

## Health and Safety Policy

### **Mission Statement**

*We follow in Jesus' footsteps as we care for each other when we work, play and pray.*

### **Introduction**

1. Delegation of Duties
  - a) Responsibility of Governors
  - b) Duties of Employees
  - c) Duties of all Persons
  - d) The Responsible Person
  - e) The Safety Representative
  - f) Qualified First Aider
  - g) Risk Assessments
2. Staff Training in Health & Safety Issues
3. Off Site Visits
4. Control of Visiting Contractors on Site
5. First Aid & Supporting Pupils Medical Needs
  - a) First Aid
  - b) Accident Reporting and Investigation
  - c) Accident Recording Book
  - d) Employee Accidents
  - e) Pupil Accidents
  - f) Accident Prevention
  - g) Medical Guidelines
6. School Security
7. Occupational Health Services & Work Related Stress
8. School Meals
9. School Uniform
10. Child Protection
11. Theft or Other Criminal Acts
12. Pupil Supervision
13. Hazardous Substances
14. Buildings & School Grounds
15. Management of Emergencies
16. Equipment
17. Fire Precautions
18. Manual Handling
19. Appendix- implementation procedures for the safe handling, treatment and disposal of body fluids.

## **Introduction**

The Governors of the school recognise and accept their corporate responsibility as an employer under the Health and Safety at Work Act 1974, for providing a safe and healthy working environment for the teaching and non-teaching staff in their employment, for the children attending the school and for other people who are users of the school.

They will take all reasonable steps within their power to fulfil this responsibility and they will pay particular attention to the provision and maintenance of facilities and equipment that are safe, to the safety arrangements especially in areas of high risk, to imparting information and advice conducive to safety and to the provision of a healthy environment, and of adequate welfare facilities.

It is the intention of the Governors to be within the Local Authority's framework and structure for meeting the requirements of the Act within the school and for the school wherever it operates.

The Governors as the employer have produced the following policy statement and guidelines.

### **1. Delegation of Duties**

#### a) Responsibilities of Governors

The following general duties are set down in the Health and Safety at Work Act 1974.

Section 2(1)	“it shall be the duty of every employer to ensure, so far as reasonably practicable, the health, safety and welfare at work of all his employees.”
Section 2(2a)	“the provision and maintenance of plant and systems of work that are, so far as is reasonably practicable, safe and without risks to health.”
Section 2(2b)	“arrangements for ensuring, so far as is reasonably practicable, safety and absence of risks to health in connection with the use, handling and storage and transport of articles and substances.”
Section 2(2c)	“the provision of such information, instructions training and supervision as is necessary to ensure, so far as is reasonably practicable, the health and safety at work of his employees.”
Section 2(2d)	“so far as is reasonable practicable, as regards any place of work under the employer's control, the maintenance of it in such provision and maintenance of means of access to and egress from it that are safe and without such risks.”

The governing body has Health and Safety as a standard item of the agenda for Buildings and Finance which meet termly. This committee in consultation with professional advisers carries out regular risk assessments to ensure that the school is a safe environment. It keeps abreast of new regulations regarding health and safety and ensures that the school regularly reviews its processes and procedures with regard to health and safety matters.

#### b) Duties of Employees

Section 8 “it shall be the duty of every employee while at work -

- 1) to take reasonable care for the health and safety of himself and of other persons who may be affected by his acts or omissions at work; and
- 2) as regards any duty or requirement imposed on his employer or any other person by or under any of the relevant statutory provisions, to co-operate with him so far as is necessary to enable that duty or requirement to be performed or complied with.”

### c) Duties of all Persons

Section 8 places a duty on all persons, whether they be employers, employees, or self-employed, and states;

“no person shall intentionally or recklessly interfere with or misuse anything provided in the interests of health, safety or welfare in pursuance of any of the relevant statutory provisions.”

### d) The Responsible Person

All problems related to health and safety matters should be brought to the attention of Mr. G. O’Hara as soon as possible.

#### Responsibilities of the Responsible Person:

- 1) The Head Teacher will carry the overall responsibility for implementing the Health and Safety Policy. Particular attention will be given to communicating its requirements to all staff and others effected. The Head Teacher may designate other members of staff to assist him in this task.
- 2) To carry out the Governors’ and Local Authority recommendations in order to help to ensure that the responsibility as stated in its Policy Statement is fulfilled.
- 3) To judge whether the steps which need to be taken to remove potential hazards are “reasonably practicable” and lie within his executive authority; and as appropriate take action.
- 4) To report to the Governors and / or the Local Authority as appropriate those instances where their normal executive authority does not allow them to remove or reduce any hazard or where they have doubts as to the practicality of a proposed solution.
- 5) To take note of health and safety bulletins and safety instructions issued from time to time by the Local Authority and the Governors and to arrange for them to be distributed according to the requirements of the Authority.
- 6) To be readily available to accredited Safety Representatives and to co-operate with Safety Representatives in carrying out inspections of the workplace.
- 7) To receive written reports from Safety Representatives following an inspection of the workplace and to reply in writing to the points made.
- 8) To keep an up-to-date list of all Safety Representatives in their establishment, both teaching and non-teaching.
- 9) To ensure that key risk assessments are done annually with the building maintenance checks performed termly by the Safety Committee.
- 10) The Head Teacher will ensure that special attention is given to the induction and supervision of new staff and discuss health and safety when required.
- 11) The Head Teacher will ensure that procedures for visitors, contractors and users of the premises including the Parent Association are in place and followed.

