

## School Health & Safety Policy

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### Introduction

Each school is required to have a Health and Safety Policy in place. It is recommended that the school's Health and Safety Policy should be developed by the Governing Body in conjunction with the head teacher and members of the school leadership team.

The organisation and arrangements which support the H&S Policy (day to day management of Health & Safety) are the responsibility of the Headteacher and the Senior Leadership Team (supported by the Governing Body).

### What should you do with this Model Health and Safety Policy?

The Model Policy is designed as a model where schools may complete the relevant blank sections and adapt for their own use.

The policy has three parts;

**Part 1** - The Health and Safety Policy Statement

**Part 2** - Health & Safety Responsibilities for School staff

**Part 3** - School Management Arrangements

## Part 1: Policy Statement



### **St Joseph's RC VA Primary School Health & Safety Policy**

The Health and Safety at Work Act 1974 (HSW Act 1974) places duties on employers to safeguard, so far as is reasonably practicable, the health, safety and welfare of their employees and persons not employed but who may be affected by work activities, such as pupils and visitors.

The aim of the school policy and statement of intent is to ensure that all reasonably practicable steps are taken to secure the health, safety and welfare of all persons using these premises and in particular:

- to provide adequate control of the health and safety risks arising out of our activities
- to consult with our employees on matters affecting their health and safety
- to provide and maintain safe plant and equipment
- to ensure safe handling and use of substances
- to provide information, instruction and supervision for employees
- to ensure all employees are competent to do their tasks, and to give them adequate training
- to prevent accidents and cases of work-related ill health
- to maintain safe and healthy working conditions
- to review and revise this policy as necessary at regular intervals.

The governing body will review this policy statement if there is any significant change or at least annually and update, modify or amend it as it considers necessary.

Signed:  (Chair of Governors)

Signed:  (Head Teacher)

Date: 12/02/2019

Review date: 12/02/2020

## Part 2: Health & Safety Responsibilities

**The Governing Body** has strategic responsibility for health and safety within all areas of the school's undertakings and ensuring that health and safety performance is monitored regularly. In order to comply with regulatory controls, the governing body is responsible for ensuring that advice from competent advisers is available on health and safety matters.

**The Head Teacher** has responsibility for the day-to-day operation of health, safety and welfare policies and practices, as delegated by the governing body, within all areas of the school's undertakings. In addition the Head Teacher will ensure that health and safety policy and procedures are part of the day-to-day running of the school. In order to comply with regulatory controls, the Head Teacher is responsible for ensuring that advice from competent advisers is sought on health and safety matters.

**Department Heads** are responsible for ensuring that safe working conditions are maintained for all pupils, employees, visitors, members of the public and, where applicable, contractors. In order to comply with regulatory controls within their departments, department heads are also responsible for ensuring that advice from competent advisers is sought on health and safety matters.

**Employees** are responsible for their own health and safety, that of their colleagues and members of the public who may be affected by their work activities.

Further specific health and safety responsibilities are detailed below;

Name	Responsibility
<i>Ashley Hankinson, Governor</i>	Governor with responsibility for Health and Safety
<i>John Hattam, Headteacher</i>	Overall responsibility to ensure health and safety policy and procedures are met
<i>Anne Atkinson, SBM</i>	Day to day monitoring and administration of health and safety

### **Part 3: School Health & Safety Management Arrangements**

The Corporate Health & Safety Handbook and Education Health & safety Handbook both contain various documented standards, forms and guidance materials, many of which are applicable to the school.

<http://council/humanresources/healthandsafety/handbook.htm>  
<http://council/humanresources/healthandsafety/edu-handbook/index.html>

The school commits to following the procedures detailed below to ensure that employees, pupils and members of the public are not put at risk by school activities.

