

St Mary's Catholic Primary School



*'With Jesus, we learn
together through faith and
love'*

Health and Safety Policy

Health & Safety Policy

Aim of Policy

The aim of the Governing Body is to provide a safe and healthy working and learning environment for staff, pupils/students and visitors. The Governing Body believes that the prevention of accidents, injury or loss is essential to the effective operation of the St. Mary's and is part of the education of the children.

The Head Teacher, supported by the governing body at St. Mary's accepts its health & safety responsibilities under the Health & Safety at Work etc Act 1974 and associated legislation. In particular, we are committed to providing and maintaining a safe and healthy environment for our employees, pupils, visitors, contractors and all others that might be affected by our activities, so far as is reasonably practicable.

We will achieve this by:-

- Ensuring that health & safety measures are adequately and appropriately resourced
- Continual and effective improvement of our Health & Safety Standards
- Providing suitable and sufficient information, instruction and training to employees and to pupils
- Effective communication, co-operation and consultation
- A process of systematic risk assessment
- Monitoring and reviewing the effectiveness of our safety management
- Providing adequate supervision to those affected by our activities
- Engaging competent professionals where expertise is not available in house
- Reporting accidents internally and under Reporting of Illnesses, Diseases and Dangerous occurrences Regulations 1996
- Co-operating fully with the Local Education Authority

We can only achieve this by working in partnership with our employees. We expect all our employees to

- Take reasonable care of themselves and others in their care, particularly pupils
- Report any issues relating to health & safety to their line manager
- Co-operate fully with the Head Teacher and Governing Body in matters relating to health & safety
- Make full use and take reasonable care of any personal protective equipment provided to secure their health & safety
- Co-operate with the process of risk assessment
- Take all due regard to any information, instruction & training provided

Signed: _____ Chair of the Governing Body

Date: _____

Signed: _____ Head Teacher

Date: _____

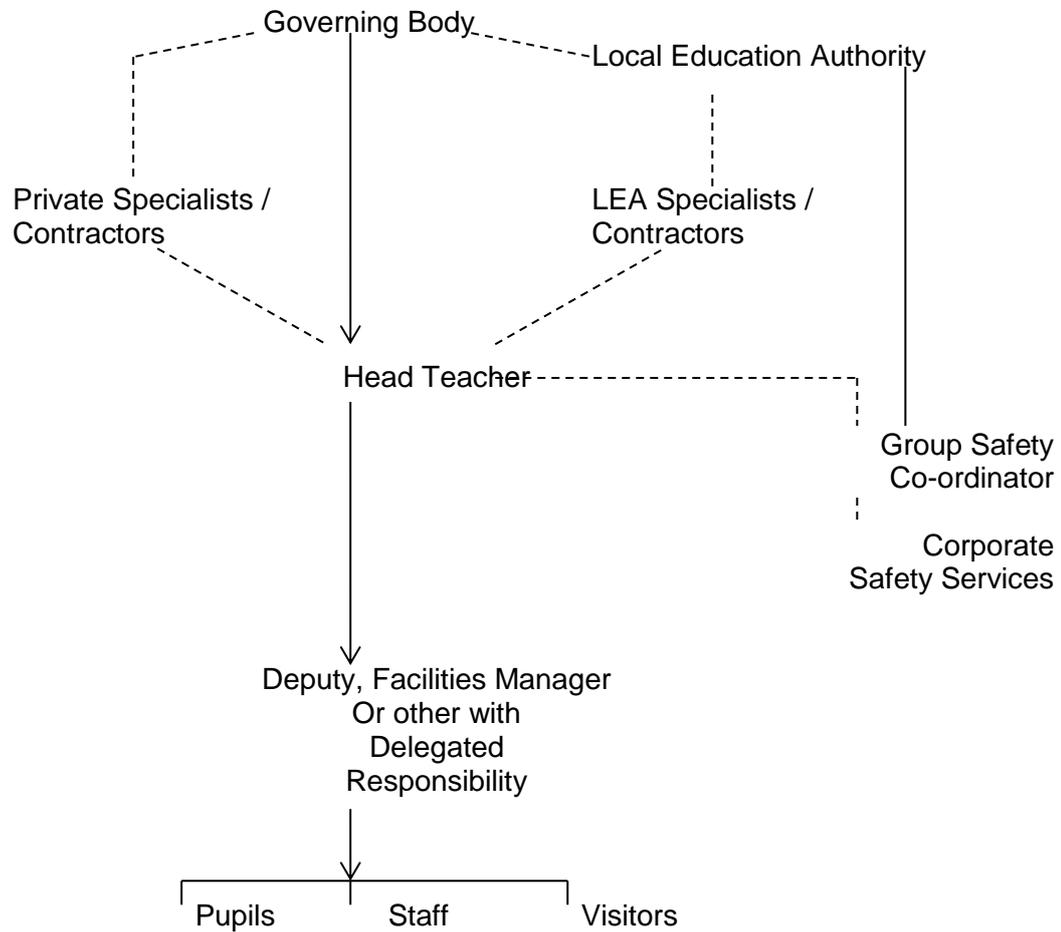
At St. Mary's the statutory health, safety & welfare responsibilities fall on the governing body (as the employer) and on the head teacher and staff (as employees).

