

HEALTH AND SAFETY POLICY



Sacred Heart RC Primary School
Cecil Road, Paignton, Devon

We,
the children, teachers, parents and governors
of Sacred Heart RC Primary School
are dedicated to recognising and developing
each person's potential
in a secure and loving community.



HEALTH AND SAFETY POLICY
GENERAL POLICY STATEMENT

The governing body notes the provisions of the Health and Safety at Work Act 1974 (section 2), which states that it is the duty of every employer to ensure, so far as is reasonably practicable, that persons in his or her employment are not exposed to risks to their health and safety. The governing body also notes the provisions of the Health and Safety at Work Act 1974 (section 3), which states that it is the duty of every employer to ensure, so far as is reasonably practicable, that persons who are not in his or her employment but who may be affected by it are not exposed to risks to their health and safety.

The governing body accepts that, as the employer, it has the responsibility to take all reasonably practicable steps to secure the health and safety of pupils, staff and others using the school premises or participating in school-sponsored activities. It believes 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.

The governing body is committed to;

- a) Providing a safe and healthy working and learning environment for staff, pupils and visitors.
- b) Providing adequate resources for the school to meet its health and safety responsibilities.
- c) Providing adequate and competent supervision of all school activities.
- d) Providing suitable and sufficient health and safety training for personnel to carry out their health and safety responsibilities as assigned in the organisation section of this policy.
- e) Achieving continuous health and safety improvement through effective;
 - Policies
 - Organisation
 - Planning and implementation
 - Measuring and monitoring.
 - Reviewing on a regular basis.
 - Auditing of the schools health and safety management systems and performance.
- f) Responding to internal and external changes that may affect the schools health and safety arrangements.

The governing body believes 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.

Section 2: RESPONSIBILITIES AND DUTIES IN MATTERS CONCERNED WITH HEALTH, SAFETY AND WELFARE:

Health & Safety Policy - Revised November 2016

Local Management of schools requires the school staff, Governing Body and the LEA to work together to ensure their health, safety and welfare objectives are achieved. Below are those with special responsibilities and their duties in the school.

THE GOVERNING BODY

In consultation with the Head Teacher, the Governors will:

1. Approve a clear written policy statement, which is regularly reviewed.
2. Ensure that measures are in place to monitor the effectiveness of the policy.
3. Ensure that where required, objective support and advice is obtained on health and safety issues from the Education Directorate, Health and Safety Team, Corporate Services, the Health and Safety Executive and other professional bodies' officers and advisers.

THE HEAD TEACHER

The day to day responsibility for all school health, safety and welfare organisation and activity rests with the Head Teacher who will:

1. Be the focal point for reference on health, safety and welfare matters and give advice, or
Indicate sources of advice.
2. Co-ordinate the implementation of Governors' health, safety and welfare procedures in school.
3. Make clear any duties in respect of health and safety, which are delegated to members of staff.
4. Ensure that there is an effective communications network both within the school and with outside organisations, to enable effective dissemination of health and safety information and action on concern.
5. Put in place procedures to monitor the effectiveness of the school's management of health and safety and its policy.
6. In consultation with the LEA, liaise with the Health and Safety Executive Inspectors and other enforcement agencies.
7. In consultation with the LEA, to arrange for the reporting and subsequently investigation of all serious incidents and accidents according to RIDDOR procedures, ensuring that appropriate remedial measures are taken to prevent re-occurrence.
8. Ensure that contact with agencies able to offer expert advice, such as officers of the LEA, County Council and HSE is maintained.
9. Ensure Risk assessments of the premises and working practices are undertaken to eliminate or control risk, and to ensure safe working practices are developed and implemented to minimise risks so far as is reasonably practicable
10. Ensure that the appropriate emergency procedures and first aid provision are in place in school.
11. Ensure Health & safety forms part of the induction programme for all new members and employees. Where training needs have been identified to ensure the Health & Safety of members and employees, attendance is mandatory. This will include areas such as fire and emergency procedures, the operation of equipment and machinery and any other hazardous operations, including those identified through risk.

ALL EMPLOYEES

Under the Health and Safety at Work Act 1974 it is the duty of every employee, while at work to:

1. To take reasonable care for the health and safety of himself/herself and of any other persons

Health & Safety Policy - Revised November 2016

who may be affected by his/her acts or omissions at work.

2. To co-operate with the employer so far as it is necessary, to enable the employer or any other person to perform or comply with any duty or requirement imposed by or under any of the relevant statutory provisions.
3. Not to intentionally or recklessly interfere with or misuse anything provided in the interest of health, safety or welfare in pursuance of any of the relevant statutory provisions.

