



HEALTH AND SAFETY HANDBOOK

School Year 2017/18

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Health and Safety Policy

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ST MARY'S CATHOLIC PRIMARY SCHOOL

Part of the St Nicholas Owen Multi Academy Company

Organisation

The **Board of Directors alongside each Academy Committee** will ensure that the health and safety policy is implemented, monitored and regularly reviewed.

The **Academy Committee** of each school has responsibility for appointing competent persons (staff or sub-contractors) to ensure that all legislative requirements for health and safety are met, and that the objectives identified in the statement are fulfilled. They will ensure that adequate resource and funding is allocated to meet the objectives of the policy.

The **Academy Committee alongside the Principal**, will ensure that a responsible person is nominated to manage each of the following:

- Safeguarding
- Fire safety and emergency planning
- First Aid, including accident reporting and investigation and individual care planning
- Risk assessment
- COSHH assessment
- Internal auditing and inspection
- Premises management including statutory checks, planned maintenance and cleaning
- Contractor management
- Construction Design Management (where applicable)
- Security
- Health and Safety reporting and consultation

The **Principal/Head Teacher** has overall day to day responsibility for health and safety within the academy and will implement the arrangements. The Principal will act appropriately to deal with any potential hazards in order to mitigate risk. He/she will facilitate audits and inspections as required by the enforcement/regulatory authorities and ensure that local procedures are adequate and monitored and reviewed regularly.

The **Principal/Head Teacher** will ensure that all staff with a specific responsibility for health and safety are aware of their responsibilities, are adequately trained and have the resources required to fulfil their responsibilities.

All staff have a responsibility to bring to the attention of the relevant person any risks, problems or defects likely to affect the health and safety or welfare of staff, pupils or any other persons. They must have a working knowledge of requirements for the provision of health and safety within their area or work and take all reasonable measures to ensure the health and safety of themselves and others.

Arrangements

A **Health and Safety Law** poster must be displayed in a prominent location. It must detail the name and contact details of the health and safety representative.

The **Principal/Head Teacher** for each academy will ensure that the following has been adequately documented:

- Communications plan
- Policy for safeguarding children (and all associated required documents)
- Emergency evacuation plan including arrangements for those with disabilities or impairment
- Fleet/vehicle management procedure (if applicable)
- First aid, administering medication and care planning procedure
- Training matrix detailing statutory training (as a minimum)
- Risk assessment for each task
- Risk assessment for high risk activities – work at height, work in confined spaces, electrical works, hot works
- General risk assessments – slips, trips and falls and vehicle-pedestrian segregation
- Safe system of work for each task
- COSHH assessment for each chemical
- Planned preventative maintenance plan
- Contractor management procedure
- Asbestos management plan or inspection confirming no asbestos containing materials
- Defect/risk reporting procedure
- Specification for cleaning/housekeeping

Each of the above documents will state a review schedule and responsible person for their management and implementation.

The **Principal/Head Teacher** will ensure that a forum is provided for health and safety to be discussed by all with a specific responsibility for safety. He/she will then feedback all significant risks or changes to the **Academy Committee** and **Board of Directors**.

Monitoring and Review

The **Academy Committee** will ensure that there is an adequate internal audit plan to ensure that the requirements of the health and safety policy are met.

The **Board of Directors** will ensure that a forum is provided in which the health and safety performance of the Academy is discussed and actions agreed as appropriate. The policy will be reviewed annually or as significant changes occur.

Date of Review	August 2017	Next Review	August 2018
On behalf of Saint Nicholas Owen Multi-Academy Company	K. Wilcox	Signed	K. Wilcox



ST MARY'S CATHOLIC PRIMARY SCHOOL

Part of the St Nicholas Owen Multi Academy Company

Context

This Health and Safety Policy for St Mary's Catholic Primary school has been written to satisfy the requirements for an additional school-based policy and it will be reviewed on an annual basis. Health and Safety has a very high priority at St Mary's and it is our intention that all stakeholders: Academy Committee Representatives, staff, pupils and parents, share responsibility for their own safety and that of others.

Statement of Intent

The Academy Committee of the school recognise and accept their responsibility as an employer for providing a safe and healthy environment for the teaching and non-teaching staff in their employment, for the children attending the school and for other people who visit or are users of the school.

