

St. Michael's CE Primary School

School Health and Safety Policy

The Policy Statement

In recognition of its statutory duties in accordance with the provisions of the Health and Safety at Work etc. Act 1974, the Governing Body of the school will take all reasonably practicable steps to ensure the health, safety and welfare of staff, pupils and others whilst engaged in school activities.

In particular, the Governing Body in conjunction with the LEA will ensure, so far as it is reasonably practicable:

- that all places under its control, where staff, pupils and others are required to work, are maintained in a condition that is safe and without risk to health and safety
- That hazards arising from the use, handling, storage and transportation of articles and substances used in the School are adequately controlled
- That equipment and systems of work are safe and without risk to health and safety

Furthermore, the School undertakes to provide adequate information, instruction, training and supervision to enable staff and pupils to avoid hazards and contribute positively towards their own health and safety and that of others.

In addition, the School will ensure, so far as is reasonably practicable, that the health and safety of others is not adversely affected by its activities. This would include, for example visitors, contractors etc., and may involve providing appropriate information, suitable safety arrangements and monitoring these against agreed safety standards.

The Headteacher with the assistance of the Deputy Headteacher and all their staff will endeavour to implement this policy. The School undertakes to monitor and review its systems and control measures to ensure they are effective.

This policy is complementary to the LEA's Directorate Health and Safety Policy, and ultimately the Corporate Health and Safety Policy. This Policy is the School's local arrangements for implementing the Council's policy.

Responsibilities for implementing the policy

The Governing Body

The responsibility for ensuring that health and safety procedures within the school are adequate rests with the Governing Body. The Governors, with assistance from the Headteacher and staff, will ensure that all necessary procedures are devised, implemented, monitored and reviewed to ensure compliance with these procedures and that they remain appropriate. In particular they will:

- make arrangements to ensure the school has a written health and safety policy
- have in place clear procedures to evaluate risk, identify hazards and put in place risk control measures (including safe systems of work)
- delegate health and safety responsibility to specific staff and ensure that these persons are formally informed of their responsibilities and carry them out
- ensure that persons have sufficient knowledge, experience and training to perform the tasks required of them
- ensure a governor attends appropriate health and safety briefings provided by the LEA or the School
- have health and safety on the agenda at Governing Body meetings as appropriate
- ensure that health and safety performance is measured
- ensure that the school's Health and Safety Policy is reviewed annually
- ensure the School Business Manager, as the person responsible for health and safety, is supported to carry out the appropriate responsibilities as detailed below, including those identified by the LEA in terms of local management of premises related issues in their role as the Responsible Person for Building Health and Safety (RPBS).

The Governing Body will provide (in co-operation with the LEA where responsibilities for premises and plant are shared):

- a safe environment for pupils, staff, visitors and other users of the premises
- plant, equipment and systems that are safe
- safe arrangements for transportation, storage and use of articles and substances
- safe and healthy conditions that take account of statutory requirements, approved Codes of Practice and DCSF or LEA guidance
- adequate information, instruction, training and supervision
- provision of all necessary safety and protective equipment.

Responsibilities of the Headteacher

The Headteacher as the person in charge of the day to day management of the school will ensure the duties detailed below are carried out.

- pursue the objectives of the Governing Body and the LEA with respect to health and safety
- ensure this Policy is communicated adequately to all relevant persons
- ensure health and safety is a regular agenda item in staff meetings

Responsibilities of the School Business Manager

The School Business Manager, in conjunction with the Headteacher will ensure the following duties are carried out by relevant staff (eg- Risk Assessment Co-ordinator, Handyman):

