

**HEALTH and SAFETY POLICY  
With ARRANGEMENTS  
2019-2021**

**ST. JOSEPH'S CATHOLIC PRIMARY SCHOOL, WORCESTER**

*'Following Jesus in all we do'*

**HEALTH and SAFETY POLICY  
With ARRANGEMENTS  
2019 - 2021  
Updates**

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Contact Details

Head Teacher: Mrs Louise Bury

School Safety Officer: Mrs Ruth Holland

Site Manager and Lettings Custodian: Mr Alan Price

Chair of Governors: Mr Christopher Bills

St Joseph's Catholic Primary School  
Chedworth Drive,  
Warndon  
Worcester  
WR4 9PG

Telephone 01905 452772

Email: [office@st-josephs-pri.worcs.sch.uk](mailto:office@st-josephs-pri.worcs.sch.uk)

**HEALTH and SAFETY POLICY  
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**Executive Summary of St. Joseph's Catholic Primary School Health and Safety Policy**

Under Section 2(3) of the Health and Safety at Work etc Act 1974, the Governors of St. Joseph's Primary School is required;

"to prepare and, as often as may be appropriate, revise a written statement of the general policy with respect to:

- (a) health and safety at work of all St. Joseph's Catholic Primary School employees
- (b) the organisation and arrangements in force for carrying out this policy and bring the statement and any revision of it to the notice of all employees".

Regulation 5(1) & 5(2) of the Management of Health and Safety at Work Regulations further requires St. Joseph's Primary School;

"to have arrangements in place to cover health and safety. It should be integrated with the management system for all other purposes. The system in place will depend on the size and nature of the activities of the undertaking and will include effective planning, organisation, control, monitoring and review of the preventative and protective measures"

This policy document sets out the steps which will be taken to ensure compliance with the provisions of the Health and Safety at Work etc. Act, the Management of Health and Safety at Work Regulations and other associated Acts and Regulations including changes to or new legislation as it is introduced.

The document comprises of three parts.

The first is a general statement of intent outlining the basic objectives to be achieved. This is followed by a description of the organisation responsible for managing health and safety, and designates the personnel responsible for carrying out this policy. The third part explains the arrangements in force for ensuring that the policy is put into effect. The policy provides for this document to be supplemented by:-

- Written risk assessments and safe systems of work
- Health and Safety Guidance Notes (SGNs) where appropriate All of these contribute to and form part of the St. Joseph's Primary School organisation and arrangements for management of health and safety matters.

A copy of this policy will be made available in the staff room and upon request.

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**Statement of Intent**

The Governors of St. Joseph's Catholic Primary School Worcester recognise their responsibility under the Health and Safety at Work etc. Act (1974), so far as is reasonably practicable, to provide a working environment which is safe and healthy for all pupils, employees, contractors, visiting members of the public and undertakes to comply with all relevant legal requirements.

St. Joseph's Primary School believes that effective management of health and safety:

- ❖ Is vital to employee and pupil well-being;
- ❖ Has a role to play in enhancing the reputation of our educational services provided and helping us achieve high-performance;
- ❖ Is financially beneficial to our school.
- ❖ To involve and motivate employees in all matters concerning health and safety;
- ❖ To prevent accidents, injuries and ill health, to identify and eliminate hazardous situations;
- ❖ To achieve a high standard of health and safety, occupational health and hygiene;
- ❖ To reduce the risk as low as is reasonably practicable and control situations likely to be hazardous to health and safety at work or cause damage to persons, equipment, property or services.

This health and safety policy statement and associated organisational arrangements apply to all employees of the school. St. Joseph's Catholic Primary School recognises that the majority of the health and safety obligations devolve upon the employer. However, the success of this health and safety policy is also dependent upon the co-operation and compliance with this policy of all school employees.

The aim of the governing body and the headteacher is to provide a safe and healthy working and learning environment for staff, pupils and visitors, this will be achieved by implementing the health and safety objectives detailed in this policy. This establishment attaches great importance to the health, safety and welfare at work of all its employees and other users, particularly children, parents and visitors. This establishment aims to provide, so far as it is reasonably practicable, for its employees when working on the premises or elsewhere:



Signed----- Date: \_\_\_\_\_ Review Date: 2 years from the date of signing  
Louise Bury, Headteacher, St. Joseph's Catholic Primary School

Signed----- Date: \_\_\_\_\_ Review Date: 2 years from the date of signing  
Mr Christopher Bills, Chair of Governors, St. Joseph's Catholic Primary School

:

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**Organisational Arrangements for Health and Safety Management**

**The site is a 'NO SMOKING SITE'.**

**Signage is displayed on all main external doors used by the public/staff.**

**Aim** St. Joseph's Catholic Primary School will ensure there is an effective proactive health and safety management system in place to meet our corporate responsibility. Procedures will be laid down for the following:

- Formulation and review of effective safety policies and procedures.
- Identification and allocation of resources for the planning and implementation of health and safety policies and procedures.
- Monitoring the implementation of plans and compliance with standards.
- Review of policies and procedures as a result of monitoring and auditing.
- For arrangements to involve all members of the school community including pupils in developing this health and safety policy.
- For our responsibility towards the environment and ensuring that our activities do not adversely affect it.

