



ST. MARY'S

Health and Safety Policy

St Mary's CE (A) Primary School

2017-2018

Purpose:

The Health & Safety Team shall contribute to the strategic direction of St Mary's Primary School and be active participants in the delivery of school's objectives and mission statement.

The Team shall consist of;

- The Head Teacher
- The Deputy Head Teacher responsible
- The Site Management Team

The Team shall achieve this by an ongoing commitment to the health, safety and welfare of all pupils, staff and visitors through the provision of appropriate and effective advice, support information and guidance on health and safety matters.

This will facilitate a healthy and safe environment where everyone's potential can be maximise

1. Statement of General Policy

The Governing Body of St Mary's Primary School recognises that the health, safety and welfare of all staff and pupils, whether on the schools premises or carrying out the schools business elsewhere, is primarily the responsibility of Stoke on Trent City council) and the Directorate of Children, Young People & Families (Directorate for Children's Services). We acknowledge and accept that this responsibility is delegated in the first instance to the Schools Governing Body. These responsibilities also extend to ensuring that other agencies or contractors on the school premises have adequate safety policies and procedures in place.

- 1.1** On behalf of the Governing Body, we accept the duties and obligations imposed upon us under the Health and Safety at work etc act 1974, the occupiers Liabilities Acts 1957-84 and will through this policy ensure, so far as is reasonably practical, the health and Safety of:
- a. All persons employed at St Mary's whilst they are at work;
 - b. Persons other than St Mary's employees who may be exposed to risks arising out of, or in connection with, the activities of employees of St Mary's whilst they are at work.
- 1.2** To effectively achieve this, St Mary's will provide. So far as is reasonably practical:
- a. All persons employed at St Mary's whilst they are at work;
 - b. Safe methods of using, handling, storing and transporting of articles and substances;
 - c. Information, instruction, training and supervision;
 - d. A safe working environment;
 - e. Safe access to and egress from, a place of work and procedures for evacuation in an emergency.
- 1.3** The Governing Body for St Mary's will comply with safety policies, guidance, advice and instructions issued by BCC, the Directorate for Children's Services and advice from Safety services. St Mary's will further provide, so far as is reasonably practical, any additional codes of practice and safe systems to effectively cover all aspects of health, safety and welfare.

- 1.4** While this policy is written to comply with the Health & Safety at work Act 1974, we consider the matters of pupil and staff safety and welfare to be of equal importance. Where necessary this will be expressed in specific arrangements, otherwise it is implicit in all actions and arrangements within the policy
- 1.5** It is an offence under the Health & Safety at Work Act 1974 to intentionally or recklessly interfere with, or misuse, anything provided in the interests of Health and Safety. All members of staff must co-operate fully with measures the school will be taking to comply with the relevant statutory provisions and in implementing this Health & Safety policy, in order to ensure that their working environment, together with those of their colleagues and pupils, are as safe and healthy as possible.

2. Organisation and Responsibilities

Governing Body

Governors are responsible for the strategic overview of health and safety including that of ensuring full implementation of the Schools Health and Safety at Work Policy. **This will be achieved by ensuring there is an effective plan for safety that sets clear areas of responsibility and achievable standards for all the school staff.**

- 2.1** The Governors consider the best means of developing and progressing this policy, thus providing effective management of health & safety, is to establish a site management team, led by a senior leader. The role of the team will be to ensure there is a good communication link between the Governing Body, Head Teacher, Safety Representatives and members of staff generally. Its terms of reference are to:
- Identify and develop practical arrangements for health and safety
 - Develop strategies/arrangements to actively monitor their enforcement
 - Consider /access any safety issues for new equipment or in anticipation of organisational change
 - Ensure effective remedial action has been considered and implemented to comply with Part 3 A1 accident LCA 104
 - Identify opportunities for further improvement to safety arrangements
 - Carry out a review of the policy and its arrangements annually and recommend necessary improvements on general strategic matters of health and safety
 - Report to the full Governing body as and when appropriate or required
 - Bring any matter of concern relating to health and safety, that cannot be resolved through the schools management structures or by the Head Teacher, to the immediate attention of the Chair of Governors

A clear intention is to seek continual improvement through the development of a safety culture built on a common understanding of safety and a commitment by all staff to meet their challenging goals.

