



St Anne's RC Primary

'We Grow Together in God's Love'

Health and Safety Policy 2021

Mission Statement

We grow together as a Catholic Faith Community, as we follow and promote Gospel values in all we do. We grow together in wisdom, as we encourage each child to achieve their full potential, academically, spiritually and socially and in a spirit of confidence. We grow together in respect, friendship and responsibility, as we reach out to those in our wider community.

We Grow Together in God's Love.

Introduction

The Governing Body of St. Anne's School has produced this policy with regard to the LEA's Health & Safety Policy, which incorporates that of the council.

The policy outlines the school's organizational arrangements for health, safety and welfare. It covers roles and responsibilities and details the safety arrangements within the school and in respect of staff, pupils, visitors, other employees working in the school and any outside contractors.

General Statement

The Governing Body is responsible overall within the terms of the Education Department Health and Safety Policy Statement for the School's Health & safety Policy and it is the aim of this policy to work within the information, procedures and codes of practice contained in the Education Department's Health & Safety Manual.

1. The Headteacher is responsible for advising the Governing Body and for the implementation of the Health & Safety Policy within the School. The Headteacher is also responsible for ensuring that teachers and other employees carry out their duties and co-operate with the policy and that the school community as well as visitors are aware of relevant sections of the policy.

2. The Governing Body recognises the need to consult staff and trade union safety representatives on health matters and the need to consult individuals before allocating specific health and safety functions.

3. The Governing Body will consider, in addition to any specific Health & Safety matter, an annual report from the Headteacher on Health & Safety monitoring and performance. This will be considered at the summer term meeting of the Premises Committee.

4. The policy of the Governing Body is to ensure that:

- a. All reasonable and practical steps are taken to ensure the health, safety and welfare of all persons using the premises;
- b. To establish and maintain a safe and healthy environment throughout the School;
- c. To establish and maintain safe working procedures among staff and pupils;
- d. To provide plant, equipment and systems of work which are safe and without risk to health;
- e. To make arrangements for ensuring, so far as is reasonably practicable and without risk to health, storage and transportation of articles and substances;
- f. To ensure the provision of sufficient information, instruction, training and supervision to enable all people working on site, and pupils to avoid hazards and to contribute to health & safety;
- g. To promote the development and maintenance of sound safety, health and welfare practices;
- h. To maintain a safe and healthy place of work and study with safe access and egress from the premises;
- i. To formulate effective evacuation procedures for use in case of fire or other emergencies;
- j. To make arrangements within the School for the reporting of all accidents, including those covered by the Reporting of Injuries, Diseases, Accidents and Dangerous Occurrences Regulations [RIDDOR 1995] as detailed in Section 3 of the LEA's Health & Safety Manual.

5. This Policy will be updated regularly by the Governing Body in their cyclic reviews of School Policy Statements.

THE SCHOOL'S ARRANGEMENTS

1. Accidents and Near Misses

- The person responsible for the upkeep of the accident book is the First Aiders.
- All accidents and near misses are to be reported to the **Headteacher/Deputy Headteacher**

- The person responsible for completing Accident Reports is the **Headteacher/Site Manager/office.**
- The person responsible for notifying the LEA of any accidents or near misses falling within RIDDOR [1995] is the **Headteacher/Site Manager/ Office.**
- The person responsible for undertaking accident/near miss investigation is the **Headteacher/Site Manager.**
- Procedures to be followed are outlined in Section 3 of the LEA's Health & Safety Manual

2. **First Aid**

- All staff are basic 1st aid trained. EYFS staff and forest school staff are Pediatric 1st aid trained- **see list in the office.**
- The First Aid Boxes are located in the Foyer, junior corridor outside the library, outside reception classroom and Nursery.
- The person responsible for maintaining the stocks of First Aid equipment is the **Site Manager.**
- In the event of an injury occurring which requires hospital treatment the person responsible for summoning an ambulance or arranging transport to hospital is the **Headteacher/Deputy Headteacher/Office staff.**
- The person responsible for accompanying injured persons to hospital is **Headteacher/Deputy Headteacher or an appointed member of staff.**
- Parents or Guardians must be informed as soon as possible.
- Procedures to be followed are outlined in the LEA's Health & Safety Manual.