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

The Academy Committee recognise their responsibility to implement, monitor and evaluate the arrangements recommended in the Local Authority's framework and their duty to ensure that all legal requirements are addressed.

Every employer is required to produce and keep under review a written statement of general policy with respect to the health and safety at work of employees and the organisation and arrangements of all employees. The Academy Committee, as the employer, have produced the following policy statement for the school. All members of staff should be made aware of this statement and the procedures and arrangements for health and safety. The Academy Committee undertake to review the policy annually and in response to any major incident.

Responsibilities and organisation

The Academy Committee

The general duties of the Academy Committee to their employees are set down in section 2 of the Management of Health and Safety at Work Act 1992:

Section 2 (1) “It shall be the duty of every employer to ensure, as far as reasonably practicable, the Health and Safety and welfare at work of all employees”.

Section 2 (2) (a) “The provision and maintenance of plant and systems of work that are so far as is reasonably practicable, safe and without risks to health”.

Section 2 (2) (b) “Arrangements for ensuring, so far as is reasonably practicable, safety and absence of risks to health in connection with the use, handling, storage and transport of articles and substances”.

Section 2 (2) (c) “The provision of such information instruction, training and supervision as is necessary to ensure, so far as is reasonably practicable, the Health and Safety at work of employees”.

Section 2 (2) (d) “So far as is reasonably practicable as regards any place of work under the employer’s control, the maintenance of it in such a condition that is safe and without risks to health and the provision and maintenance of means of access to and egress from it that are safe and without such risks”.

Health and Safety policy and matters should be dealt with on a termly basis by the Academy Committee. Risk assessments will be brought to the committee and they will carry out regular school tours to monitor Health and Safety issues.

The Principal

All problems relating to Health and Safety matters should be brought to attention of the Principal.

The Principal will:

- Take day to day responsibility for all Health and Safety Matters.
- Liaise with the Academy Committee and Board of Directors and carry out their recommendations in order to help to ensure that the responsibility as stated in its policy statement is fulfilled.
- Ensure risk assessments are completed when appropriate and accurately reflect potential risks/hazards and suitable control measures (see Risk assessments forms, Appendix A and in Visits policy).
- Judge whether the steps that need to be taken to remove potential hazards are ‘reasonably practicable’ and lie within his/her executive authority and, as appropriate take action.
- Report to the Academy Committee regularly on health and safety matters and to seek their decision in those instances where their normal executive authority does not allow them to take action or where they have doubts about the practicality of a proposed solution.

- Take note of health and safety bulletins and safety instructions issued from time to time by the local Authority, the Department of Education and others and arrange for this information to be completed and disseminated.
- Investigate, as soon as practicable after their occurrence all accidents and dangerous occurrences and to report thereon to the Academy Committee, Board of Directors and Health and Safety Executive as appropriate.
- Be readily available to accredited Safety Representatives and to co-operate with Safety Representatives in carrying out inspection of the workplace.
- Receive written reports from Safety Representatives following an inspection of the workplace and to reply in writing to the points made.
- Keep an up to date list of all Safety Representatives in their establishment, both teaching and non-teaching.
- Ensure adequate arrangements for the establishment and running of school Health and Safety Committees and that decisions reached are executed.
- Ensure that a person is nominated as being in charge in his/her absence, that procedures are in place to inform all staff of this and that the nominated people are clear as to their responsibilities.
- Arrange adequate staff training including for him/herself on Health and Safety matters including how to deal with incidents of physical, racial or verbal abuse or harassment.
- Ensure that Health and Safety is an agenda item at staff and SLT meetings at least once a term (this includes daily staff briefing meetings).

In the absence of the Principal the responsibilities of the above duties rest with the Senior Leadership Team.

Site Manager

The Site Manager will:

- Assist in staff training programmes.
- Inform staff of current information on potential hazards.
- Ensure adherence to the Health and Safety policy by himself/herself and his/her cleaning staff.
- Regularly check workplaces and equipment and report any hazards to the Principal.

Assume the responsibilities of Deputy Premises Manager, working with the Premises Manager (Principal) to ensure the school site and procedures are exemplars of good practice and meet statutory requirements/guidance with regard to Health and Safety.