- ensure risk assessments of the premises and activities carried out on the premises are undertaken and recorded and appropriate actions are taken to remove potential hazards or reduce the level of risk.
- ensure an annual check of the premises is carried out by a nominated member of the main governing body
- ensure their duties as the Responsible Person for Building Health and Safety (RPBS) for local management of premises related issues including asbestos, fire safety, legionella and glazing are carried out to the best of their ability in accordance with the LEA's standards, including in terms of nominating their Deputy RPBS, attending any specific training provided and putting in place the arrangements required.
- ensure appropriate information on significant risks is given to visitors and contractors or any other relevant third parties
- ensure suitable co-operation and co-ordination between the school / contractors (or service providers/ others) to ensure that relevant information is shared, risks associated with both parties activities are taken into account and adequate control measures put in place to ensure the safety of anyone who may be affected by the work
- co-operate with accredited Safety Representatives ,offer them assistance to carry out their prescribed functions including in terms of consultation and receiving written reports on possible hazards, responding to these in writing within the required time frame.
- receive written reports from the LEA's Health and Safety Team, or any other appropriate Health and Safety professionals , concerning health and safety issues/possible hazards and to respond in writing within a reasonable period of time to the points made.
- ensure appropriate consultation arrangements are in place with staff / Safety Representatives and if a safety committee/group is requested by two or more Safety Representatives work with them to set one up and maintain it.
- ensure the school carries out its own termly health and safety inspections of work areas and general areas and records of the inspections are kept.
- ensure that all accidents, near misses and dangerous occurrences are reported and recorded and the causes are investigated by nominated persons and that reasonable steps are taken to prevent a recurrence. All accidents/ incidents must be reported to the

Headteacher. Copies of all reports must be sent to the Borough Health and Safety Team in accordance with the LEA's procedures. Where specifically required i.e. under the RIDDOR (Reporting of Injuries, Diseases & Dangerous Occurrences Regulations)

- ensure appropriate reports are made to the Health and Safety Executive (HSE)
- ensure emergency procedures, including the Emergency Evacuation Plan, are in place and adequately communicated
- ensure that all machinery and equipment is inspected, tested as appropriate and maintained so that it remains in a safe condition; (this includes for electrical equipment, local exhaust ventilation, gas appliances and lifting equipment. Also to ensure that materials and equipment purchased are safe and without risk when properly used
- ensure the training needs of both new and existing staff are assessed, that all staff (whether permanent or temporary) are provided with adequate information / instruction / training on health and safety issues, including as part of the induction process for all those who are new or have changed their role, and that relevant training records are kept
- include health and safety performance of the school (and, as appropriate, any specific health and safety items) in the annual report of the Governing Body
- ensure arrangements are in place to monitor premises and activities health and safety performance
- keep abreast of the changes in the Departmental and Council's Health and Safety policies and procedures e.g. as advised and included within relevant Schools Bulletins and pass on the information to the staff concerned.
- Co-ordinating and managing the risk assessment process for the school
- Co-ordinating the termly general workplace health, safety and fire safety inspections
- Making provision for the inspection and monitoring of work equipment and, as appropriate fire safety equipment, throughout the school
- Keeping records of all health and safety activities
- Advising the Headteacher of situations/ activities which are potentially hazardous to the health and safety of staff, pupils or others
- Ensuring staff are adequately instructed in health, safety and welfare matters in connection with the school and its activities
- Ensuring unsafe conditions that have been reported are dealt with to agreed timescales.

Teaching / Non-Teaching Staff Holding Posts/ Positions of Special Responsibility

This is likely to include: Subject Leaders, Class Teachers, Teaching Assistants, Office Staff and Cleaners. They are responsible for:

- Applying the Schools's Health and Safety Policy to their own department or area of work and are directly responsible to their Line Manager for the application of health and safety procedures and arrangements.

