take all reasonably practicable steps to achieve this end through the heads of the appropriate departments, senior members of staff, teachers and others as appropriate.

3.2. The Head is required to take all necessary and appropriate action to ensure that the requirements of all relevant legislation, codes of practice and guidelines are met in full at all times.

3.3 In particular, the Head will:

- (a) be aware of the basic requirements of the **Health and Safety at Work, etc Act 1974** and any other health and safety legislation and codes of practices relevant to the work of the school
- (b) ensure, at all times, the health, safety and welfare of staff, pupils and others using the school premises or facilities or services or attending or taking part in school-sponsored activities.
- (c) ensure safe working conditions for the health, safety and welfare of staff, pupils and others using the school premises and facilities.
- (d) ensure safe working practices and procedures throughout the school, including those relating to the provision and use of machinery and other apparatus, so that each task is carried out to the required standards and so that all risks are controlled.
- (e) consult with members of staff, including the safety representatives, on health and safety issues
- (f) arrange systems of risk assessment to allow the prompt identification of potential hazards
- (g) carry out periodic reviews and safety audits on the findings of the risk assessment.
- (h) identify the training needs of staff and pupils and ensure, within the financial resources available, that all members of staff and pupils who have identified training needs receive adequate and appropriate training and instruction in health and safety matters.
- (I) encourage staff, pupils and others to promote health and safety
- (j) ensure that any defects in the premises, its plant, equipment or facilities which relate to or may affect the health and safety of staff, pupils and others are made safe without delay.
- (k) encourage all employees to suggest ways and means of reducing risks.
- (l) collate accident and incident information, and, when necessary, carry out accident and incident investigations
- (m) monitor the standard of health and safety throughout the school, including all school-based activities, encourage staff, pupils and others to achieve the highest possible standards and discipline those who consistently fail to consider their own well-being or the health and safety of others
- (n) monitor first aid and welfare provision
- (o) monitor the management structure, along with the governors

#### **4.0. THE DUTIES OF SUBJECT MANAGERS INC. CARETAKERS**

4.1. All supervisory staff (Co-ordinators), will make themselves familiar with the requirements of the **Health and Safety at Work, etc Act 1974** and any other health and safety legislation and codes of practice which are relevant to the work of their area of responsibility.

4.2. In addition to the general duties which all members of staff have (see 5.0), they will be directly responsible to the Head or the member of staff nominated by the

Head to have overall day-to-day responsibility for the implementation and operation of the school's health and safety policy within their relevant departments and areas of responsibility.

4.3. They will take a direct interest in the school's health and safety policy and in helping other members of staff, pupils and others to comply with its requirements.

4.4. As part of their day-to-day responsibilities they will ensure that;

- (a) safe methods of working exist and are implemented when their subject is taught.
- (b) health and safety regulations, rules, procedures and codes of practice are being applied effectively
- (c) staff, pupils and others under their jurisdiction are instructed in safe working practices
- (d) regular safety inspections are made of their area of responsibility as required by the Head or as necessary
- (e) positive, corrective action is taken where necessary to ensure the health and safety of all staff, pupils and others
- (f) all plant, machinery and equipment in the department in which they work is adequately guarded
- (g) all plant, machinery and equipment in the department in which they work is in good and safe working order
- (h) all reasonably practicable steps are taken to prevent the unauthorised or improper use of all plant, machinery and equipment in the department in which they work.
- (i) appropriate protective clothing and equipment, first aid and fire appliances are provided and readily available in the department in which they work
- (j) toxic, hazardous and highly flammable substances in the department in which they work are correctly used, stored and labelled
- (k) they monitor the standard of health and safety throughout the department in which they work, encourage staff, pupils and others to achieve the highest possible standards of health and safety and discipline those who consistently fail to consider their own well-being or the health and safety of others
- (l) all the signs used meet the statutory requirements
- (m) all health and safety information is communicated to the relevant persons
- (n) they report, as appropriate, any health and safety concerns to the appropriate individual.

## **5.0. THE DUTIES OF ALL MEMBERS OF STAFF**

5.1. All staff will make themselves familiar with the requirements of the **Health and Safety at Work, etc. Act 1974** and any other health and safety legislation and codes of practice which are relevant to the work of the department in which they work. They should:

- (a) take reasonable care of their own health and safety and any other persons who may be affected by their acts or omissions at work.
- (b) as regards any duty or requirements imposed on his or her employer or any other persons by or under any of the relevant statutory provisions, co-operate with him or her so far as necessary to enable that duty or requirement to be performed or complied with.

5.2. All staff are expected to familiarise themselves with the health and safety aspects of their work and to avoid conduct which would put them or anyone else at risk.

5.3. In particular all members of staff will:

- (a) be familiar with the safety policy and any and all safety regulations as laid down by the governing body.
- (b) ensure health and safety regulations, rules, routines and procedures are being applied effectively by both staff and pupils
- (c) see that all machinery and equipment is adequately guarded
- (d) see that all machinery and equipment is in good and safe working order
- (e) not make unauthorised or improper use of machinery and equipment.
- (f) use the correct equipment and tools for the job and any protective equipment or safety devices which may be supplied
- (g) ensure that toxic, hazardous and highly flammable substances are correctly used, stored and labelled
- (h) report any defects in the premises, equipment and facilities which they observe.
- (i) take an active interest in promoting health and safety and suggest ways of reducing risks.
- (j) Inform the Health and Safety Rep (Steve Poxton-England) of any hazards, who in turn will inform the head.