Proactive management of health and safety based on the control of workplace risks will lead to a reduction in accidents, injuries and ill health. This will be achieved by promoting a culture where all employees consider health and safety issues to be of equal importance to other aspects of their work.

St. Joseph's Primary School is able to maintain a high standard of health and safety by creating positive attitude and encouraging involvement and participation at all levels. This is achieved by effective communication and the promotion of health and safety for all employees.

A planned systematic approach to policy implementation is aimed at minimising risks created by work methods. Risk assessment methods are used to set priorities and objectives for hazard identification and thus risk reduction. The control of risk is achieved by planned monitoring, which looks at fixed elements such as premises, plant, equipment, substances etc. and variable elements such as people, procedures and working systems.

Reactive and proactive monitoring such as accident/incident investigation will identify failures of control and where possible identify potential failures before an accident/incident occurs.

Systematic reviews of performance based on data from both monitoring activities and independent audits, will allow constant development and improvement in health and safety management. Information produced will then be used to revise the Health and Safety policy, implementation methods and techniques of risk control.

These aims will be achieved by:

- Regular review of the Health and Safety policy, 2 yearly reviews as a minimum standard.
- Effective communication of the Health and Safety policy.
- Risk assessment.
- Effective and consistent monitoring of performance standards by safety committee.
- Consultation between staff at all levels.
- Quick and effective response when deficiencies in work systems are noted

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## **Roles and Responsibilities**

### **Staff Rights**

The Governors recognize the need to consult staff on matters of health and safety and will recognize the right of the staff to appoint Safety Representatives, through their recognised trade unions or professional associations. The Governors will accommodate the establishment of a **School Safety Committee** on which the staff Safety Representatives, amongst others, may serve, should it be requested by staff or their representatives.

### **The Local Authority**

The Governors recognize the Statement of Safety Policy of Worcestershire County Council Directorate of Children's Services, together with its organisation and arrangements and undertake to comply with its requirements and procedures in respect of maintaining safe and healthy places of work for the staff and pupils of the school.

The Governors recognise that it may on occasions be necessary to seek advice on specialist matters pertaining to health and safety and will consult with the Health and Safety Advisor of Worcestershire County Council Directorate of Children's Services or such other persons as may be necessary, e/g Place Partnership.

### **Governing Body**

The Governing Body has corporate responsibility as an employer for providing a safe and healthy working environment for teaching and non-teaching staff in its employment, for the children attending the school and for other people who are users of the school, ensuring that the school's safety policy is implemented, monitored and regularly reviewed and revised as necessary.

We will take all reasonable steps to fulfil this responsibility, to provide suitable facilities and equipment and safety arrangements especially in areas of high risk; imparting information and advice conducive to safety and for the provision of a healthy working environment and adequate welfare facilities.

The Governors recognise the need to ensure that sufficient funds are reserved for safe practice throughout the school and in particular the inspection and maintenance of those items of premises and equipment where financial responsibility has been delegated to them.

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## **Headteacher**

The Headteacher has primary responsibility for Health and Safety matters within the establishment. In the Headteachers absence the Deputy or whoever is nominated, will assume this responsibility.

In the case of outside users of the site, it will be the responsibility of each of the managers of activities to co-ordinate together and to decide an appropriate division of responsibilities. This will generally include responsibility for common safety matters, such as shared areas of the building, co-ordinated fire safety procedures etc. This will usually be undertaken by the principal user.

A Site Safety Officer, reporting to the Headteacher will be designated to be responsible for managing the arrangements for health and safety in the school and for liaising with the Health and Safety Departments at County Hall or **PR Associates** as necessary.

The Head Teacher is responsible for:

- a) Setting up arrangements to cover all health and safety legal requirements
- b) Monitoring the effectiveness of the arrangements
- c) Producing a written Health and Safety policy to be approved by the Governing Body and bringing this document to the attention of all staff, including new staff on taking up post, and to revise and reissue the document as may be necessary from time to time
- d) Advising the Governing Body of the need to review the school health and safety policy.
- e) Ensuring that all problems or defects affecting the health and safety of staff, pupils or other persons in the school are dealt with.
- f) Ensuring that all new material on health and safety matters, supplied by the LA or the Health and Safety Executive, is brought to the attention of any relevant persons promptly.
- g) Keeping a file or record of such guidance, including that issued by other competent authorities, to which all staff can have access
- h) Being readily available to Safety Representatives and co-operating with them as far as is reasonable to carry out their duties.
- i) Receiving written reports from Safety Representatives and responding to them within a reasonable time.
- j) Establishment of a School Safety Committee in accordance with Council policies and facilitating the meeting of a School Safety Committee as required including the 6 monthly Health and Safety audit.
- k) Ensuring that all areas of the site are inspected at leasttermly by the Safety Committee with the Senior Management on site
  - l) Ensuring that a system is established and maintained for reporting, recording or investigating accidents, and that all reasonable steps are taken to prevent recurrences
  - m) Ensuring that all visitors, including contractors, are made aware of any hazards on site of which they may be unaware of.
  - n) Ensuring the use of any personal protective equipment as may be necessary and ensuring that it is maintained and renewed as necessary;