Thus all employees should:

1. Know the health and safety organisation and arrangements to be adopted in their working areas and ensure they are applied.
2. Observe standards of dress consistent with safety and or hygiene.
3. Exercise good standards of housekeeping and cleanliness.
4. Report all accidents, defects and dangerous occurrences.

STAFF WITH SPECIAL RESPONSIBILITY

The appendix shows the staff that has special responsibility. This team will be responsible for:

1. The local arrangements to ensure the effective control of risks within the specific areas under their control.
2. The local arrangements for the purchase, inspection and maintenance of equipment and its specification.
3. The co-ordination of the school's health and safety policy in their own department or area of Work, directly responsible to the Head Teacher for the application of the health and safety procedures and arrangements.
4. Establishing and maintaining safe working practices including arrangements for ensuring, as far as is reasonably practicable, the absence of risks to health and safety in connection with the use, handling, storage and transport of articles and substances, e.g. chemicals, hot water, sharp tools etc.
5. Resolving health, safety and welfare problems referred to them by members of their staff or referring to the line manager and finally the Head Teacher any problems they are unable to resolve within the resources available to them.
6. Ensuring the risk assessments are carried out when necessary, and on a regular basis within the overall programme for the school, on the activities and equipment for which they are responsible.
7. Ensuring, as far as it is reasonably practicable, that sufficient information, instruction, training and supervision is provided to enable employees and pupils to avoid hazards and to contribute positively to their own health and safety.
8. Obtaining relevant advice and guidance on health and safety matters.
9. Keep and maintain accurate records of accidents and incidents, injuries and known exposure to Health & Safety risks at work

SPECIAL OBLIGATIONS OF ANY CLASS TEACHER

1. Raise any health and safety concerns outside their control related to their class area with their immediate line manager.
2. Exercise effective supervision of pupils and know the emergency procedures in respect of Fire, first aid and other emergencies, and to carry them out.
3. Know the particular health and safety measures adopted in their own teaching areas and to Ensure that they are applied.
4. Give clear instructions and warnings to pupils as often as necessary.
5. Follow safe working procedures personally.
6. Require the use of protective clothing and guards where necessary.
7. Avoid introducing any personal items of equipment or substances that may cause a physical risk in their use.
8. Build in safety education in curriculum planning. Teachers are responsible for curriculum based risk assessments.

SCHOOL HEALTH AND SAFETY REPRESENTATIVES

1. Safety Representatives are appointed by recognised Trade Unions. See the appendix for the current Safety Representatives.
2. Under the requirements of the Safety Committee and Safety Representative Regulation 1977, Where Safety Representatives are appointed they will be given adequate time and facilities to fulfil their functions.

THE PUPILS

Pupils will be reminded that they are expected to:

1. Exercise personal responsibility for the health and safety of themselves and others
2. Observe standards of dress consistent with safety and/or hygiene as detailed within the appropriate curriculum safety guidelines.
3. Observe all health and safety rules of the school and in particular the instructions of the staff given in an emergency.
4. Use and wilfully misuse, neglect or interfere with things provided for their health and safety.

All pupils and parents will be made aware of the contents of this section of the policy through **The Home School Agreement**

CONTRACTORS (including caretakers and cleaners)

1. Contractors and other persons undertaking work on behalf of the school, must be competent and comply with the Council's Health & Safety policy and arrangements.
2. The Head Teacher or delegated person will be responsible for the co-ordination of contractors' activities on site, bearing in mind the guidance given in the **aide memoire** on small building works. For major building work the Diocese is responsible.

3. The Head Teacher must ensure that any temporary rules, such as exclusion from parts of the premises, are made known to all staff, pupils and students and visitors to the premises. This might be achieved by the posting of suitable notices by the Head Teacher, or by the contractor, in consultation with the Diocese and the Head Teacher.
4. The Head Teacher will consult the Diocese or Torbay Council for any guidance on these matters.
5. All contractors must report to the Head Teacher or the office before any work takes place and prior to each working session. The Head Teacher should then inform the contractor of any conditions, which may affect his safety and that of others.
6. Contractors and other persons undertaking work on the new roof of classes 2 and 4 must ensure they wear the appropriate harnesses (fall/arrest system) kept in the new office.

VISITORS AND OTHER USERS OF THE PREMISES

Visitors and other users of the premises should be required to observe the health, safety and welfare rules of the school. In particular, parents and other volunteers helping out in school, including those associated in self-help schemes, should be made aware of the Health and Safety policy applicable to them by the teacher to whom they are assigned. All visitors should sign the Visitors Book and wear a Visitor's Badge. These are to be found in the School Office.