#### **Incident reporting & investigation**

Adopted standard(s)	<u>LCS-HS-58: Incident Reporting and Investigation Procedure</u>
Specific school arrangements	All minor accidents and cases of work-related ill health are to be recorded in the School's accident book. The book is kept by the school business manager and located in the school office.
	The Headteacher is responsible for reporting relevant accidents, near misses, diseases and dangerous occurrences to the Council's Health & Safety Team in accordance with LCS-HS-58.

#### **Administration and management of medicines**

Adopted standard(s)	<u>EDU-HS-01: Administration and Management of Health Needs in Schools</u>
Specific school arrangements	A specific policy for the school has been developed using the EDU-HS-01 form and is located on a secure network in school and in paper format in the school office.

#### **Hazardous Substances**

Adopted standard(s)	<u>EDU-HS-02 Control of Substances Hazardous to Health</u>
Specific school arrangements	The site manager and school business manager will be responsible for identifying all substances which need a COSHH assessment and maintaining an inventory.
	The site manager will be responsible for ensuring that all actions identified in the assessments are implemented.

#### **Infection Control**

Adopted standard(s)	<u>EDU-HS-06: Infection Control in Schools and Childcare Settings</u> <u>LCS-HS-93 Control of Infections at Work</u> <u>LCS-HS-103 The Disposal of Clinical Waste.</u>
Specific school arrangements	School follows the Public Health Agency guidelines on infection control in school

## Statutory Maintenance and Testing/ Management of Premises

Adopted standard(s)	<u>EDU-HS-13: Statutory Maintenance and Testing Within Schools</u> <u>LCS-HS-90: Management of Premises</u>
Specific school arrangements	The Governing Body is responsible for periodically monitoring the maintenance, inspection, examination or testing by the contractor.
	A School Statutory Maintenance and Testing Schedule (Appendix 1 of EDU-HS-13) has been prepared and is kept updated by the SBM. The schedule is located in a file in the school office and on a secure network.

## First Aid

Adopted standard(s)	<u>EDU-HS-05: First Aid Provision in Schools</u>
Specific school arrangements	The first aid box(es) is/are kept at various locations across school.
	The appointed person(s)/first aider(s) is/are Anne Atkinson and Susan Kenny
	School also has 7 Paediatric First Aiders and most staff have had Emergency First Aid training.

## Emergency Management Plan

Adopted standard(s)	<u>EDU-HS-10 Emergency management plan</u> <u>EDU-HS-14 Unavoidable school closures</u>
Specific school arrangements	A business continuity policy and plan is in place and reviewed annually.

## Outdoor Play Equipment

Adopted standard(s)	<u>EDU-HS-07 Outdoor Playground Safety</u>
Specific school arrangements	The local authority have been appointed to thoroughly inspect play equipment on an annual basis, in accordance with BS 1176
	The site manager undertakes daily or pre-use visual checks of play equipment and play areas.

## Risk Assessment

Adopted standard(s)	<u>LCS-HS-40: Risk Assessment</u>
Specific school arrangements	The SBM / Headteacher / site manager are responsible for carrying out risk assessments
	The findings of the risk assessment will be reported to the Headteacher or Governors
	Risk assessments will be approved by the Headteacher
	The SBM has responsibility for ensuring any actions required are implemented

## Security/ Violence at work

Adopted standard(s)	<u>EDU-HS-12: Security</u> <u>EDU-HS-15 Warning and Banning Persons from School Premises</u> <u>LCS-HS-79: Violence at Work</u>
Specific school arrangements	Visitors are briefed on the school's emergency evacuation procedures. Access to the main school building is controlled by a fob system. Gates to the playground are closed 10 minutes after the start of the school day and opened 5 minutes before the end of the school day.
	The Headteacher can ban any persons who are verbally abusive or use threatening behaviour or violence while on the school premises.

## Lone Working

Adopted standard(s)	<u>LCS-HS-31 Lone Working</u>
Specific school arrangements	The following employees are considered to be lone workers: Site Manager and employees who undertake home visits.
	Lone workers have been briefed on the following procedure to adopt when working alone: Ensure someone knows you are working alone in school. Ensure they know what time you are expected to finish. Carry mobile phone at all times.
	Staff should carry out home visits in pairs. Ensure that the office staff know the address you are visiting and what time you are expected back at school.