The governing body has a legal duty to:

- Institute a health and safety policy and advise employees of it;
- Ensure, so far as is reasonably practicable, the health, safety and welfare of teachers and other education staff; the health and safety of pupils in school and on off-site visits; and the health and safety of visitors to schools, and volunteers involved in any school activity;
- Assess the risks of all activities, both in school and off-site, introduce measures to manage those risks, and tell employees about the measures;
- Ensure that staff are trained in their health and safety responsibilities; and,
- Take reasonable steps to make sure that the buildings, equipment and materials are safe and do not put the health of users and visitors at risk.

Responsibilities

Responsibility Structure – Voluntary Aided



————— Responsibility and Communication

- - - - - Advice and Communication

Day-to-Day Management Arrangements

St. Mary's has a duty to comply with health & safety requirements on a day to day basis in school. They need to monitor daily that Health and Safety measures are in place in the school.

The Head teacher and governing body will ensure there are:

- Clear systems in place on the school site to monitor Health and Safety arrangements
- Promoting a climate conducive to health, safety & welfare
- Ensuring that all staff are health & safety aware
- The identification of hazards and management and elimination or reduction of associated risks

The LEA will make available to schools, guidance & procedures on specific issues relating to health, safety & welfare.

The Governing Body

The Governing body and Head Teacher is responsible for the day to day management of site name. The Governing Body will:-

1. Ensure that sufficient safety equipment, including fire fighting and first aid equipment, is provided to standards set by the local authority
2. Ensure that the site and buildings are regularly inspected and that sufficient funds are made available to deal with any work required for health and safety reasons
3. Ensure that the plant and equipment is regularly inspected and that chemicals are kept in a safe condition and safely stored
4. Ensure that the emergency procedures are regularly tested
6. In consultation with the Head teacher, ensure that the Health and Safety Policy is followed and regularly reviewed and updated
7. Ensure that goods purchased from the school's budget conform to national and local authority standards
8. Ensure that the accident reporting procedure is followed and that accidents are investigated in order to try and prevent a recurrence
9. Provide the resources for training staff in first aid, fire fighting and other aspects of health and safety

The Head Teacher

The head teacher is responsible for implementing Health & Safety standards throughout St.Mary's

The Head Teacher will:-

- Ensure that sufficient safety equipment, including fire fighting and first aid equipment.
- Ensure that the site and buildings are regularly inspected and that sufficient funds are made available to deal with any work required for health and safety reasons
- Ensure that the plant and equipment is regularly inspected and that chemicals are kept in a safe condition and safely stored
- Ensure that the emergency procedures are regularly tested
- In consultation with the Governors prepare a safety policy and ensure that it is followed and regularly reviewed and updated
- Ensure that goods purchased from the school's budget conform to national and local authority standards
- Ensure that the accident reporting procedure is followed and that accidents are investigated in order to try and prevent a recurrence
- Provide the resources for training staff in first aid, fire fighting and other aspects of health and safety
- Inform Staff and Governors of Health and Safety Measures.