2.2 Members of the Group shall include the following:

- Senior staff member
- Site Manager

Additional members will be included where appropriate to discuss safety matters relating to specific areas of work. The group will meet weekly as appropriate in order to ensure there is clear direction. A site management book shall also be set up in the office so that jobs can be recorded and addressed swiftly.

2.3 Supervisory School Staff

Members of staff who manage, or supervise other staff/trainees, or are responsible for pupils/members of the public, may affected by work activities, have a particular responsibility for the health and safety of those under their charge.

- **they will carry out and/or assist in the process of undertaking a suitable assessment of the risks to health and safety arising out of or, in connection with their work. Risk assessments shall be reviewed periodically, following accidents and in light of improved knowledge or technical change. This is the principal cornerstone of St Mary's Health and Safety Management**

Supervisory staff will instruct those under their charge/control precisely and clearly on their duties with regard to the health and safety of themselves and others, and will inspect their designated area of responsibility at periodic intervals.

2.4 Head Teacher

The Governors charge the Head Teacher, St Mary's with the day-to-day responsibility of managing and enforcing St Mary's Health and Safety Policy. Where necessary the Head Teacher will initiate, support and assist all staff in the risk assessment process and take appropriate steps and make the final decision on any safety question where matters are unable to be resolved satisfactorily through delegated responsibility arrangements within this policy.

The **Assistant Head Teachers** will assume these responsibilities in the absence of the Head Teacher.

2.5 Health and Safety Co-ordinator

The Site Manager is appointed by the Head Teacher to assist in the day-to-day implementation of the School safety plan. As Safety Co-ordinator their role is to promote safety awareness so that the other members of staff are familiar and clear as to their duties and responsibilities stated in this Health and Safety Policy. They will also be responsible for convening meetings of the Health & Safety Team, ensuring that minutes are taken and stored in a place accessible to all interested parties. The Safety Co-ordinator will also provide/arrange assistance and support for staff to ensure that risk assessments are carried out. He will endeavour to keep up-to-date with safety regulations and through the H&S team initiate steps that ensure arrangements for health and safety at St Mary's conform to both current regulations and best known practice.

2.6 Strategic Leadership Team (SLT)

The nature of the schools activities can be diverse can be diverse from an operational point of view and essential activities and priorities may vary between key stages and subjects. SLT will be responsible for initiating/undertaking/assisting in the risk assessment process in areas and for tasks relating to pupils and other members of staff in their sphere of operation.

They will ensure their designated zones are inspected regularly to identify hazards and bring any concerns to the attention of the Head Teacher. Where significant hazards are identified a formal risk assessment process will be initiated to determine the risk factor and what measures, if any, are needed to either eliminate or adequately control the risk. Relevant staff will be informed of any significant findings that will also be recorded and filed in the HT office for audit inspection.

In the event of a hazard presenting a significant risk to anyone in school, steps will be taken immediately to ensure health and safety is not compromised. This may require immediate intervention actions – such as restricting access to the hazard before reporting the matter to the Head teacher or Safety Coordinator.

2.7 Classroom Teachers/Office Manager

Responsible for initiating/undertaking/assisting in the risk assessment process in areas and for tasks relating to pupils and other members of staff in their sphere of work.

They will inspect their work/designated areas regularly to identify hazards and raise concerns with their line manager and/or the Safety Co-ordinator. Where significant hazards are identified a formal risk assessment process will be initiated to determine the risk factor and what measures, if any, are needed to either eliminate or adequately control the risk. Staff members, under their instruction, will be informed of any findings that will also be recorded and filed in the school office for audit inspection.

In the event of a hazard presenting a significant risk to anyone in school, steps will be taken immediately to ensure health and safety is not compromised. This may require immediate intervention actions – such as restricting access to the hazard before reporting the matter to their designated SMT member/ Head Teacher. Classroom Teachers/Office Manager will also assist in the implementation of other safety arrangements considered necessary to comply with health and safety regulations and codes of practice as may be determined from time to time and approved by the Governing Body/Head Teacher.

2.8 Site Manager

The Site Manager has a key role to ensure that the school premises are kept clean, secure and maintained in a safe condition. This is achieved by undertaking tasks as defined in the job description or additional tasks as determined by arrangement with the Head Teacher. The Site Manager is also responsible for the supervision of cleaning staff, materials and any equipment they use. They will be responsible for undertaking/assisting in the risk assessment process in matters relating to their work and that of other members of staff. This will include responsibility as first point of call and active liaison with contractors who are aware of the Health and Safety Policy and arrangements.