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- o) Ensuring that a suitable fire risk assessment is prepared and maintained to comply with the Regulatory Reform (Fire Safety) Order 2005.
- p) Ensuring that effective arrangements are in place to evacuate the buildings in case of fire or other emergencies, that evacuation drills are undertaken regularly and that firefighting equipment is available and maintained;
- q) Ensuring that a suitable plan is in place to deal with emergencies, which could occur both during and out of school hours. This will include arrangements to deal with the immediate emergency and for contacting the relevant support systems in place within WCC
- r) Ensuring that suitable health and safety induction training is provided to every new employee and that every assistance is given to perform their duties in a safe manner. In particular to ensure that they are given a copy of this statement of local arrangements and the opportunity to read it, before starting work.
- s) Ensuring that arrangements are made for ongoing health and safety training for all employees as related to the aspects of their work.
- t) Ensuring that risk assessments are carried out in accordance with: the Management of Health and Safety at Work Regulations 2006 in all areas of significant risk, as well as those required under the Control of Substances Hazardous to Health (COSHH) Regulations 2002, the Manual Handling Operations Regulations 2013 as amended, the Provision and Use of Work Equipment Regulations 1998 and the Display Screen Equipment Regulations 2014.
- h) Notifying the LA Health and Safety Co-ordinator of any serious accidents to pupils or **any** accidents to staff or other persons and any "near miss" situations, in accordance with the Reporting of Incidents, Diseases and Dangerous Occurrences Regulations.
- i) Notifying the LA Health and Safety Co-ordinator of any hazards or problems affecting the health, safety or welfare of staff, pupils or others that cannot be resolved by appropriate local action.
- j) Ensuring that adequate provision is made for the administration of First Aid.
- k) Consultation with approved trade union safety representatives on matters affecting the health, safety or welfare of any members of staff and for facilitating the carrying out of their duties, including safety inspections and attendance at training courses.

**Ensuring that suitable records are kept of:**

Employee health and safety training, including First Aid  
Accidents  
Safety committee meetings / inspections / action plans  
Premises safety inspections  
Fire equipment tests  
Machinery and equipment safety tests and inspections



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**Employee Responsibilities**

St. Joseph's Primary School reminds its employees of their duties under section 7 of the Health and Safety at Work etc Act 1974 and regulation 14 of the Management of Health and Safety at Work Regulations 1999.

These duties are:

- To take reasonable care for the health and safety of themselves and others who may be affected by their acts or omissions.
- To co-operate with their employer and follow the instructions on matters relating to Health and Safety, and co-operate as far as necessary to enable these instructions to be complied with.
- 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
- To inform the employer or other person with health and safety responsibility of any work situation or lack of training or instruction which he or she would reasonably consider to be a serious and immediate danger to Health and Safety.

**Employees should also:**

- **Make full use of anything provided in the interests of health and safety.**
- **Ensure that they wear appropriate clothing, (including footwear) at all times. No one is to walk around bare foot in the interests of health and safety.**
- **Ensure unsafe acts, unsafe conditions, accidents, incidents, near misses and any defects are reported immediately and according to the procedures laid down in policy.**
- **Ensure that they take the initial responsibility to clear up any bodily fluids immediately, using the appropriate buckets (yellow) and cloths. All equipment will be in the cleaners cupboards.**
- **Ensure you report immediately any ill health or medical condition which may be work related and may affect your ability to work safely.**
- **Ensure you have read and understood risk assessments which may be pertinent to your area or work activities and that the control measures recommended are followed.**
- **Ensure you only use any potentially dangerous equipment if you have been authorised and appropriately trained to do so**
- **Therefore employees who willfully or intentionally interfere with or misuse anything provided for Health and Safety may be subject to disciplinary action according to the school's disciplinary procedures.**

**Senior Leadership Team Responsibilities:**

- Set a good personal example;
- Read and understand the health and safety policy and ensure it is brought to the attention of all staff under their control;

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- Ensure sufficient resources are allocated and there is forward planning of all projects to ensure proactive Health and Safety management;
- Ensure staff have had appropriate health and safety training;
- Ensure that staff are fully aware of their legal responsibilities and the means by which they are to carry out these duties;
  
- The safety of their staff and pupils within their work area by ensuring staff receive necessary information, instruction, training and supervision;
- The safety of equipment, materials and systems of work by setting up arrangements for regular inspection;
- Making arrangements for cover of staff with key safety responsibilities;
- Ensure any member of staff willfully failing to discharge satisfactorily their legal responsibilities for health and safety has been reprimanded/ disciplined appropriately in accordance with the school's disciplinary procedures.

**Classroom teachers are responsible for:**

- The safety of all children under their charge by effectively supervising their activities
- Being able to carry out emergency procedures in respect of fire, emergency evacuation, security and first aid.
- Observing all safety procedures and instructions

**The Primary Science Subject Leader is responsible for:**

- Coordinating the school science policy
- Monitoring health and safety practice in science throughout the school

**Computing Technicians are responsible for:**

- The safety of the ICT equipment, and all other areas in which they work

**The Site Manager is responsible for:**

- The safety and physical condition of all areas of the school including playgrounds and outbuildings
- Arranging for the maintenance and servicing of firefighting equipment and fire alarm systems, premises security systems;
- Bringing the school safety policy and risk assessments to the attention of any cleaning or other staff (including contract cleaners or grounds staff) working under their direction, in so far as it affects the work of those persons (e.g. in use and storage of equipment and materials).
- Ensuring that all equipment and materials received have adequate health and safety information (e.g. safety data sheets to allow COSHH assessments to be carried out).
- Maintaining all appropriate records as itemized in **PR Associates** list
- Informing the Head Teacher, Office Manager (or School Safety Officer as appropriate) of the arrival (or expected arrival) of contractors for maintenance work (no matter how minor).