Staff

All staff have a responsibility to safeguard themselves and others in all activities which they undertake being aware of the latest guidance. Risk assessments must be carried out on high risk activities including off-site visits. (see visits policy)

Policy Implementation

The Academy Committee will participate in and/or arrange for regular inspection of the premises in order to identify and institute remedial work necessitated by any risk to Health and Safety as derived from the premises, materials or equipment.

The Academy Committee will ensure through the Principal that those contractors employed or undertake work at the premises undertake that work in a safe manner, so that they do not expose employees or persons using the premises to Health and Safety risks. In particular, where risk is involved the Principal will:

- Telephone the appropriate office – and report the situation.
- Take steps to ensure that all persons are kept well away from the area until the danger has been removed.
- Bring it to the attention of the senior representative of the contractor on site if the danger is imminent.
- In accordance with the Management of Health and Safety 1992, the Academy Committee will arrange for suitable risk assessments to be made in relation to all work activities that could involve hazards to any person's health and safety and will record the result of such assessments and the measures being taken to eliminate and reduce those risks. (paper copy in school office and visits policy for risk assessment forms)
- The Academy Committee will discuss and take decisions on health and safety matters regularly at their meetings. Adequate provision will be made in the school budget for Health and Safety matters and the Principal will report regularly to the Academy Committee on Health and Safety.
- The Academy Committee will, as appropriate, make financial provision for:

Providing appropriate training for Safety.

Disseminating Health and Safety information.

New members of staff and contractors and regular visitors e.g. Students, work experience placements, volunteers must be fully briefed on Health and Safety arrangements by the Senior Leadership Team.

- The Senior Leadership Team will ensure that contractors' safety policy statements and safe working methods will be requested and examined prior to work commencing.
- The Senior Leadership Team will ensure that any premises defect etc., when reported, is rectified and/or action taken to prevent persons being affected by that defect.
- The Senior Leadership Team will record and report any defect or concern together with the action taken to rectify the situation.

Accident reporting recording and investigation

There are an adequate number of first aiders on site, a full list can be found in the first aid room or on staff share\Health and Safety\Accidents and Incidents. The first trained first aider to the scene will administer first aid, and call for assistance from the Lead First Aider if required. If emergency services are required, the class teacher or Lead First Aider will call 999.

All accidents, incidents or near misses must be reported immediately to the Lead First Aider. The Lead First Aider will record the details of the incident and may ask you to complete an accident report form dependent on the nature of the accident. Accident report forms must be completed in full, including the names and contact details of any witnesses.

The Lead First Aider will make the decision as to whether to contact the pupils' parents/guardians. All head injuries must be reported to parents/guardians.

Any accident requiring a pupil to be taken to hospital will be notified to the Principal.

Any RIDDOR reportable accident will be notified to the Business Manager who will complete and submit the relevant RIDDOR notification.

Upon an accident being reported to the Lead First Aider, she will make an assessment as to whether the area needs to be made safe. The site manager will be called to assist if required.

Cleaning and Waste Management

Cleaning Services are supported by an external service provider and managed by the Site Manager.

External waste bins and recycling are managed by the site team.

The school endeavours to segregate and recycle as much waste as possible to reduce the waste to landfill and minimise our impact on the environment. Please use the waste bins provided, particularly those intended to segregate recyclable materials.

Contractor Management

Most contractor works are planned and supervised by the Business Manager/Site Manager following the contractor management procedure.

All contractors must enter the site via the main entrance. The Receptionist will take the name and company of the contractor, and the name of the person who they are here to see. They will check each individual's identification. They will contact the person who organised the contractor's visit to confirm that they are booked in to attend. The receptionist will then issue a contractor's pass. The contractor's pass contains information regarding the school rules.

Contractors must wear their visitor's pass at all times and sign in and out every time they leave the site. These records are used in the event of an evacuation. See Visitors Guide for specific arrangements in the event of an evacuation.

A contractor must never start work without seeing a representative of the school, and where applicable being issued with a permit to work. Contractors must be adequately supervised dependent on the work that they are carrying out and the level of DBS check that they hold.

Control of Asbestos

There are areas within school that contain asbestos. This is well managed and checked to ensure that it does not pose a risk to the health and safety of staff, pupils or contractors.

There is a full asbestos register and management plan available on staff share, or from the Site Manager.

Any concerns should be raised to the Site Manager who will investigate further.

The asbestos register is shown to all contractors who come onto the site prior to work commencement. They must then sign the book in reception to indicate that they have read and understood it.