It is expected that particular work undertaken by the Site Manager will identify quickly areas that threaten the safety of themselves, pupils or other members of staff.

The Site Manager will inspect specified designated areas regularly to identify hazards and will bring any concerns to the attention of Head Teacher/Safety Co-ordinator. Where significant hazards are identified a formal risk assessment process will be undertaken to determine the risk factor and what measures, if any, are needed to either eliminate or adequately control risk. Relevant staff will be informed of any findings that will also be recorded and filed in the School Office for audit inspection.

In the event of a hazard presenting a significant risk to anyone in school, steps will be taken immediately to ensure health and safety is not compromised. This may require immediate intervention actions – such as restricting access to the hazard before reporting the matter to the Head Teacher or Safety Co-ordinator. The Site Manager will also assist in the implementation of other safety arrangements as considered necessary to comply with health and safety regulations and codes of practice, as may be determined from time to time and approved by the Governing body/Head Teacher.

2.9 Non-Supervisory Staff

The final level of responsibility for implementing the St Mary's safety plan is that of individual members of staff who have a statutory duty to co-operate with the schools leaders and comply with all arrangements considered necessary for the health, safety and welfare of pupils, themselves and their work colleagues.

They will assist in the process of undertaking a suitable assessment of the risks to health and safety arising out of or, in connection with their work.

In the event of a hazard presenting a significant risk to anyone in school, steps will be taken immediately to ensure health and safety is not compromised. This may require immediate intervention actions – such as restricting access to the hazard before reporting the matter to their line manager.

3. Arrangements

The Governing Body will ensure that those appointed and charged with responsibility for implementing St Mary's Health and Safety at work Policy and its arrangements will be adequately trained to fulfil their delegated responsibilities.

Where specialist knowledge is required advice will be sought from Children's Safety Services to advise/assist directly or where appropriate identify other component persons to provide support.

Staff will be made aware and encouraged to consult the Staff Handbook and/or Children's Services Safety website for guidance on specific safety topics.

The arrangements for managing health and safety within St Mary's are designed to eliminate hazards or adequately control risks to staff and pupils are as follows:

3.1 Children's Services Policies for Safety

Useful information, guidance and policies are contained in the schools Staff Handbook. Further guidance can be viewed on Children's Safety Services

The website also contains contact names, numbers and email addresses for all members of Children's Services Safety Team who can be contacted directly for advice.

3.2 Staff Induction

All teachers, new Teaching Assistants and Lunchtime supervisors are assigned a SLT member who guides them through the induction process. NQT's follow the induction process as well as the Staff Induction process (to include Health and Safety) within school. They are also issued with a Staff Handbook giving full details of school policies and procedures, including aspect of Health and Safety. All policies are available to everyone from the school website.

3.3 Fire Safety

The Head Teacher will ensure a fire risk assessment is carried out to comply with The Reform Regulatory (Fire Safety) Order 2005. This assessment also considers detailed arrangements on procedures to be followed in the event of a fire emergency. The risk assessment will be reviewed annually or in the event of change and significant findings, will be processed onto a priority action plan of remedial steps to be taken. All documentation will be retained in the Fire Risk Assessment folder in HT office.

3.4 Security

The security of the school is monitored continually by the staff and pupils, who report any issues directly to the Site Manager. The alarm system can distinguish between movement such as something falling and movement caused by an intruder. It is linked by phone to ADT and if the alarm is set off and an intruder is present, police are called and Site Manager, or senior leader attends the premises on, check and reset the alarm system.

3.5 Safety Training

Please see attached Training List and Training Requirement Audit.

3.6 Health & Safety Sweeps

Will be carried out on a continuous basis so that physical type hazards are identified as soon as possible. This will be achieved by staff teams sweeping a designated safety zone within the school and recording findings on the Safety Sweep checklists every term.

Completed checklists will be handed onto the Health and Safety Co-ordinator to sign off and where necessary take appropriate action in compliance with their delegated responsibilities to resolve any safety concerns raised.

Any issues raised on the Safety Sweep forms will be collated into a 'Job List' and distributed to those people who are required to action them. Completed Job List sheets detailing any remedial action are kept in the Health and Safety folder for future audit inspection.

These arrangements will be closely monitored and checklists inspected by the Safety Advisory

Group. Any failure to comply with these arrangements must be brought to immediate attention of the Head Teacher and Governing Body. Grounds Safety Sweep will be carried out during the Premises Safety Sweeps as outside areas have been zoned throughout the school and include inside areas (see Map).