Responsibility of Teaching Staff:

- drawing up safety procedures for their classrooms and areas of work, reviewing these and the health and safety arrangements they put in place to ensure they remain relevant and take account of experience ensuring, so far as reasonably practical, that staff and pupils follow safe practices and that equipment is regularly checked and used as is appropriate
- Carrying out regular health and safety risk assessments of the activities for which they are responsible and submitting reports to the Headteacher or the School Business Manager as appropriate
- Ensure that all staff (both permanent and temporary, including new starters) under their management are given instruction in the health and safety procedures for their area of work
- Resolve health and safety matters that members of staff refer to them, or refer any problems to which they cannot achieve a satisfactory solution to the Headteacher or the School Business Manager
- Carry out regular inspections of their areas of responsibility to ensure that all plant, machinery and equipment is appropriately guarded where necessary and is in good and safe working order. Also to ensure that furniture and activities are safe and record these inspections where required
- Ensure that any toxic, hazardous or highly flammable substances in their area of responsibility are risk assessed, correctly used, stored and labelled (COSHH)
- Ensure, as far as is reasonably practicable, the provision of sufficient information, instruction, training and supervision to ensure the health and safety of other staff, pupils and any others who may be affected, in areas under their control
- Assess the training needs of themselves / their staff and raise any requirements with the Headteacher or the School Business Manager
- Ensure all accidents/ incidents occurring in areas under their control are reported and investigated appropriately
- Ensure effective supervision of their pupils and to be familiar with the school's emergency procedures (fire, first aid etc) and to carry them out when the need arises
- Follow health and safety procedures applicable to their area of work
- Give clear health and safety instructions and warnings to pupils as often as necessary
- Ensure the use of personal protective equipment and guards where necessary
- Integrate all relevant aspects of safety into the teaching process
- Ensure that personal items of equipment (electrical or mechanical) or proprietary substances are not brought into the school without prior authorisation and, where necessary, assessing any potential risks
- Report all accidents / incidents / dangerous occurrences and defects to the Headteacher or the School Business Manager

Responsibilities of all staff

Apart from any specific responsibilities that may have been delegated to them, in conjunction with the responsibilities identified for staff within the LA's and LEA's Health and Safety Policies, all employees must:

- Act in the course of their employment with due care for the health, safety and welfare of themselves, other employees and other persons
Follow all instructions on health and safety issued by the LA/LEA, School or any other person designated as having responsibility for a relevant aspect of health and safety
- Act in accordance with any specific health and safety training received
- Report all accidents/ incidents and near misses in accordance with current procedure
- Co-operate with other persons to enable them to carry out their health and safety responsibilities
- Inform their Line Manager of all potential hazards to health and safety and report any defects they observe in the premises, plant, equipment or facilities
- Inform their Line Manager of any shortcomings they identify in the school's health and safety arrangements
- Exercise good standards of housekeeping
- Know (and where necessary follow) the emergency procedures i.e for fire, first aid etc

All employees who authorise work to be undertaken or authorise the purchase of equipment must ensure that the health and safety implications of such work or purchases are considered. All staff given responsibilities for specific aspects of health and safety must satisfy themselves that those responsibilities, as appropriate, are re-assigned in their absence (with the approval of the relevant Line Manager).

Responsibility of hirers, contractors and others

When the premises are used for purposes not under the direction of the Headteacher, the principal person in charge of the activities for which the premises are in use will have responsibility for safe practices. The Headteacher and/or the School Business Manager will take all reasonable steps to ensure that hirers, contractors and others who use the school premises, conduct themselves and carry out their operations taking all health and safety requirements into account including ensuring all contractors produce their public liability insurance certification prior to starting a job. This will include appropriate communication, co-operation and co-ordination and when the school premises or facilities are being used out of normal school hours for a school-sponsored activity, the organiser of that activity, must still ensure that all the requirements of this policy and specifically this section are complied with.

When the premises are hired to third parties, they must be made familiar with this Policy and any relevant standards set by the LA/LEA in connection with their proposed activities. They must also comply with all safety directions given to them by the School/ Governing Body (including emergency procedures) and, will not, without prior consent of the Governing Body:

- Introduce equipment for use on the school premises
- Alter fixed installations
- Take any action which may physically affect the fabric of the building
- Remove fire and safety notices or equipment
- Take any action that may create hazards for any person using the premises or staff/ pupils at the school

All contractors / others working on the school premises must ensure the safe working practices of their own employees and anyone who may be affected by the activities they are carrying out. They must also communicate, co-operate and co-ordinate with the school in order to ensure the safety of all persons who may be using the premises or may be affected by their activities.