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- Ensuring that all contractors on site are aware of the emergency evacuation procedures and have sight of the school health and safety policy as appropriate to their work.
- Informing all contractors of any known hazards, which might affect them whilst at work
- Ensuring that safe procedures are laid down and used when work of a potentially hazardous nature is undertaken by themselves or others working under their direction

(NB. This will include such things as working at heights on steps, ladders or scaffolds, use of electrically powered cleaning machines, use of chemicals (including correct use of protective clothing), carrying out of repair or maintenance work).

- Ensuring that due warning is given of any caretaking/cleaning operations that could constitute a hazard to other users of the premises (e.g. use of signs to warn of slippery floors, clearance of leaves, ice or snow etc.).
- Ensuring the safe use and maintenance of all plant and equipment (e.g. boilers) and the safe use and storage of all materials used for that maintenance (eg. boiler descalers, etc.)

### **Contractors**

Prior to any work, all contractors will be given the school Contractors Working Policy to read and sign. In line with this policy, they should notify any hazards arising from their activities, which may affect the occupants of the school. All contractors should report to the school office on arrival. The site manager will be responsible for controlling the work of contractors to ensure the safety of pupil's staff and visitors. In the interests of safety, major work should take place out of school hours and during school holidays.

Where work carries significant hazards, permits to work should be raised for contractors before they start work. Examples of work which requires a permit to work are:

- Work on mains electrical wiring, mains incomers and distribution boards.
- Removal of asbestos or work where asbestos materials are known or suspected to be in place.
- Major excavations
- Access to roofs and roof voids
- Sterilising of water systems with chemicals
- Access by anyone to confined spaces such as voids sumps and drains

### **Catering**

Kitchen and cooking facilities carry significant risks to school premises and high standards of organisation and control are required to minimise them.

The Catering Manager is responsible for:

The safety of the kitchen areas and of keeping the school informed of any hazards which could affect the safety of people or premises

Ensuring that its employees are competent in working safely in the kitchens with particular regard to the following:

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- **Hygiene.** To maintain suitable standards of hygiene in the kitchen areas including storage areas and staff rest areas
- **Fire.** To be aware of the arrangements for fire prevention and evacuation and for extinguishing fires in the kitchen.
- **Training.** Providing suitable practical training to ensure that staff are able to deal with kitchen fires by using available kitchen firefighting equipment.

### **Asbestos**

The Headteacher is responsible for ensuring that arrangements are in place for managing asbestos in accordance with the procedures and guidance, which are found in the Worcestershire County Council Asbestos Management Policy and Procedures.

Staff should be briefed on the hazards of asbestos, the location of any asbestos in the school and the action to take if they suspect they have disturbed it.

Arrangements will be in place to ensure that any asbestos in the premises is not disturbed by the work of contractors:

- The school's Asbestos Register is to be shown to all contractors prior to work commencing. Contractors must sign to state they have seen the relevant sections of the asbestos register.
- It must be ensured that there is no asbestos in the building structure prior to intrusive work being carried out, i.e. putting up shelving.
- Only specific contractors from the Property Resources list are allowed to work with asbestos
- For further guidance refer to WCC asbestos policy or contact **PR Associates** for advice, contact details are found on WCC Website

The Site Manager will identify the location of any intended work to ensure that there is no asbestos in the location of the work by examining the asbestos register.

Contractors will be briefed in the action they should take if they discover material which they suspect could be asbestos.

They should immediately stop work, evacuate the area and request advice from the Health and safety team.

### **Hirers, Contractors & Others Using or Working in the School**

This section should be read in conjunction with the Worcestershire County Council Guidance regarding, Casual Lettings and Community Use of School Premises and Facilities, Conditions of Hire and the School's Lettings Policy which is on the school website.

When the school's premises are used for purposes not under the direction of the Headteacher then the principal person in charge of the activities or use will have responsibility for safe practices.

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The Head will seek to ensure that hirers, contractors and others who use the school premises conduct themselves and carry out their operations in such a manner that all statutory and the school's safety requirements are met at all times.

The Head Teacher is responsible for agreeing to and overseeing school fetes and other fund raising events.

When the premises are hired to persons outside the employ of the governing body, it will be a condition for all hirers that they are familiar with this policy and the School's Lettings Policy and comply with all safety directives of the governing body.

The Hirer is responsible for applying for a Premises License, or ensuring compliance with any relevant legislation or licensing requirements, in particular the Licensing Act 2003. (This Act applies to all forms of entertainment, music, dancing and sale of alcohol.)

**The Headteacher** is responsible for checking risk assessments.

The Headteacher and the Site Manager are responsible for security arrangements.

Insurance cover is arranged by the Let and is checked by the headteacher.

They will not, unless with prior consent of the head teacher:

(a) Introduce equipment for use on the school premises

They will not under any circumstances:

(b) Alter fixed installations

(c) Remove fire and safety notices or equipment

(d) Take any action that may create hazards for persons using the premises or the staff or pupils of the school.