All Employees and Governors

Employees must ensure that the decisions that they make (or the decisions that they do not make) are in compliance with their health & safety policy and procedures made under it.

All employees should be aware that failures to comply with statutory or Company health, safety and welfare requirements or acts of negligence (including mis-use of safety related equipment) are liable to be dealt with under the Disciplinary Procedure.

In particular, employees must not put site name into a position where the organisation is at risk of criminal or civil litigation by their actions particularly in relation to

- **Consent** – being aware of a safety issue that is going on and actively agreeing to it, going along with the non-compliance
- **Connivance** – being aware of what is going on and turning a blind eye, pretending the situation does not exist
- **Neglect** – actively breaching a legal requirement or obligation

If employees are unable to fulfil their own obligations this must be reported to their line manager in writing and the problem escalated until it can be resolved.

Any employee actively ignoring safety instructions will be personally responsible for their actions and may also be personally prosecuted. As health & safety law is criminal law this would mean holding a criminal record.

All employees and governors have the following responsibilities:-

1. Taking reasonable care of the health, safety and welfare of themselves and others who may be affected by their acts or omissions, including safeguarding the well-being of all visitors and pupil at premises under their control;
2. To make themselves familiar with the safety policy statement and relevant procedures made under it.
3. Co-operating fully with their superiors and with individuals who have delegated responsibilities to manage safety within their premises as required to secure compliance and ensure that procedures can be fully implemented locally.
4. Working with pupils, visitors, contractors and those that may be affected by decisions made in line with procedures and associated health & safety legal requirements.
5. To report any hazards that they identify to their immediate superior, if relevant.
6. To attend safety training when training needs identify that this is required.
7. Participating in, and contributing to, risk assessments carried out for areas of work that they control or have expertise in.
8. To effectively supervise employees under their control and ensure that their work is fully risk assessed
9. To co-operate and follow controls where risk assessments identify that action is required.
10. To manage contractors appointed by them in line with the safety procedure on contractor management.
11. Ensuring that where they are required to keep safety records this documentation is kept up to date and is available for inspection as and when required.

General Guidelines for All Employees

- **DO** make yourself familiar with emergency and fire procedures for your work environment
- **Do** carry out a risk assessment if children are going on any trips or are leaving the school premises
- **DO** take note and follow any specific Health & Safety instructions given to you by others or provided via signage
- **DO** comply with any local rules if you are on someone else's premises
- **DO** make yourself familiar with hazards in your working environment where ever this may be
- **DO** request information on hazards where you are working on other peoples premises
- **DO** ensure that your work has been risk assessed and follow relevant controls
- **DO** report unsafe working practices that you have become aware of
- **DO** report potential slip, trip and fall hazards e.g. damage to floor surfaces
- **DO** request assistance if you are unsure of your responsibilities or safety precautions that apply within your work
- **DO** complete risk assessments if you are asked to do so
- **DO** comply with site name monitoring requirements if you work alone
- **DO** complete a DSE assessment if you are a display screen user
- **DO NOT** use electrical equipment if it appears to be faulty
- **DO NOT** overload electrical appliances

- **DO NOT** repair or use equipment you have not been trained to use
- **DO NOT** lift or move loads that are clearly too heavy for one person to lift
- **DO NOT** put yourself at risk by accessing areas that are clearly unsafe
- **DO NOT** put others at risk by taking them into environments that are clearly unsafe
- **DO NOT** access fragile surfaces or roofs without appropriate precautions being in place
- **DO NOT** tamper with fire equipment or other equipment provided to safeguard health & safety
- **DO NOT** ignore control measures that have been put in place as a result of a risk assessment to protect you

Contractors on the Premises

Contractors are appointed by St. Mary's. As specified in detail within the St. Mary's site rules contractors and their employees who work unsafely on Educational Establishments will be asked to leave.