3. **Fire Precautions and Emergency Evacuation Procedures**

- Regular Fire Drills will be organized by the **Headteacher/Site Manager.** Monitoring of fire drills will be undertaken by the school safety officer/Governors who will keep a log of these.
- The Fire Marshall for the School is the **Headteacher/Site Manager.**
- The Fire Wardens for the school are **Neil Walsh, Karen Smith, Julie Spiller, Lisa Holt, Andrea Platt, Angie Wood, Amanda Hoyle- see Fire Policy**

□ Procedures to be followed are outlined in Section 17 of the LEA's Health & Safety Manual and the School's local arrangements as detailed in the Appendix of this policy.

4. **Risk Assessment**

□ The person/s responsible for the co-ordination and recording of risk assessment procedures will be the **Headteacher/Site Manager**. Risk Assessment for classrooms are to be done by the teacher.

□ Procedures to be followed are outlined in Section 19 of the LEA's Health & Safety Manual and the School's local arrangements as detailed in the Appendix of this policy.

5. **Environment**

□ Any defects or occurrences in or on the premises which might constitute a health and safety hazard are to be reported to the **Headteacher/Deputy Headteacher or the site Manager**.

6. **Safety Representatives and Safety Committee**

□ The safety representative for the School is **Mr. Walsh/ Mrs Wainwright**

□ The Committee responsible for all Health and Safety matters is **The Premises Committee of the Governing Body**.

□ The membership and constitution of this committee is outlined in the Governors' Handbook.

7. **Inspections**

□ Inspections will be carried out by the **Headteacher/Site Manager, the school safety representative and the Nominated Governor** at termly intervals.

6. The School will continue to subscribe to LEA Service Level Agreements to carry out various Health and Safety equipment inspections :

- Fire alarm and fire extinguisher inspections
- Electrical appliance inspection
- P.E. Equipment
- Technical Inspections

7. Information

- Staff can obtain advice and information about health & safety implications of their activities, and about substances and equipment used at School by reference to the LEA Health & Safety Manual.

8. Substances

- Assessments for all hazardous substances in School will be undertaken by **the Site Manager** [with advice from the LEA caretaking section] in accordance with the Control of Substances Hazardous to Health Regulations 1998 [COSHH] as defined in Section 5 of the LEA's Health & Safety Manual.

9. New Staff

- New staff will on appointment receive a copy of this policy and sign to say it has been received.

10. Infectious Diseases

- Any infectious diseases are to be reported to the **Headteacher/Deputy Headteacher**
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- The person responsible for notifying the LEA of any infectious diseases falling within the R.I.D.D.O.R. Regulations [Reporting of Injuries, Diseases and dangerous Occurrences] is the **Headteacher/Deputy Headteacher**.
- Procedures to be followed are outlined in Section 3.3 of the LEA's Health & Safety Manual.

11. Training

- The person responsible for the co-ordination of all health & safety training is the **Headteacher/Site Manager**

12. Housekeeping

- Individuals shall be responsible for ensuring good housekeeping practices in their own work areas.
- The Site Manager will in addition be responsible for the housekeeping of areas of common usage. These exclude the staff-room, and shared teaching/resource areas which are to be maintained by each user in a safe and tidy condition.

13. School Trips

- School trips are to be planned and organized strictly in accordance with the procedures as detailed in the Governors' Policy for educational Visits.

14. Purchasing

- All items purchased must be suitable and sufficient for the purpose for which they are intended and used only for that purpose. They must be maintained in an efficient state and good working order and repair. Staff must be appropriately instructed and trained in the safe use of any new equipment.

15. Contractors and Visitors

- Contractors to the School site have a duty to safe guard non employees which would include pupils, staff and visitors. The Governing Body and Headteacher should refer to Section 4 of the LEA's Health & Safety Manual to ensure correct procedures are followed when contractors are working in School.