ON-SITE VEHICULAR MOVEMENT

1. Any person entering the school premises in a vehicle must abide by the school's health and Safety policy and not endanger pupils, staff or visitors to the site.
2. The Head Teacher or delegated person will be responsible for the movement of vehicles on Site. Temporary rules may have to be implemented, such as exclusion from the areas being used by the vehicles by pupils, staff and visitors to the premises.
3. The Head Teacher or the office must be informed of when vehicles are entering and leaving the School premises.
4. Where ever possible it may be appropriate for vehicles to only enter and leave the school premises when pupils and staff are based in the classroom.
5. The security of the school is paramount at all times. The main gates to the school playground will have to be unlocked when a vehicle enters the school premises and then immediately locked to ensure the safety of the pupils.
6. Drivers should carry out basis safety checks before entering and leaving the school premises.
7. Wherever possible drivers should eliminate the need to reverse their vehicle within the school grounds.

REPORTING ACCIDENTS AND INCIDENTS

The reporting of injuries, Diseases and Dangerous Occurrences Regulations 1985 (RIDDOR) require that Employers report:

- All fatal and specified major injuries
- Any injuries that result in the inability of an employee to work more than 3 days
- Or any injury which results in a person being admitted to hospital for more than 24 hours

The regulations relate to any employee or other person within school or engaged upon an activity arranged by the school eg. Pupils, visitors, service user, volunteers, contractors, agency, work experience.

Health & Safety Policy - Revised November 2016

All incidents which occur and result in the named person requiring a visit to hospital are reported on the Torbay Council Health & Safety Team on – line report system. An incident is logged with an incident number. The Health & Safety Team will then request answers from us as to issues arising from the event.

An analysis of the accident reports and near misses will be undertaken at Health & Safety and Premises Governor meetings.

ASBESTOS

The school holds an Asbestos Survey Report detailing asbestos content within the building. This report is to be stored in a readily available location and made available to all persons who will disturb the fabric of any part of the building it pertains

COSHH REQUIREMENTS

1. The Head Teacher will assess the risks to the health of pupils, staff and visitors from Hazardous substances used within the school.
2. The Head Teacher will decide what precautions if any are to be used when using such Substances.
3. The Head Teacher will prevent staff, pupils and visitors being exposed to hazardous substances.
4. The Head Teacher must ensure that the safety procedures are adhered to at all times when hazardous substances are being used.
5. If necessary the exposure of staff, pupils and visitors to hazardous substances should be monitored.
6. The Head Teacher will have procedures in place to deal with accidents, incidents and emergencies involving hazardous substances
7. Where necessary suitable training will be given in the handling etc. of hazardous substances.

RECORDING FIRST AID TREATMENT

Records of all incidents treated will be made in the accident/incident file for pupils and staff for events that do not require any further medical assistance. All other incidents will be reported to Torbay Council Health & Safety.

ADMINISTRATION OF MEDICINES

Medicines can only be administered if prescribed by the doctor or if the doctor/pharmacist has advised the purchase of a medicine. A form detailing the medication and dosage must be completed by the parent / carer. All medication must be kept in the school office. The only exception to this is inhalers. They are to be kept in a clear zipped file with the name of the child clearly marked on the front.

Signed(For the governing body)

Date.....

Signed.....(Head Teacher)

Date.....

Health & Safety Policy - Revised November 2016

Section 3: APPENDICES

THE HEAD TEACHER

Mrs Helen Brown has overall responsibility for the day-to-day operations of Health and Safety within all areas of the school's undertakings.

TEACHERS

Teachers are responsible for their own health and safety together with that the children within their class and adults working along side them:

- Nursery Mrs Dickinson
- Reception Miss While
- Year 1 Mrs Cully / Mrs Flintham
- Year 2 Miss Baldwin
- Year 3 Mrs Smith
- Year 4 Mr Allen-Wicks
- Year 5 Mr Powell
- Year 6 Mrs Nichola Day & Miss Catherine Brealey

SCHOOL OFFICE

The school office staff are responsible for their own health and safety and of those who enter their working Area:

- School Office Gisele Garside
- School Office Louise Codd
- School Office Jacqui Humber

FIRST AIDERS

There are qualified first aiders within the school:

- Barbara Sutton
- Caroline Cripps
- Diana Smith
- Chris Nott
- Sam While

UNION HEALTH AND SAFETY REPRESENTATIVE

- At present a volunteer has not been appointed in this position