Contractors are responsible for:-

1. Taking reasonable care of the health, safety and welfare of themselves and others who may be affected by their acts or omissions, including safeguarding the well-being of pupils, employees, visitors and members of the public who may be affected by their activities;
2. Complying with the Health & Safety at Work Act 1974 and all legal requirements made under it;
3. Adhering to contractor safety rules when operating in any part of the business;
4. Observing any site specific procedures that may be in place on site including those relating to emergency procedures and signing in/out.
5. Complying fully with requests for information as requested and as specified within the group procedure on contractor management. In particular in relation to the provision of risk assessments and method statements
6. Notifying their contact of any incidents on site as per the procedure on the reporting of incidents.
7. Notifying their contact, in writing, if they have insufficient resources, competence or safety systems in place to undertake work in accordance with legal requirements and group policy and procedures.

Consultation

St. Mary's is committed to involving and consulting employees at all levels in the maintenance of health and safety standards, as required by the H&S (Consultation with Employees) Regulations 1996.

Consultation within the group will occur as follows:

1. Health and Safety will be on the Agenda of all Governing Body Meetings.
2. Health and Safety will be on staff agendas when the need arises
3. Members of the school community will be consulted on issues relating to Health and Safety
4. The action plan will be shared with all staff and governors. Parents will also be informed about issues relating to Health and Safety

Health and Safety Procedures in the school

Annually the school will carry out their own internal Health and Safety Audit and present this to the Governing Body

The school will follow all procedures relating to all polices connected with Health and Safety in the school

The Premises Committee will carry out an external check of the school and will have a walk around the premises. The Head Teacher will also report to them on any issues relating to Health and Safety.

Using contractors from the LEA and also From DHP the school will carry out annual safety tests on a range of areas (e.g. Water, electrical items, etc.).

The Site Services Officer will carry out weekly and daily checks on the premises relating to the condition of the building and the fire alarm etc.

Staff will receive appropriate Health and Safety training at different times throughout the year according to the needs of the school. Memos relating to Health and safety will also be shared.

A clear Action plan is place for Health and Safety and this will be followed throughout the year.

Risk assessments will be carried out throughout the year concerning the site and off site visits

Fire alarm procedure checks will be carried out each half term.

Ensuring that Health and Safety Handbooks and Asbestos Log are kept up to date;

Ensuring that the correct accident reporting procedures are followed and that where appropriate accidents are investigated

Appendix – Legal Background to Policy, Procedures and Organisational Arrangements

Health & Safety at Work Act

The **Health & Safety at Work Act 1974** provides a legal framework for safety responsibility and is the main piece of legislation from which all other safety regulations are formed.

The European Union may develop directives, of which there have been a wide range that relate to safety. In the UK these directives are developed into a variety of regulations.

The main sections relating to organisation and responsibility are as follows:-

Section 2

“It shall be the duty of every employer to ensure, so far as is reasonably practicable, the health, safety and welfare of his employees”

Section 3

“It shall be the duty of every employer to conduct his undertaking in such a way as to ensure, so far as is reasonably practicable, that persons not in his employment who may be affected thereby are not thereby exposed to risks to their health or safety”

Section 7

It shall be the duty of every employee while at work –

- (a) to take reasonable care for the health and safety of himself and of other persons who may be affected by his acts or omissions at work; and
- (b) as regards any duty or requirement imposed on his employer or any other person.....to cooperate with him so far as is necessary to enable that duty or requirement to be performed or complied with

Safety responsibilities are set by law. By clarifying them in this section of the safety management system they are clarified for those individuals that hold responsibilities.

Safety controls should bring risk down to the lowest level that is reasonably practicable.

In deciding if it is reasonably practicable to control a risk it is necessary to consider:

- Who and how many people could be affected if the hazard is not controlled?
- Has there already been incidents or near misses reported?
- What is the potential outcome? i.e. is it possible that someone could be killed or only suffer minor injury?
- What do legal requirements, codes of practice and Savills procedures say you should do?

Versus the financial implications of introducing the control within the available resources. If there is the possibility of death, high value or multiple claims it will probably be reasonably practicable to follow through the control no matter what the cost implications are.