A written lettings agreement is in place, signed by the hirer and the school holds a copy. The lettings agreement will include such details as staffing requirements, first aid provision, fire and emergency arrangements, emergency lighting availability and standard operating procedures.

(Lettings Policy and Conditions of Hire)

All contractors who work on the school premises are required to ensure safe working practices and must pay due regard to the safety of all persons using the premises.

**See Contractors on Site policy for further details**

**Contractors (Management of)**

The architect appointed to design and oversee the project, with representatives of Property Services, are the appointed responsible persons to manage the contractors.

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Contractors are selected from Property Services Approved Jobbing Contractors booklet available on WCC Website.

The guidance leaflets from Health and Safety Team (Schools) on 'Five Steps to Managing Contractors', 'Building Work – Maintenance and New Construction', 'Managing Contractors HSG159' and 'Using Contractors – indg3681' are followed when making arrangements for induction of contractors to exchange information and agree safe working arrangements.

The architect appointed to design and oversee the project, with representatives of Property Services are responsible for checking method statements and risk assessments prior to commencement of work

Staff should report concerns to the Head Teacher via the School Office.

The need for adequate segregation of workmen and pupils, provision for adequate day to day communication between school and contractors and provision of adequate facilities for workmen (not by school) are all covered in the 'Contractor: Pre-work instructions and checklist with HS19 Contractor Safety' completed at the Pre-Site meeting with architects, contractors and representatives from Property Services.

### **Visitors**

All visitors must report to the School Office where a signing-in system is in operation.

Regular visitors and other users of the premises, for example, contractors and delivery persons, are required to observe the safety rules of the School.

Contractors working in the school premises will be made aware of the health and safety arrangements applicable to them by the site manager.

Visitors wear a school visitors badge when on the premises.

### **Provision of First Aid**

**All First Aiders at St Joseph's are the staff responsible for treating emergencies and are appointed through their qualification to deal with any First Aid issue above all else.**

*The First Aider / Designated Person is responsible for:*

Maintaining the First Aid box(es) in line with the guidance given in the LA's Handbook of Safety Information and controlling and maintaining any other First Aid supplies as may be kept separately. (See: Handbook of Safety Information, p. 245).

The Designated First Aider is: **Mrs Wendy Yeomans**

### **First Aid**

First aider details and certificates are displayed in the staffroom. A list of first aiders, their qualifications and the afternoon duty timetable is displayed in the staffroom and in each Key Stage.

The school has far in excess of the minimum requirement for trained First Aiders, there is more than adequate cover in the event of absence, training & retaining of first aiders. **(See appendix 1 listing trained staff). Refresher training is undertaken every 3 years.**Note: If necessary a

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trained first aider should be summoned immediately to tend to an accident and provide first aid in accordance with his/her training.

- The School Office Manager is responsible for checking when staff require refresher training.
- Each classroom has a designated First Aid cupboard where mobile first aid kits are stored along with First Aid supplies.
- The school's Designated First Aider is responsible for checking and restocking the first aid kits.
- First Aid stock is stored in a marked cupboard in the Lettings kitchen.
- The School Office Managers summons an ambulance and the Head Teacher (or a member of staff designated by the HT) accompanies children to hospital (if parent or legal guardian is not available). See Chain of Command

**Medication (in line with Medical Conditions Policy 2018-2019)**

- If medication has to be administered in school, then the parents give consent for a First Aider to administer; in the case of four day Penicillin, Headteacher / SLT consent is required using the same form.
- Staff are trained in the administration of whatever medication etc. they may have to deliver e.g. epi-pen, diabetes support training.
- If necessary, medication is stored in Key Stage 1 / Key Stage 2 fridges which are clearly marked.
- Signed consent is required from parent / guardian as mentioned above. (Form available in staffroom).
- All medication given should be documented.
- Two members of staff should sign to say they have given dose, this form is returned to parent and a copy is kept in school.

**Accident reporting, recording and investigation**

School procedures are in line with the school's Accident and Incidents Policy  
All serious accidents that occur on the site should be notified to the School Office Manager who will record the information via the WCC County Council accident/incident reporting system

All minor accidents should be recorded in the school's own *minor accident book*. Where necessary, parents / guardians or other persons should be notified of the accident.

If the accident is serious, senior management should be made aware and immediate action taken to ensure the location of the accident is still safe to use. The Head Teacher is responsible for conducting an investigation following the accident. Necessary action should be taken and where possible details recorded for an accident investigation. If members of the public are involved, names and addresses should be taken (including any witnesses).

Accident Reports and investigation records should be kept for 3 years if the accident involved a member of staff, or if the accident involved a pupil / student until they reach the age of 21.

Certain injuries must be reported to the HSE under the RIDDOR Regulations.  
(See [www.riddor.gov.uk](http://www.riddor.gov.uk))

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**Fire and Emergency arrangements**(see 'Coping with Emergencies and Critical Incidents' arrangements and appendix on Fire Drill Procedures)

It is the duty of all members of staff to be aware of the fire and emergency procedures, for ensuring that all escape routes are kept clear and to report any defective equipment, damage to extinguishers and any other equipment.

A formal check of the premises fire arrangements should be made by the members of the senior management team as often as is required.

This will include fire doors, fire signage and alarm systems and will assess their suitability and any repairs or improvements required. Records of the inspection will be kept and addressed by the Finance Committee

Procedures for dealing with the worst foreseeable contingency are contained in the Emergencies and Critical Incidents arrangements.