## Consultation and Communication with Employees

Adopted standard(s)	<u>LCS-HS-08: Communicating the Health &amp; Safety Message</u>  <u>LCS-HS-10: Employee Consultation</u>
Specific school arrangements	Health & Safety information is communicated to employees via staff induction and staff meetings. All staff are to bring any health and safety issues to the attention of the Headteacher The Headteacher / SBM will investigate accidents and potential hazards within the workplace. The Headteacher / SBM will investigate complaints made by an employee relating to health, safety and welfare at work. The site manager / Health and Safety Committee will carry out inspections of the workplace and report back to the Headteacher / SBM.

## Training

Adopted standard(s)	<u>LCS-HS-09 Health &amp; Safety Training</u>  <u>LCS-HS-77: Identification of Training Needs</u>
Specific school arrangements	SBM is responsible for preparing and updating the training plan. The SLT is responsible for indentifying, arranging and monitoring training. Training records are kept by SBM in the school office. Induction training will be provided for all employees by the Headteacher.

## Asbestos

Adopted standard(s)	<u>Corporate Asbestos Management Plan</u>  <u>ASB60: Asbestos Management Site Guide</u>
Specific school arrangements	The site specific asbestos management plan for the school has been prepared by the LA who is the named Responsible Person. The site specific management plan is located in the school office. An Asbestos Survey and report should be obtained at least bi annually.

## Management of contractors

Adopted standard(s)	<p><u>LCS-HS-18: CDM</u></p> <p><u>LCS-HS-89: Assessment, Engagement and Management of Contractors</u></p> <p><u>LCS-HS-98: Contractor's Health &amp; Safety Standards</u></p>
Specific school arrangements	The SBM with advice from the LA Health and Safety Team is responsible for assessing contractor health and safety competency prior to appointment.
	The Governing Body has responsibility for ensuring suitable management arrangements are in place whilst contractors are carrying out work on site.

## Display Screen Equipment

Adopted standard(s)	<u>LCS-HS-21: Display Screen Equipment:</u>
Specific school arrangements	Regular DSE Users have been identified as the Headteacher and office staff.
	DSE workstation assessments have been completed by the following trained DSE assessor(s) Anne Atkinson, SBM
	SBM has responsibility for ensuring any actions required are implemented.

## Fire

Adopted standard(s)	<p><u>LCS-HS-24: Preparing a PEEP</u></p> <p><u>LCS-HS-25: Fire Emergency Procedures</u></p> <p><u>LCS-HS-26: Fire Risk Assessments</u></p>
Specific school arrangements	SBM is responsible for regularly reviewing the fire risk assessment
	Site Manager is responsible for keeping the fire log book regularly updated

## Stress

Adopted standard(s)	<u>LCS-HS-41: Stress</u>
Specific school arrangements	



## Manual handling

Adopted standard(s)	<u>LCS-HS-32: Manual Handling</u>
Specific school arrangements	Site manager attends manual handling training as necessary.

## Work at Height

Adopted standard(s)	<u>LCS-HS-43 Work at height</u> <u>LCS-HS-68 Ladders</u> <u>LCS-HS-86 Stepladders</u>
Specific school arrangements	Ladder/ stepladder checklists are completed monthly and located in the school office.

## Educational Visits

Adopted standard(s)	<u>EDU-HS-03: Educational Visits and Learning Outside the Classroom</u>
Specific school arrangements	The school's Educational Visits Coordinator(s) is Anne Atkinson

## Electrical Safety

Adopted standard(s)	<u>LCS-HS-23: Electrical Safety</u>
Specific school arrangements	Regular PAT testing is undertaken and the report is kept in the school office.

Footnote: Further assistance and guidance is available by contacting Health and Safety, telephone number 0191 433 2272 / 2281 / 2270 / 2237 / 2371 / 3827