Contractors working in the school will be asked to complete a permit (app.).ensuring their safety and the safety of the school community. On beginning any work in school they will be given a plan outlining hazards such as asbestos on the school site.

- All necessary measures must be taken to ensure that visitors to school are reasonably safe when using the premises for the agreed purpose of the visit. Visitors must therefore be requested to sign in on arrival at School, indicating the purpose of their visit. Instructions regarding emergency evacuation procedures should be issued whenever possible, and the visitor made aware of any hazards peculiar to the site.

Audit Summary Report

Overall the Head Teacher has a good general awareness of Health and Safety issues and has implemented some good Health and Safety practices; these are not as yet all documented/ set down as formalised procedures, but various documentation is in place, such as the Health and Safety policy.

The Health and Safety Policy

The policy should remain a working document and if roles and responsibilities are given then all persons should be aware of what they are required to do and have control in seeing that it works successfully.

The Health and Safety Law Poster should be completed with the following information.

The left column should be completed with your safety reps details. In the middle column Karen Cox Health and Safety Adviser, and Oldham LA Safety Officer' - contact number - 0161 770 8990 or urgent matters 0161 770 8165

There are two parts to fill in on the right hand side. The top box should be completed with HSE, Grove House, Skerton Road, Manchester. The box underneath should be completed with EMAS, Grove House, Skerton Road, Manchester .

Fire – See separate Fire Policy

For information – Tel: 0161 770 8990.....

Contractors

1. Provide Health and Safety information to all contractors whilst on site (evacuation, first aid procedures etc.)
2. Verify competency of contractors prior to use e.g. public liability insurance references etc.

Control of Substances Hazardous to Health (COSHH)

1. Copies of all Manufacturers Safety Data Sheets (MSDS) must be sent to the Health and Safety Team in order for COSHH Assessments to be undertaken.
2. Spills procedure to be documented and circulated to all staff.

Asbestos

1. Record of all contractors etc in front of survey. They must sign and date as seen and understood.

Induction

1. Health and Safety information to be given at all induction sessions – include only 'job specific' information. Ask staff to sign and date. See circular 18/05.

Lone Working

1. A risk assessment for the welcome room should be undertaken and this area is quite isolated and vulnerable within school. Ensure Site Manager does not undertake any hazardous activities whilst working alone e.g. ladder use.

Although a number of Non-Conformance reports were lodged from the audit of St Anne's Primary School, there was also a great deal of good Health and Safety management and practice being exhibited at this school.

The main areas of concern were for the most part, concerned with the setting down of formalised procedures, and establishing suitable and sufficient risk assessments that cover classroom, curriculum and general areas of school together with good health and safety induction and the provision of appropriate formal training.

Relevant documentation was available at the time of the audit. Appreciation is expressed for the time and assistance provided by the Head Teacher, Site Manager and Staff at St Anne's Primary School.

Hot Drinks Policy

Rationale

- To eliminate the risk of pupils sustaining burns and scalds as a result of hot drinks in school.
- To recognise potential dangers.
- To take action to avoid/remove the danger.
- To eliminate risks of accident and injury.

Policy Statement

- All staff must adhere to the Hot Drinks Policy including visitors, work experience students and volunteers.
- Hot drinks in an open top mug may be offered in a designated safe area where there are no pupils present. (Admin offices and meeting room)

- All hot drinks taken out of the staff room into school must be in a sealed drinking cup.
- If a pupil should inadvertently be brought into a room where hot drinks are being consumed, then every effort must be taken to minimise potential risk to the pupil.
- All staff on playground duty who do not get a break may have a hot drink, provided that the drink is served in a sealed drinking cup and it is not left unattended in an area where pupils are present. Or alternatively, if an open top mug is utilized in a designated safe area.

Risk Assessment

A risk assessment has been carried out and control measures put in place. The risk assessment will be reviewed annually against the effectiveness of this Hot Drinks Policy.