3.7 Working at Heights

Head Teachers/SLT/Leaders/Supervisors/Teachers must not instruct staff under their charge to undertake any work at height task unless a suitable and sufficient risk assessment has been carried out and properly recorded.

Closer supervision must be exercised at all times when asking vulnerable persons to undertake work at height tasks. These will include young persons, student placements and new or expectant mothers.

All staff are instructed not to undertake any work at height task unless they have been authorised to do so and have been informed of the risk assessment findings, trained and instructed as appropriate.

While not an exhaustive list such work at height tasks may include the following:

- Storing and/or retrieving materials
- Placing and/or removing displays at height
- Cleaning windows and light fittings
- Maintenance tasks

Risk assessments will be passed onto a Senior Member of Staff for signature before commencing the task then filed for future staff reference and audit inspection.

All relevant staff will be informed formally of the risk assessment findings. Arrangements must be made to ensure new or temporary employees are informed of risk assessment findings before being asked to undertake any work at height task.

Access equipment (ladders) are available and checked on an annual basis, however, before use, staff must carry out a safety check to ensure they are fit for purpose. **Staff SHOULD NOT use ladders without another adult to assist.**

3.8 Educational Visits

A member of the school leadership team has been appointed and trained as Educational Visit Leader. Staff refer all visits through this person who ensures that relevant checks have been made.

3.9 Stress

The school has the support from Stoke on Trent City Council Employee Counselling Service. This can be accessed by phoning 01782 683155

3.10 First Aid

Staff have been appointed and trained as first-aiders (4 day First Aid at work). The SLT are responsible for ensuring that the appropriate number of appointed persons and facilities provided for first aid are maintained.

3.11 Accident Reporting and Investigation

Minor accidents to children are recorded on our Parent's Advice of Accident/Sickness on an 'Injury Slip' and are sent home. This record is monitored each term by SLT to identify any recurring issues or areas that may be causing accident or injury.

Any accident to a member of staff or accidents to children/visitors/members of the public requiring hospitalisation are recorded on form LCA104 and copies are sent to Safety Services.

3.12 Statutory Testing

Please see Statutory Testing Schedule.

3.13 Asbestos Management

Asbestos is present in various areas of the school. Please refer to the most recent Asbestos Survey. Contractors are routinely made aware of the Asbestos Survey and any work they undertake has considered the possibility of disturbing asbestos. Where necessary a Type 3 intrusive survey will be undertaken in areas to be disturbed before any work begins. Contractors working on site will be required to complete the Contractor Checklist with the BSS before undertaking any work on site.

The designated person responsible for enforcing this arrangement is the Site Manager.

3.14 Substances Hazardous to Health

We follow the guidance issued in Control of Substances Hazardous to Health (COSHH 1999) and any hazardous materials are stored securely in the BSS cupboard within school and in the locked external store area. Teachers store all cleaning materials safely, out of reach of children, and any aerosols in metal filing cabinets.

3.15 Electrical Equipment

Is annually P.A.T. tested by FLS-ELECTRICAL CONTRACTORS. This record is kept in the Site Manager's paperwork.

3.16 Tools and equipment

Tools/equipment used by the Site Management Team are safety checked before use and replaced where necessary. Tools/equipment used by the children are checked before use and children are supervised

3.17 Visitors and Contractors

All visitors and contractors sign in when entering the site and sign out on leaving. They are informed about any health and safety matters and are briefed with regard to Child Protection.

3.18 Vehicle/Pedestrian Traffic

Parents/guardians are not allowed to use the drive or car park to drop off/collect their children.

3.19 Holiday Shut Down

The school is sometimes open during the holidays for staff. When open, appropriate fire exits are also opened in case of fire.

3.20 Matrix of H&S responsibilities

3.21 Safety Audit Arrangements

The Safety Policy and Risk Assessments are reviewed on the dates indicated. Dynamic Risk assessing by staff may also countermand any existing Risk Assessment if required.

3.22 Policy Review Date

Will be undertaken annually. Should any changes be made to conditions, arrangements or designated staff with responsibilities, this policy will be amended immediately. Such changes will be brought to attention of staff at the earliest possible opportunity.

Signed: *Sonia Oxford* **Chair of Governors**

Policy Date: July 2017