Control of substances Hazardous to Health

The Facilities Manager must approve the use of any new chemical.

The school must hold an up to date Material Safety Data Sheet (MSDS) and COSHH Assessment for each chemical. The COSHH Assessment must cover all risks associated with each use/application of the chemical, detailing the control measures to be taken.

Each member of staff working in the department must have read and understood the COSHH Assessment.

When selecting chemicals, the least hazardous option must be chosen.

The Site Manager is responsible for storing hazardous chemicals in the correct manner e.g. in a metal cupboard for flammables. The method of storage must be detailed on the COSHH Assessment.

All hazardous chemicals should be disposed of in the correct manner, to be detailed on the COSHH Assessment. An authorised waste carrier must be used and waste transfer notes/consignments notes retained.

Electricity at Work

In line with current legislative requirements, the fixed wiring is checked every 5 years by a competent contractor.

Portable Appliance Testing is carried out every year by the Site Manager. All new equipment bought must be PAT tested before being used at the school. Please liaise with the Site Manager to ensure that this is completed.

People who hire the school premises are responsible for any electrical equipment brought on site, they must ensure that it is PAT tested and all users are competent.

All electrical equipment should be visually checked before use. As soon as a piece of electrical equipment is found to be defective it must be removed from use immediately and given to site staff for repair or disposal.

Fire precautions and Emergency plan

The school carries out and reviews its fire risk assessment regularly and carries out recommendations in line with the risk assessment and current legislative requirements.

The full fire and emergency plan will be supplied to all staff at the beginning of each school year, and when new staff commence employment.

There is a separate Business Continuity/Crisis plan which covers all foreseeable circumstances such as a bomb threat. Staff who have responsibilities under this plan will be trained separately.

Fire Evacuation Procedures

These are displayed in every room and on the staff information board.

First Aid and medication

There are an adequate number of first aiders on site, a full list can be found on the staff information board. The first trained first aider to the scene will administer first aid, and call for assistance from the Lead First Aider if required. If emergency services are required, the class teacher or Lead First Aider will call 999.

First aid kits are located around the school. When a person uses an item from a first aid box, they are responsible for informing the Lead First Aider, who will replace the item. Boxes are checked on a minimum of a termly basis.

An ambulance is normally called by the lead first aider but in the case of anaphylaxis the person finding the patient should call an ambulance immediately if they believe it necessary. Parents are called to accompany the children to hospital if possible but a member of staff would accompany the child if required.

External hirers are required to have their own provision for First Aid.

Any pupil who has a medical condition will have received an information gathering form before starting school. The Lead First Aider will make an assessment as to whether they need a health care plan (either general or individual)

Medication can only be administered with a prescription and parental agreement form. All medication given is documented.

All medication is kept in a locked cupboard except for epipens which are located on the top of the medicines cupboard for quick access.

All staff have received epipen training which has to be completed every 12 months to retain qualification. Under no circumstances is a person who has not received epipen training to administer an Epipen. Epipens cannot be interchanged for another pupil and must not be given if they are out of date.

It is the parents' responsibility to ensure that any medication is not out of date.

Lettings /Shared use of premises

The Facilities Manager is responsible for agreeing terms of hire, including provisions for health and safety. The full conditions are set out on the SNOMAC booking form.

Fire evacuation procedures are issued to hirers with the confirmation of hire.

All premises are insured for school use including lettings and PTA events. All hirers are required to provide evidence of public liability insurance. In the absence of such insurance they are required to purchase the policy through the school.

Lone Working

Where ever possible, controls are put in place to ensure that staff do not work on their own

If staff have to work alone then they should only do so if they have informed their line manager and are in the possession of a mobile phone or in close proximity to a phone. They should give details of the location and nature of the work to their line manager who will take responsibility for the lone worker.

Maintenance and Inspection of Equipment

There is a full school Planned Preventative Maintenance programme in place, which is managed by the Facilities Manager. This includes (but is not limited to):

- Service of boilers and pressure systems
- Service and inspection of electrical systems
- All required checks under L8 for water management

Manual Handling

Many staff, particularly those at an increased risk, have been trained in manual handling. This will be renewed as required.

Noise at work

The noise level should not rise above 80dB. There are no activities that occur on the site that produce any excessive noise.