Responsibility of Pupils

Pupils (as appropriate to their age and aptitude) are expected to:

- Take personal responsibility for the health and safety of themselves and others
- Observe standards of dress consistent with safety and/or hygiene
- Follow the health and safety rules of the school and in particular instructions given by staff in an emergency
- not misuse, neglect or interfere with things provided for their health and safety

Monitoring the Effectiveness of the Policy / Health and Safety Advice

The implementation of this policy will be monitored by regular inspection and review by the Headteacher and others that they may nominate. In addition members of the Health and Safety Team from the LEA will carry out an annual audit of the school. The Team are also available for advice.

Procedures and Arrangements

The following procedures and arrangements have been established within St. Michael's School in compliance with the school's Health and Safety Policy and to eliminate / reduce health and safety risks and to comply with legal requirements

Accident/Incident reporting

All staff are required to ensure that all accidents/incidents and near misses are reported. The person designated is the Headteacher and is responsible for recording accidents and ensuring the RBWM Accident/ incident report form is fully completed and a copy sent to the RBWM H&S Team (refer to Accident/ Incident Procedure on First Class). This person will also ensure the reporting of more serious accidents/ incidents to the Health and Safety Executive (HSE) where required in accordance with the RBWM Accident Reporting procedure.

Asbestos

An asbestos survey of the school has been undertaken and the school and Building Services both hold copies of the asbestos register (either in hard copy or via the MICAD asbestos database). The School's asbestos register/ survey is located in the School Office. The person responsible for ensuring that the asbestos register is regularly reviewed and updated in the event of any changes is the School Business Manager

The School Business Manager, supported by the Headteacher, is responsible for ensuring that arrangements are in place to ensure prior to any work being carried out by School staff /contractors/ others, which might affect the fabric of the building (including drilling holes in walls/ ceilings etc), the asbestos register must be referred to and an asbestos Permit to Work must be in place and being operated. Where asbestos has been identified within the asbestos survey they must also carry out regular checks to ensure no damage has occurred. All staff must be made aware of the relevant arrangements, how to report any damage to asbestos materials and what the emergency procedures are. Any damage to asbestos, or substances suspected to be asbestos, must be reported by the school immediately to the Building Services and the area must cordoned/locked off immediately and until it is made, or verified as being safe by a competent person.

Contractors

The School Business Manager is the person responsible for monitoring/ liaising with contractors. Contractors are provided through the Borough or Diocese. Emergency repairs are carried out through the A ticket and or using local contractors who have demonstrated competence previously. Staff should report concerns to the School Business Manager who will implement the necessary action. All work must meet the requirements of the Construction Design and Management Regulations (CDM), as notified to all schools within the Schools Bulletin in April 07. All contractors are informed of Fire procedures and referred to the Mission Statement. When large building work is to be undertaken formal meetings are convened to discuss induction of contractors and an exchange of health and safety information, risk assessments and agreed safe working practices. Minutes are taken of these meetings. Planned works should have completion of permit to work and asbestos undertaken when quoting for the job. Completion of permit to work and asbestos will have to be completed immediately before the work is begun. Smaller building

requirements/ repairs require clarification of how the work is to be undertaken ensuring that staff and children are not at risk.

Display Screen Equipment

Staff should report concerns to the ICT Leader where ICT hardware may be faulty.

Electrical Equipment

PAT testing is completed on an annual basis by an external contractor who is appointed on the School's behalf. In addition to the annual tests, technicians visually inspect the equipment for physical damages to the cables and plugs. Staff should check visually and must report defective items to members of the School Office.

Bringing personal items to school is not encouraged and staff are required to seek authorisation from the Headteacher.