Emergency fire evacuation drills take place at least termly, the two assembly points being at the front and rear playgrounds of the school. The school has trained Fire Marshalls.

Senior Leadership Team have specific responsibility to take charge of the assembly areas and check numbers correspond with attendance figures.

The Head Teacher is responsible for inspection and maintenance of fire exits/escape routes and for checking and updating the Fire Evacuation Notices.

The Site Manager is responsible for arranging regular inspections and maintenance of fire extinguishers. They are inspected annually by a competent person, a Walker Fire engineer.

The site manager is responsible for the regular testing of the fire alarms (weekly) and emergency lighting (monthly) and records are kept in the front office.

Fire Safe carry out the six monthly inspections and maintenance of the systems.

The Head Teacher is responsible for any necessary liaison arrangements with other parties who may be affected e.g. hirers, shared occupancy etc. or whose help may be required e.g. emergency services, Local Authority Emergency Planning Dept. etc.

**Designated Fire Marshalls** complete Fire Marshall Training as recommended (every 4/5 years)

### **Repairs and maintenance**

All damage, signs of wear and defects in the premises must be reported to the site manager using the school procedure.

All defective items are taken out of use immediately. An 'out of use' label is displayed on any defective item that cannot be removed.

**It is the responsibility of the site manager to ensure that the defect has been rectified.**



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Any health and safety issues are reported to Governors termly. The report is discussed as at the Finance Committee where recent defects are identified and any outstanding works discussed.

**Note:** A record must be kept of all reported items in a maintenance book and online, along with details about measures taken to make immediately safe, and any medium or long term plans to permanently make good any notified defects.

**School Premises Plans**

Plans of the school indicating floor layouts, emergency exits, fire extinguishers, storage of hazardous or flammable substances, location of hazardous equipment, plant, etc, and asbestos is held and maintained by the site manager. A copy of this plan should be held in an emergencies folder to be available in reception for use by the fire brigade.

**Electrical Equipment**

The Site Manager will arrange for all portable electrical equipment to be tested every two years. **(Due August 2017)**. A copy of the inventory of the electrical equipment tested including the results are kept in the Maintenance File with the school health and safety manual, which is held by the Site Manager.

All staff must visually check all electrical appliances prior to their use and report any defects to the site manager. All defective equipment must be taken out of use immediately and reported to school office manager.

**Privately owned appliances must not be used on the School's premises.**

**Machinery and plant**

All machinery and plant will be of suitable safety specifications and will carry a CE marking which shows that it complies with the European Community safety standards Certain pieces of equipment and plant must be inspected and or tested as part of a statutory safety regime. These include for example lifts and boilers.

**Furniture and equipment**

All staff must ensure that equipment and furniture is regularly checked to ensure that it is functional and safe. All discovered defects must be reported to the School Office / Site Manager who should arrange for repairs or replacement where necessary.

**Control of Substances (COSHH)**

All substances, chemicals, etc purchased and used within the school including all science laboratories, preparation and storage rooms must comply with the COSHH guidance contained in the relevant sections of the CLEAPSS Manuals.

Risk 16 assessments and hazard data sheets must be provided for all hazardous substances and suitable records kept by the Site Manager.

**Privately owned chemicals must not be used on the School's premises because they don't carry any data sheets.**

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**Access and Egress, Housekeeping, Cleaning & Waste disposal**

The Governing Body employ sufficient cleaners to ensure premises are kept clean & to minimise accumulation of rubbish, in addition to **twice weekly general refuse and recycling collections**.

Wet floor cleaning is carried out when pupils are absent and warning signs are clearly displayed, to minimise risks of slips.

Glass and other sharp objects are disposed of by wrapping them in several layers of paper and tying in a refuse bag before placing in the refuse bin.

For arrangements for dealing with ice, snow shifting, icy conditions & autumn leaves, refer to **Grounds Maintenance Fact Sheet**, made available from WCC via email.

External waste bins are located away from school buildings and secured.

Arrangements are in place for disposal of hazardous waste such as fluorescent tubes and computers etc.

**Display screen equipment (DSE)**

In accordance with the Display Screen Regulations:

- All staff who are classed as DSE "Users" including teachers with laptops are trained in their safe use. This will be undertaken by all relevant staff, as part of their induction. DSE Self assessments for all staff members using a display screen equipment including laptops have been completed and will be reviewed at least every 3 years or sooner if changes to equipment or location occur.
- The School Secretary will monitor and arrange for any problems relating to display screen equipment and its use to be resolved.

**Information dissemination procedure**

Information and instructions on health and safety matters are available / given to teachers / non-teaching staff / pupils, governors and visitors as follows:

**Employees**

- Staff are informed about all of the existing information held on the site through the induction process.
- Staff sign to state they have received, read and understood the information.
- Paper and electronic copies of any relevant documents are available on the website.
- New information / updates is shared electronically via shared emails and /or at staff briefing.
- Health and safety is a standing item at weekly staff / team briefings and at weekly teaching staff meeting agendas. Any concerns raised are recorded and if necessary shared with site manager.

**Pupils**

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It will be the responsibility of teachers to ensure that pupils are made aware of existing and new health and safety information. This will be done in lessons and/or assemblies.