### e) Safety Representative:

- f) Qualified First Aider: Mrs. C. Halliday, , Mrs. L. Podraza, Mrs. C. McFadyen received training on 7/6/07 due for retraining in June 2010

#### g) Risk Assessment

It is the schools responsibility to assess the risks of all activities and introduce measures to manage those risks.

Staff are expected to be aware of any relevant documentation issued or commended by the LA and should have ready access to the documents which are housed in the Head Teacher's office. Where no such guidance has been given, risk should be controlled by considering the following three steps:

- 1) Identify hazards – those aspects which have the potential to cause harm.
- 2) Assess risks – the likelihood of injury coupled with its severity.
- 3) Take precautions – appropriate to the level of risk established.

### **2. Staff Training in Health and Safety Issues**

The qualified First Aiders are encouraged to attend refresher courses every three years. All staff receive basic training in First Aid every three years. The Governors and Head Teacher have a responsibility to undertake training in order to keep abreast of changes to Health and Safety legislation.

### **3. Off-Site Visits**

Separate guidelines clearly identify steps staff must take to plan a safe and effective school visit. We do not take children off-site without the prior permission of parents. We only use coaches and minibuses where seat belts are provided. Attendance at 'Away' Sports Fixtures need authorisation by letter from parents. Pupils may only travel by car if permission is given and fully comprehensive insurance is provided.

### **4. Control of Visiting Contractors on Site**

- Any planned activity on site will be discussed with the contractor and Head Teacher to ensure that a satisfactory risk assessment is in place.
- A system to monitor the contractors will be put in place both at the start and during their work. These supervisory visits will be recorded.
- Vehicles are not allowed onto the playgrounds during school times.
- Staff, children (and if appropriate, parents and visitors) will be notified of the work and the safety measures in place.
- The Head Teacher will report back to the Governing Body Health and Safety committee regarding any building work.
- Due reference to the Corporate guidance for Control of Contractors will be observed.

### **5. First Aid and Supporting Pupils Medical Needs**

- a) First Aid equipment for minor injuries is located in the medical box kept in each classroom. There is a central medical room where supplies are stored and accessed at playtimes and lunchtimes. There is a First Aid box in the entrance hall. Minor accidents are dealt with by any teacher. First Aid staff will be consulted for more serious accidents. All significant accidents must be reported to Mr. O'Hara. Parents

will be notified of bumps to the head via the standard 'bump letter' and the class teacher informed. For minor accidents any treatment given will be recorded in the 'Accident Book' kept in the medical room.

b) Accident Reporting and Investigation

Accidents and dangerous occurrences which may or may not result in injury to persons should be immediately and accurately reported and investigated as appropriate.

Accidents must be brought to the attention of the Governors and the Authority.

In the event of a serious accident, it is important that the site is left untouched until advice is obtained. The designated teacher will contact the Local Authority.

c) Accident Recording Book

The Accident Book is kept in the Medical Room.

d) Employee Accidents:

- Either fatal or major injury must be reported to HSE immediately.
- Minor accident details to be reported on accident form available in Main Office

e) Pupil Accidents:

- Fatal or major accidents – as for Employee accidents above.
- Minor injuries are not reportable but head bumps and other accidents are reported to parents on proforma's kept in the Medical Room.

f) Accident Prevention – Co-operation

Employees are reminded of their duty to co-operate with their employer, and to act in such a way that they do not put themselves or other persons at risk.

g) Medical Guidelines

- Asthma – See Asthma Policy
- Administration of medicine- this will follow procedures set out in the school's 'Policy for pupils with Medical Needs'.
- Health forms should be completed by parents prior to any residential visit.
- Individual plans will be formulated for pupils with specific medical needs e.g. nut allergy. All staff will be alerted to this via staff meetings and reminders. Any child needing the protection of an epipen will have their photograph and name displayed on the staffroom noticeboard and relevant register.
- The school office houses guidelines on infectious diseases/illnesses. These may be used as a reference when dealing with pupils. The School Nurse is also a valuable source of advice.
- A standard letter about head lice is distributed to specific classes as necessary.

## **6. School Security**

While it is difficult to make the school site totally secure, we will do all we can to ensure the school is a safe environment for all who work or learn here.

We require all adult visitors to the school who arrive in normal school hours to sign the visitors' book in the reception area, and to carry an identification badge at all times whilst on the school premises.

Teachers will not allow any adult to enter their classroom if the school visitor's badge does not identify them.

If any adult working in the school has suspicions that a person may be trespassing on the school site, they must inform the Head Teacher immediately. The Head Teacher will warn any intruder that they must leave the school site straight away. If the Head Teacher has any concerns that an intruder may cause harm to anyone on the school site, he will contact the police.