If any projects or ad hoc tasks require the use of noisy equipment, a specific risk assessment will be produced outlining the control measures.

Offsite and Educational visits

The school uses the Evolve online system to plan, monitor and approve risk assessments for educational visits.

Academy Committee's Responsibility

The Academy Committee should be informed in advance of school journeys, activities and Residential visits by an approval form. Approval forms and risk assessments or risk assessment checklists are checked by the Educational Visits Coordinator and then approved if acceptable by the Principal.

Principal's Responsibility

The Principal will ensure that any journey will be properly planned, the appropriate staff appointed, suitable transport provided, appropriate forms, checks and risk assessments completed, and that liaison with the Academy Committee is maintained as appropriate.

Staff Responsibility

It is realised that school visits and extra-curricular activities provide opportunities for learning through direct experience and they can make a significant contribution to the educational development of the child. At St Mary's school visits and activities have a valuable position in our curriculum. Children will benefit throughout their primary education by a variety of out of school experiences. These must be organised so that the experience for the children is safe and structured.

An approval form must be completed for all activities not covered by the one-off consent form or where travel by vehicle is required. Full risk assessments need to be completed for all residential activities and all activities involving heat or water or other high risk activities, whether on or offsite. For activities perceived as lower risk, a risk assessment checklist is appropriate. If in doubt, the member of staff should see the Principal.

Strict procedures should be firmly adhered to when planning activities or organising visits outside the school. Full guidance with regard to risk assessment, planning and organising visits including the emergency procedure can be found in the **School Visits Policy**. Guidance can also be sought from the school educational visits co-ordinator, who is the Principal or the local Authority.

P.E Equipment

The PE coordinator is required to ensure that all its P.E. Equipment is maintained to current requirements.

Personal protective equipment

Personal protective equipment will be supplied free of charge for employees where it has been identified through risk assessment.

The user is responsible for carrying out a pre-use check on all PPE and immediately reporting any defects. Damaged PPE will be repaired or replaced as necessary.

It is the individuals' responsibility to ensure that they wear the PPE provided for them as outlines in the risk assessment associated with the task.

Pond

Access to the pond area is kept locked at all times (key available from site staff)

Risk Assessments

It is necessary to undertake risk assessments for all activities which present significant foreseeable hazards.

It is the Principal's responsibility to ensure that there are suitable and sufficient risk assessments in place to control the foreseeable hazards. The Principal will report findings to the Academy Committee.

The Principal delegates responsibility for producing the risk assessments to senior staff members who will ensure that all members of their team have been trained on the risk assessments and have agreed to implement the appropriate control measures.

All risk assessments must be stored in an accessible place.

A number of generic risk assessments, including one for non-practical teaching in a classroom, can be found on Staff Share. These can be adapted to make them relevant to the specific task. Every off site visit should be Risk assessed – see separate procedures for off-site visits.

On an annual basis each member of staff is required to complete a classroom checklist. This is a simple method of collecting data regarding the defects and potential risks associated with each teaching area. An assessment of the common areas will be made by the site team.

Smoking

This is a NON SMOKING SITE

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

Sports pitches and playing fields

The sports pitches maintained by contractors but are inspected by our own staff to ensure that they provide a safe environment.

During adverse weather a decision will be made by the Principal as to whether the pitches can be used for PE and break times.

The grounds and pitch are adequately supervised during break times to ensure the safety of pupils.

Staff Consultation/Trade Unions

Any queries regarding environment, health, safety, and welfare should be directed to the Principal, Business Manager or Site Manager, who will ensure that the matter is attended to and feedback is given. Trade unions are free to raise any concerns that they consider relevant to Health and Safety.

The Health and safety law poster is situated in the staff room.

Stress and Staff well being

This policy is currently under review.

Building Plan



- Zone 1 – Admin block, staff toilets and kitchen area
- Zone 2 – Year 4, 5 and 6 classrooms, toilets, corridor and library
- Zone 3 – Year 2 and 3 classrooms, toilets, corridor, hall and hall store cupboard
- Zone 4 – Preschool, Reception and Year one, corridor

ST MARY'S CATHOLIC PRIMARY SCHOOL
HEALTH & SAFETY HANDBOOK

I have read and understand the Health & Safety handbook, and agree to abide by the guidelines at all times.

Signed

Printed

Date

Please return to the school office as soon as possible.