**Governors**

The Head Teacher will ensure that governors are informed of any existing and new health and safety information via the termly Head Teacher's Report to Governors.

**Trade unions**

Where applicable, the Head Teacher will ensure that Trade Union health and safety representative are informed of new health and safety information (see section on trade union)

**Lifting equipment (including lifts and hoists) –**

The school has a lift in the Key Stage 2 learning facility which is covered by a maintenance contract. All details are held by the site manager.

**Lone working and Personal Safety**

- The school follows WCC Guidance for All: Lone working.
- Lone Working is limited wherever possible.
- Training during induction is given to staff who are expected to work alone.
- Personal safety awareness information is provided & discussed with staff on induction.
- Safe working practices for staff who work alone are shared, including contact arrangements, in line with WCC Guidance.
- **Risk assessments are carried out and shared with staff and a hard copy is retained in the risk assessment file in the Main Office.**

**Maintenance/Inspection of equipment**

- Outdoor play equipment, water dispensers (bi-annually), electrical equipment (annual PAT test), air conditioning unit (annually), ladders and steps (3 monthly), PE equipment (annually), fire alarm & smoke detection, emergency lighting, fire extinguishers (annually), security alarm system (annually) require periodic inspection, examination, testing.
- Contractors arranged through PR Associates undertake the majority of checks unless detailed elsewhere in this policy, recording sheets are required and kept with the Site Manager's records.

**Manual handling**

- Certain activities require a manual handling operation (e.g. lifting, pushing, pulling etc).
- The Head Teacher will carry out individual risk assessment where needed to identify precautions to minimise manual handling tasks.
- All staff members likely to undertake an activity that requires a manual handling operation complete an online course in Safe Manual Handling.
- Guidelines are issued for specific tasks.

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**Offsite and Educational Visits see separate Educational Visits Policy and Mobile Phone safeguarding procedures**

**Curriculum and Extra-Curricular Activities**

**PE and Outdoor Play**

- Swimming lessons take place at Droitwich Spa Leisure Centre.
- The level of supervision is 2 members of the school staff plus 2 swimming coaches provided by Droitwich Leisure Centre.
- Supervisors have received ASA training. The Head Teacher is responsible for checking this and ensuring refresher training is received.
- School staff who supervise the session do not require a life-saving certificate / first aid certificate.
- Life-saving equipment is available at the pool and checked by Droitwich Leisure Centre staff.
- Normal operating and emergency operating procedures in place, organised by Droitwich Leisure Centre.

**Outdoor Play Equipment**

- All existing outdoor play equipment has been supplied and installed by a specialist Outdoor Education Provider and approved by WCC (Tyre park, climbing wall, monkey bars, low level adventure playground).
- The inspection records, equipment specifications etc. are kept by the Site Manager.
- The equipment is formally inspected by WCC Health and Safety (schools) team annually.
- Daily visual inspections are carried out by the Site Manager.
- Risk Assessments have been carried out for use of equipment.

**PE equipment**

- Sportsfix inspect & repair the equipment annually and records are kept.
- Pre-use visual checks are made and recorded.
- Depending on training received, age and assessed ability, pupils and staff set out the equipment. This been risk assessed for pupils and staff.
- The Association for Physical Education (afPE) guidance on safe use of the equipment is followed/adopted (published 2012).
- For additional information and guidance, please refer to the school's PE policy.

**Sports pitches / playing fields**

- The school's grounds maintenance contractors will maintain the area.
- The Site Manager will carry out daily visual inspections.

**Woodland Warriors and Outdoor Learning – in conjunction with 'Forest School Handbook and Policy'**

St Joseph's Catholic Woodland Warriors/Forest School aims to develop children's self-esteem, independence and motivation to learn in a safe environment.

The five step approach is applied to risk assessments

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**Pond (This will be relevant when the Pond site is ready for use)**

- Access is controlled with fencing high enough to prevent unauthorized access and a padlocked gate, and the pond effectively closed when not in use.
- Pupils are always supervised; the ratio of adults to children is always age appropriate
- Clear warning signs are displayed at the access points to the pond, 'No unaccompanied children' and if ice forms during the winter 'Danger: thin ice'.
- During the activity, ensure that those children with cuts on their hands cover them with waterproof plasters or wear suitable gloves, avoid ingestion of water and ensure that all children wash their hands after the activity especially before eating.
- The Visit Leader should complete a Risk Assessment before the visit takes place.
- The site manager is responsible for reporting / arranging any required maintenance of the pond in line with school procedures.

**Risk Assessments**

All staff consistently apply the five-step approach to risk assessment

1. Look for hazards.
  2. Decide who may be harmed and how.
  3. Evaluate the risks and decide whether existing controls are adequate or whether more should be done.
  4. Record findings, including daily amendments to standing risk assessments based on site visits or observations.
  5. Review assessments on a regular basis (or if circumstances change, which may affect the rigour of the assessment) and revise if necessary.
- Risk assessments must be undertaken for all activities which present significant foreseeable hazards (A specific requirement of Regulation 3 in The management of health and safety at work regulations 1999).
  - The Head Teacher is responsible for ensuring risk assessments are undertaken.
  - An individual risk assessment for each new and expectant mother should be completed by their line manager, in accordance with WCC Policy & Risk Assessment Guidance - New and Expectant Mothers. The risk assessor to sign and date it as well as the responsible person.
  - The Head Teacher will appoint a staff member to undertake special risk assessments (such as New and Expectant Mothers or care plans for those who have health problems).
  - Arrangements are in place for periodic review of all risk assessments, annually as a minimum.
  - Risk assessments are kept in the School Office.
  - The member of staff completing the risk assessment should ensure that it is shared with the relevant staff they affect.
  - Staff to sign and date they have read and understood each risk assessment that is relevant to their duties.
  - Every off-site visit should be risk assessed by the Visit Leader as per the procedures set out in the Educational Visits Policy. These are kept by the EVC