## **6.0. ARRANGEMENTS FOR CONSULTATION WITH STAFF**

6.1. Steve Poxton-England is the named health and safety representative. Any concerns or ideas for health and safety management should be communicated through him to the Head. These concerns should then be brought to the Site and Premises Committee whose terms of reference are contained in **Appendix 1.**

6.2. The Committee comprises of the Head, Chair of Governors, Miss Eileen Hughes (Chairman of Committee) Mr. Kevin Field (LEA Governor) Jan Seymour (Caretaker) Mr. Steve Poxton-England (Health and Safety Rep)

## **7.0. CODES OF PRACTICE**

7.1. It is the responsibility of the Site and Premises Committee to ensure any codes of practice are drawn up and implemented as appropriate.

## **8.0. RISK ASSESSMENT**

8.1. The head will arrange for a risk assessment survey of the premises, methods of work and all school sponsored activities, (including PFA) on a termly basis. They will assess categories and conditions as follows:

<b><u>Categories</u></b>	<b><u>Conditions</u></b>
A. Health & Safety	1. Very good (Pristine)
B. Security	2. Good (but some signs of wear)
C. Function	3. Showing significant signs of wear and tear.
D. Appearance	4. Poor (dangerous)

8.2. The Proforma contained in Appendix 2 will be used on each occasion and will be added to the school Health and Safety file on general display in the Entrance Hall.

## **9.0. EMERGENCY PLANS**

It is the responsibility of the Head to ensure an emergency plan is prepared to cover all foreseeable major incidents which could put at risk the occupants or users of the school. This plan will indicate the actions to be taken in the event of a major incident so that everything possible is done to:

- a) Save life
- b) Prevent injury
- c) Minimise loss.

Emergency Plans for

- a) Fire drill
- b) Bomb scare

are contained in Appendix 3.

These plans will be agreed by the governing body and will be rehearsed a) termly b) yearly.

The outcome will be reported to the governing body.

## **10.0. FIRST AID**

10.1. There are two named First Aiders Mrs L Fry and Mrs T Hughes.

10.2. All injuries requiring First Aid will be recorded as indicated in Appendix 4.

10.3. Supplies of first aid materials will be held at various locations throughout the school. These will be checked on the first day of each half term by the Head, and any deficiencies will be made good without delay.

10.4. Adequate and appropriate First Aid provision will form part of arrangements for all out of school activities.

## **11. MONITORING AND REVIEW**

11.1. Systems need to be developed that include reports on

- (1) Details of incidents and outcome of investigations
- (2) Risk areas in the school
- (3) Methods of working
- (4) Equipment safety guidelines.

The March meeting of the premises committee should cover these items to ensure progression and development.

## **12.0. ACCIDENT OR INCIDENT INVESTIGATION**

12.1. Every accident or incident must be investigated. However, the level of investigation should be in keeping with the nature of the accident or incident and the scale of its actual consequences. The more serious the accident the more intensive the investigation should be. The investigation should discover the following:

1. What happened?
2. The lessons which can be applied to similar circumstances in the future.
3. What changes are necessary to risk control measures to prevent any repetition.

Emphasis should always be on improving operational systems rather than apportioning blame.

In the case of serious accidents, the Health and Safety Executive must be informed. This can be done through the LEA. Analysis can take place of First Aid books and fire drill procedures and records each May by the Site and Premises Committee.

A full Health and Safety Audit completing sheets in Appendix 9 should be carried out in July each year.

The Governing body will review this Policy annually and update, modify or amend in July each year.

Signed.....for Governing Body Date.....

Signed.....Headteacher Date.....

- Appendix**
1. Site and Premises Terms of Reference
  2. Inspection Pro-forma
  3. Emergency Plans
  4. First Aid form
  5. Diary for Site and Premises Committee
  6. Portable Electrical Appliance Register
  7. Out of School Visits Procedures
  8. Individual Subjects Consideration
  9. Premises Management Record Sheets  
(These to provide guidance in future meetings)
  10. Procedures for cleaning spillages

**SITE AND PREMISES MANAGEMENT**

September	Risk Assessment
December	General Meeting - Security Analysis
January	Risk Assessment
March	Review as Per section 11
May	Analysis of First Aid Books etc
July	Audit inc. security analysis.

**Procedures for Cleaning Spillages**  
**(Aids-Infection guidelines)**

**Cleaning**

- Wear disposable gloves (& aprons where appropriate)
- Spillages of Blood and Vomit require immediate attention
- Pour powder over spillage
- Clean thoroughly removing all traces of powder with paper towels
- Remove paper towels and discard into a yellow sack, resealed in a second yellow sack along with gloves, cloths etc. The yellow sacks should be disposed in bins marked medical waste.
- Utensils can be washed in hot soapy water or in dishwasher
- The key for the shower room should be kept in the Key Safe at all times