Fire Procedures

The Headteacher is the Responsible Person (RPBS & Deputy), how the Housekeeping Fire Risk Assessment and full Fire Risk Assessment will be carried out. The testing of the fire alarm takes place weekly and is completed by the school handyman. Emergency lighting is tested weekly. There are three fire practices throughout the academic year. Details of the procedures can be found in every classroom and in all other areas of the School. This information is laminated providing quick and easy access for all on site. The designated staff are responsible for maintaining records and reporting to the Headteacher on a regular basis. Fire extinguishers are checked periodically and records kept of actions. (see Fire Requirements and Guidance on First Class)

Emergency Procedures

The procedures remain the same for any other type of emergency e.g. bomb threat etc.

First Aid

The majority of staff who are qualified as 'First Aiders in the work place'. See Health & Safety Folder for current list of names. The Medical Room is located beside the Office and it contains a range of First Aid equipment. Office Staff summon the ambulance on the instruction of the First Aider and a member of staff will accompany a child to hospital if the parent cannot attend. Office staff will arrange the necessary First Aid training for staff and volunteers. (Refer to First Aid Requirements and Guidance on First Class). Teacher should ensure that a First Aid kit is taken when on all off-site trips.

Control of substances hazardous to health

(see COSHH guide on First Class)

Swimming pool chemicals are stored in a separate cupboard outside. Some cleaning materials are stored in the cleaner's cupboard. Gloves are provided. Protective equipment is provided for

swimming pool chemicals. COSHH assessments are completed and stored in the Health & Safety Folder and beside the chemicals. Staff training is provided for the safe use of chemicals in the swimming pool. The Office staff arranges the necessary training for safe use of swimming chemicals.

When ordering, staff need to be aware of the possible risks e.g. where a chemical is an irritant it is likely to cause damage and whether it is really necessary to purchase it. Once ordered Office Staff need to check the need for a COSHH assessment. This should be completed and a copy placed in the Health & Safety Folder. Another copy needs to be laminated and placed alongside the chemical to ensure that staff are aware of the possible risks. This information should be uploaded on First Class. The COSHH inventory includes:

- dishwasher tablets
- some cleaning agents
- swimming pool chemicals

Selection and use of protective equipment is purchased as detailed from COSHH guidance.

Lettings/ shared use of premises/ use of premises outside school hours

The Lettings Policy is given to those wishing to hire the School. A member of staff or a school governor remains on site and can assist in evacuating the building if required. A copy of the Fire and Emergency procedures are provided. It is the responsibility of the hirer to provide First Aid for the letting. Use of equipment to be hired will be detailed. Appropriate licensing must be in place and this includes activities undertaken by the PSA .

Managing medicines / drugs

All First Aid administered is recorded in the First Aid book. Parents may request the school to administer medication to pupils during school time. A form must be completed by parents. Epi-pen training is provided so that staff can administer adrenalin through the use of an epi-pen in an emergency. This training is provided on an annual basis. All medication given is recorded and the record sheets are kept in the Medical Room. All medication is stored in the Medical Room either in the fridge if appropriate or in named and photograph holders on the shelves. It is the responsibility of parents to ensure that all medication is in date and is taken home when required. Families complete a medical form at the beginning of each academic year and are responsible for informing the Office staff of any changes. A copy of all medical needs is available for staff.

Maintenance and inspection of equipment

There is one main boiler which is tested annually. Records are kept of testing. Fire extinguishers are checked by external contractors provided by RBWM. Records are kept of checks and actions required. There is one photocopier which is regularly serviced. There is one Risograph which was purchased in November 2009 and has a service contract.

Manual handling and lifting

Staff should indicate to Senior Managers if they have injuries or are pregnant which preclude them from lifting heavy objects. Advice is available for all staff on First Class; refer to Manual Handling

Policy. Staff should bend knees when lifting an object from the floor or lowdown. Trolleys are provided to minimise the need to lift heavy objects. Ramps by Key Stage 2 toilets, children's entrance and by the kitchen provide access for heavy objects to be brought into or removed from the building. Benches in P.E. should be lifted by two people. Children are trained to carry this equipment safely and sensibly.