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**Personal Protective Equipment**

- Personal Protective Equipment (PPE) will be provided free of charge for employees where it has been identified through risk assessment or need.
- The School Safety Committee will select the equipment.
- Periodic checking and maintenance of the equipment will be arranged by the School Safety Committee.
- The School Safety Committee will monitor and ensure its proper use & supervision.

**Staff Consultation / Trade Unions**

Please refer to general policy statement at beginning of health and safety policy.

- Termly health & safety committee meetings take place.
- Staff can raise issues of concern and make suggestions for health and safety improvements at team briefings, staff meetings, registering it in 'Health & Safety concerns' file in staffroom, trade union involvement etc.
- The Head Teacher will be responsible for informing and consulting "in good time" with trade union health and safety representatives on:
  - Introduction of any measures (work equipment, processes or organisation) which may affect the health and safety of employees on site.
  - Appointment of competent persons on site who will be asked to comply with health and safety requirements
  - Risks to employees health and safety and preventative measures
  - Planning and organising of health and safety training
  - Introduction of new technology and health and safety consequences
- Where applicable, Trade Union health and safety information is displayed along with safety representative information in the staffroom.
- The health and safety law poster is situated in the staffroom.

**Stress and Staff Wellbeing** – see Stress Management Policy

**Training and Development related to Health and Safety**

- The School Safety Committee is responsible for establishing minimum health and safety competencies for certain activities, (e.g. use of hazardous substances, manual handling, work at height).
- Members of the school's Senior Leadership Team are responsible for new staff inductions and briefings.
- The School Safety Committee is responsible for establishing minimum health and safety competencies for certain roles (e.g. site manager, safety co-ordinator)
- Training records are kept on the office computer's data base.
- The Office Manager is responsible for ensuring staff undertake refresher training.

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**Vehicles on Site/car park arrangements**

- The Head Teacher is responsible for management of vehicles on site.
- No Parents/Carers are allowed to park on site when dropping off or collecting their children at the beginning and end of the school day unless in special circumstances and procedures agreed with the headteacher.
- Vehicle movement is restricted at certain times, immediately prior to and after the beginning and end of the school day.
- Large vehicles are segregated from pedestrian areas.
- Special arrangements are made to ensure that deliveries do not take place when the children are arriving at and leaving school at the beginning and end of the school day.
- A risk assessment has been carried out and a hard copy is in the School Office.

**Violence to Staff / School Security**

Please refer to Handbook of Safety Information p 2.94 - 2.96. and WCC Lone working and personal safety.

- To maintain site security, external doors remain shut whenever practicable, visitor access is controlled with a holding area, signing in arrangements are in place, and access gates to the playgrounds and classrooms are padlocked shut after the beginning and end of the school day.
- Members of staff left on their own with parents/carers and/or pupils are at greater risk of injury.
- Where necessary, staff will be given special training in Positive Handling.
- All staff must report all incidents of verbal & physical violence to the Head Teacher.
- Risk assessments are carried out for any exceptional hazardous circumstances and kept in the School Office.

**Water Hygiene**

The school fully complies with WCC Legionnaires and Water Hygiene Policy.

- The water hygiene log book is kept in the entrance hall outside the School Office.
- The Site Manager is responsible for carrying out water hygiene sampling.
- An automatic flushing system is in place for urinals.

**Work experience pupils**

- The Lead Student Mentor will give the induction.
- They will also carry out the risk assessment.
- They will be monitored / supervised whilst on site and by the Lead Student Mentor will supervise and mentor them as necessary

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**Working at Height**

- Step ladders are only available for use by members of staff and are kept in the Site Manager's Office
- Quarterly inspections will be completed by the Site Manager.
- Members of staff using the equipment will carry out pre use checks and report any faults or defects to the site manager.
- School Risk Assessments are kept electronically and available for all staff.

The following restrictions apply on all staff using steps and ladders:-

- ◇ All work at height is properly planned and organised;
- ◇ All work at height takes account of weather conditions that could endanger health and safety;
- ◇ Those involved in work at height are trained and competent;
- ◇ The place where work at height is done is safe;
- ◇ Equipment for work at height is appropriately inspected;
- ◇ The risks from fragile surfaces are properly controlled and
- ◇ The risks from falling objects are properly controlled.
- ◇ Appropriate clothing/footwear should be worn.

**Conclusion**

It is the responsibility of everyone to make these arrangements work. By achieving this collective responsibility there is much greater likelihood of achieving an accident free environment and progressively improving the management of safety and so the staff's, pupils' and the school's general well-being.

Review Date January 2021

**Health and Safety Advice**

- Competent Health and Safety Advice and Guidance is accessible via the WCC Health and Safety (schools) Service Level Agreement.