The Management of Health & Safety at Work Regulations 1999

These regulations are made under the Health & Safety at Work Act 1974 and they specify even more clearly how an organisation must have a framework of responsibility in order to comply fully with safety requirements.

In particular:

Regulation	Overview of Requirement
3	Requires that suitable and sufficient risk assessments are undertaken, covering all risks to employees whilst they are at work and to others affected by his undertaking. Assessments are to be regularly reviewed and updated as and when work changes.
4	Requires that every employer has arrangements, commensurate to the size of his undertaking to effectively <u>plan, organise, control, monitor and review safety.</u>
5	Requires that health surveillance be undertaken as required within a risk assessment
6	Requires that competent people should be appointed, preferably internally, to assist with the employer's duties. It also states that they should be provided with adequate resources and be assured full co-operation.
8	Requires the employer to communicate effectively with their employees particularly in relation to preventative and protective measures and any safety procedures.
9	Is a general duty of co-operation where different employers have shared or overlapping responsibilities
10	Requires employers to provide hazard information and instruction to those working within his undertaking whom he may not directly employ. This information should include dealing with on site emergency.
11	Requires employers to provide safety training to their employees as their work or risks to them change. It also specifies that training should be undertaken periodically where appropriate.
12	Requires employees to co-operate with their employer and follow advice and instruction given to them in respect of safety
13	Relates to temporary workers and specifies that they must be protected by the employer and provided with training, information and health surveillance if required for the role that they are appointed to undertake

HSG 65

The HSE has produced a code of practise, HSG 65, which describes how any organisation should build its safety management strategy. In particular, it provides guidance for complying with regulation 4 above.

- **Policy** There has to be a clear policy in place that provides the organisation with direction.

The safety policy statement is signed at the highest level and clearly sets out the organisations aims and objectives. This is the document at the beginning of this section

- **Organising** There has to be an effective management structure in place for delivering the policy described above. There must be a shared common understanding of the organisations vision, values and beliefs with active safety leadership by senior managers.

Individuals hold key safety responsibilities and these are outlined below.

- **Planning** There must be a planned and systematic approach to implementing the safety policy through an effective safety management system.

The safety management system has been provided for all Educational Establishments to meet its health & safety needs. This system contains specific procedures, checklists and even blank letters that sites can use to fulfil their safety responsibilities.

- **Monitoring** Performance must be measured against agreed standards to determine where improvement is required and should cover all aspects of the management system.

Performance is measured in a variety of ways.

All Educational Establishments complete checklists and risk assessments. Internal audits are conducted via the safety co-ordinator where the council is the employer

All incidents are required to be reported to the safety co-ordinator. Lessons learnt form the basis of the safety management system.

- **Review** There has to be a process of review so that progress against the organisations safety objectives is clear. After the review has been undertaken policy may have to be amended and the cycle begins again.

Review is undertaken on a constant basis but also by central safety services

What does this mean in practice?

Individuals have safety responsibilities commensurate with their decision making abilities. Directors, senior managers, Governing bodies and Head Teachers have the greatest responsibilities. Their single most important duty is to ensure that they are allocating adequate resources toward risk management and safety compliance.

Each management level is responsible for the one below and accountable to the level above.

Resourcing Safety

Legal requirements state that adequate resources must be provided for compliance with safety standards. Resources include:

- Time to implement controls and procedures
- Provision of training and providing people with the time to attend courses
- Time for managers to supervise employees effectively and ensure that controls are in place
- Access to safety information
- Funding where additional expertise is required e.g. to undertake specialist risk assessment such as water risk assessment.

In many cases the resources that are required are time, training and good management support. Costs may also have to be incurred but there will be benefits where this is the case such as:

- Higher employee satisfaction
- Lower employee absence
- Lower staff turnover
- Greater team working and co-operation
- Improved communication in all aspects of the business

- Improved self worth

Managers at all levels are responsible for ensuring that their teams have the resources that they require. Health & Safety compliance must be included as an agenda item at staff meetings when needed and a discussion on resources should form part of this.