Outdoor Play Equipment

When it is wet, snowing or icy and staff deem it is not safe to use the outside equipment children are informed. Visual checks are carried out daily. The Climbing Area may not be safe following heavy rain as the safety bark becomes water-logged. The Climbing area is checked by the company that erected it and any work undertaken is carried out. Safety Bark conforms to BS standards. Hazards are reported to the School Business Manager for action.

PE Equipment

Staff taking P.E. lessons are responsible for ensuring that all equipment is safe to use before the commencement of the lesson. In particular, wall bars and ladders need to be secure. Faulty items are reported to the PE Leader who will arrange for repair/replacement. Records are kept detailing action.

Risk Assessments

The Risk Assessment Co-ordinator is responsible for ensuring Risk Assessments are undertaken, arrangements for undertaking specific risk assessments (e.g staff who are pregnant, young people where appropriate e.g for work experience) and arrangements for periodic reviews of risk assessments. Class teachers are responsible for completing Risk assessments for off-site trips. Refer to Risk Assessment procedure on First Class

School Transport

Office staff are responsible for booking coaches. Only reputable coach companies are used. Staff who have additional insurance can drive pupils to other activities off-site. The original insurance certificates needs to be seen and a copy kept. All vehicles used have seat belts. Pupil supervision numbers are agreed when staff complete the planning sheet. The School does not ask families to convey other children in their vehicles. Parents can make private arrangements with each other to convey pupils in each other's cars.

Security

During the day the School gates are opened between 8.45am and 9.00am and from 3.15pm- 3.30pm in order to keep the children safe. All visitors must report to the school office where they sign in and are given an identity badge.

Site maintenance

ISS Facilities Services are responsible for cutting the grass and maintaining the borders.

Staff should report hazards and defects outside and inside to the School Business Manager.

Glazing

All windows have been replaced with British Standard safety glass. All doors have been replaced and comply with BS standards. (Thickness of safety glazing required depends on the size of the window)

Legionella

All taps are run at the beginning of every term and records of this are maintained by a named Teaching Assistant. All taps are in use on a regular basis and do not require running weekly.

No smoking

No smoking is allowed in any school buildings or on the premises.

Swimming

See separate policy - to be revised if Pool is kept

Visitors

All visitors must sign in and out in the Visitors' register at the Main Entrance. Badges are given to visitors to wear. They must be given the information regarding emergency arrangements (fire, first aid etc). All contractors must be supervised if they do not have a CRB accreditation. All contractors need to see the asbestos register, a permit to work must be issued – a copy is to be given to the contractor and one remains in the Office file. Visitors can park in the School car park. Disabled parking is available beside the pool. There is an easy access toilet by the Main Hall.

Working at height

There is one kick stool, one small pair of ladders and one large pair. The ladders must be fully extended before using and a second member of staff must hold the ladders when they are in use. The ladders are stored in one of the Main Hall cupboards. Staff should read the risk assessment, guidance and procedures for using these items. Contractors should not use the School's ladders as it is considered they should bring their own as they will have had the appropriate training for their equipment.

Violence

Notices are in place at the entrance to the School asking visitors to be polite. There is an alarm which is kept in the School Office. Where a visitor becomes angry or violent members of staff should seek help from a Senior Manager or a nearby colleague who can summon assistance. The incident must be recorded as soon as possible after the event. Parent Consultations staff will always have another colleague in the room or nearby

At the close of the School day staff should ensure that all outside doors are closed as soon as possible to ensure visitors enter by the correct route.

Monitoring

Records of checks of the site and for plant and equipment need to be kept.

Checks include:

Outside climbing equipment & stage – visual daily – only defects/concerns to be reported

Emergency lighting – weekly

Fire Alarm screen - daily

Fire points - weekly

Site – inside and outside - annually

Water – testing of taps – termly

Caretaking and cleaning

Cleaning takes place after school hours. The toilets are cleaned daily. The cloakroom floors are washed daily. Table tops are cleaned every two days.

Reviewed ...March 2013.....

Ratified.....Date

Signed.....Chair of Governors

Signed.....Headteacher

Review date.....March 2014....