KS1 and KS2 entrance doors are kept closed during the day.

## **7. Occupational Health Services and Work Related Stress**

All staff have a duty and responsibility for the care and welfare of colleagues. The Head Teacher has overall responsibility and will endeavour to support staff in their work to ensure a reasonable home / school life and work balance.

Staff considered to be 'at risk' from work related stress may be referred to the Occupational Health Service for additional support. This would be authorised with the agreement and knowledge of the person concerned.

## **8. School Meals**

Our school provides the opportunity for children to buy a meal at lunchtimes. If parents are in receipt of income support, they may claim free school meals for their children. The catering service ensures that the meals have a suitable nutritional value, in line with the requirements of the School Standards and Framework Act of 1998.

If children choose to bring their own packed lunch, we provide them with a suitable place to eat their lunch, and we supervise them during this time.

Our school promotes a healthy lifestyle. Fruit for the KS1 children is provided for afternoon break times as part of the Government Fruit Scheme.

## **9. School Uniform**

It is our school policy that all children wear the school uniform when attending school, or when participating in a school-organised event outside normal school hours. We agree the requirements for school uniform with parents and we review these regularly.

We always have a sensitive approach where the issue of regulations regarding uniform conflict with any child's religious or cultural beliefs. We have drawn up the regulations regarding the school uniform with due regard to issues of equal opportunity and sex discrimination.

It is the responsibility of the Head Teacher to ensure that the school uniform policy is enforced.

On grounds of health and safety we do not allow children to wear jewellery in our school with the exception of stud earrings.

## **10. Child Protection**

There is a named person responsible for child protection in the school. This is the Head Teacher, but he may delegate this responsibility in some circumstances.

If any teacher suspects that a child in their class may be the victim of abuse, they should immediately inform the named person about their concerns.

The school's named child protection officer works closely with social services when investigating such incidents. We handle all such cases with sensitivity and we place paramount importance on the interests of the child.

We require all adults employed in school or volunteers working in school to have their application vetted through police records in order to ensure that there is no evidence of offences involving children or abuse. (CRB check)

### **11. Theft or Other Criminal Acts**

The teacher or Head Teacher will investigate any incidents of theft involving children.

If there are serious incidents of theft from the school site, the Head Teacher will inform the police and record the incident in the incident book.

Should any incident involve physical violence against a teacher, we will report this to the Health and Safety Executive and support the teacher in question if he or she wished the matter to be reported to the police.

### **12. Pupil Supervision**

Separate guidelines for the supervision of children have been agreed upon between the Head Teacher and staff, and have reference for the health and safety of pupils.

### **13. Hazardous Substances**

It is the responsibility of the Caretaker to ensure that all hazardous substances are stored in line with COSHH regulations. The Teacher is to ensure this safety in science lessons.

The presence of any hazardous substances is to be reported to Mr G O'Hara and will be recorded.

### **14. Buildings and School Grounds**

All employees have an obligation to report to Mr G. O'Hara any defect which places either themselves or others at risk.

Regular review of the buildings and school grounds will be carried out by the Health and Safety Committee.

Any defect which places anyone at risk to be reported to Mr G O'Hara.

### **15. Management of Emergencies**

When any member of the staff notices an unsafe situation the facts should be reported to the Head Teacher, who will:

- a) Report the details to the relevant authority.
- b) Take steps to ensure that all persons are kept well away from the area until the situation is made safe.

### **16. Equipment**

- a) In accordance with the Electricity at Work Regulations 1989 a register of all Electrical Equipment in use within the school environment has been compiled and is kept in the Head Teacher's Room.
- b) Electrical equipment is regularly inspected.
- c) Register of inspection is kept in the Head Teacher's Room.
- d) Fire Alarm – is tested every fire practice.
- e) Fire Extinguishers and hoses are inspected and service annually.
- f) P.E. apparatus is inspected annually.
- g) The health and safety of the school kitchen is the responsibility of the school cook.

### **17. Fire Precautions**

Fire Drills – A fire drill is held every term. Each member of staff is aware of his / her role in the event of fire.

In the event of an evacuation, no member of staff or pupil may re-enter the building without the permission of the senior member of staff present. Where there are members of the police or fire brigade present, the senior member of staff shall seek such permission from the fire or police officer in charge.

Fire Exits – are clearly indicated and must be kept clear of any obstruction.

Fire Alarm – this is tested every Fire Practice.

Equipment – the fire hoses and extinguishers are checked and serviced every year.

Fire notices – these are displayed throughout the building detailing the nearest exit route.

General Fire Safety – It is expected that any fire risk identified by a member of staff is reported promptly to Mr G O'Hara.

### **18. Manual Handling**

The school caretaker will undergo training in manual handling. Staff are instructed not to handle large objects but to seek help from the caretaker.

Ratified by the Governing Body

Signature \_\_\_\_\_

Chair of Governors

Date \_\_\_\_\_

This policy will be reviewed annually