

St Mary's Catholic Primary School



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

Health and Safety Policy

Updated - August 2023

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.

We are committed to:

Provide and maintain a safe and healthy learning environment

Establish and maintain safe working procedures amongst staff, pupils and all visitors to the school site

Have robust procedures in place in case of emergencies

Compliance with all statutory requirements.

Setting high targets and objectives to develop the school's culture of continuous improvement.

Ensure that the premises and equipment are maintained safely, and are regularly inspected

This policy has due regard to all relevant legislation including, but not limited to, the following:

- Health and Safety at Work etc. Act 1974
- The Workplace (Health, Safety and Welfare) Regulations 1992
- The Management of Health and Safety at Work Regulations 1999
- The Control of Substances Hazardous to Health Regulations 2002
- The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013
- The Construction (Design and Management) Regulations 2015
- The Personal Protective Equipment at Work Regulations 1992
- The Education (School Premises) Regulations 1999
- The Ionising Radiation Regulations 2017 (IRR17)
- The Food Information (Amendment) (England) Regulations 2019 (Natasha's Law)

This policy has due regard to national guidance including, but not limited to, the following:

- DfE (2022) 'Health and safety: responsibilities and duties for schools'
- DfE (2017) 'Safe storage and disposal of hazardous materials and chemicals'
- HSE (2023) 'Sensible health and safety management in schools'
- DfE (2022) 'First aid in schools, early years and colleges'
- UK Health Security Agency (2023) 'Health protection in children and young people settings, including education'

Roles and responsibilities

The governing board, in conjunction with the headteacher, will:

- Ensure it provides a safe place for all users of the site, including staff, pupils and visitors.
- Oversee that staff receive training and instruction so that they can perform their duties in a healthy and safe manner.

- Ensure whole-school familiarity with the requirements of the appropriate legislation and codes of practice.
- Create and monitor a management structure responsible for health and safety in the school.
- Ensure there is a detailed and enforceable policy for health and safety, and that the policy is implemented by all.
- Identify the risks relating to possible accidents and injuries and make reasonable adjustments to prevent them occurring.
- Ensure the school has secured safe means of entry and exit for all site users.
- Ensure staff have safe and healthy working conditions that comply with statutory requirements, codes of practice and guidance.

The headteacher will:

- Have overall responsibility for the day-to-day development and implementation of safe working practices and conditions for all staff, pupils and visitors.
- Set the direction for effective health and safety management.
- Monitor and use Statlog and ensure risks are dealt with sensibly, responsibly and proportionately.
- Monitor with the care taker all health and safety matters
- Ensure appropriate training is undertaken
- Ensure staff know Health and Safety responsibilities and policies

The caretaker will:

- Be familiar with the requirements of health and safety legislation.
- Be responsible for the implementation and operation of the school's Health and Safety Policy
- Be responsible for adhering to the aspects of health and safety that are outlined in their job descriptions.
- Organise health and safety Inspections
- Consult with the Head teacher on Health and safety related remedial work and arrange for it to be completed
- Use Statlog and enter all health and safety checks.

All members of staff will:

- Take reasonable care of their own health and safety, and that of others who may be affected by what they do at work.
- Cooperate with their employers on health and safety matters.
- Carry out their work in accordance with training and instructions.
- Inform the employer of any work situation representing a serious and immediate danger, so that remedial action can be taken.
- Familiarise themselves with the Health and Safety Policy and aspects of their work related to health and safety.
- Avoid any conduct which puts themselves or others at risk.
- Ensure that all staff, pupils and visitors are applying health and safety regulations and adhering to any rules, routines and procedures in place.
- Use the correct equipment and tools for the job and any protective clothing supplied.
- Ensure any toxic, hazardous or flammable substances are used correctly, and stored and labelled as appropriate.
- Report any defects in equipment or facilities to the designated health and safety officer.

- Take an interest in health and safety matters and suggest any changes that they feel are appropriate.
- Make suggestions as to how the school can reduce the risk of injuries, illnesses and accidents.

Pupils

- Exercise personal responsibility for the health and safety of themselves and others..
- Respond to instructions given by staff in an emergency.
- Observe the health and safety rules of the school.
- Not misuse, neglect or interfere with items supplied for their, and other pupils', health and safety.

Parents/carers

Parents/carers are responsible for following the school's health and safety advice, on-site and off-site, and for reporting any health and safety incidents to a member of staff.

Training and first aid

The school will ensure that staff are provided with the health and safety training they need for their job. This may not always mean attendance at training courses; it may simply involve providing staff with basic instructions and information about health and safety in the school.

Staff will be provided with regular training opportunities and have access to support where needed. Staff are expected to undertake appropriate CPD in order to further contribute to the running and success of the school.

The school will act in accordance with the First Aid Policy at all times. The school will ensure that ample provision is made for both trained personnel and first-aid equipment on-site.

Contacting the emergency services

The headteacher will certify that procedures for ensuring safety precautions are properly managed are discussed, formulated and effectively disseminated to all staff.

- Staff will contact the emergency services in an emergency.
- All children will be removed from the area where the child who has the emergency.
- Staff will use red card system or internal phones to get support.
- Two members of staff will remain with the child.
- Where an ambulance is called for a pupil, office staff or SMT member will contact the pupil's parents
- A member of staff will stand at the back and front entrance of the school to be there to meet the ambulance
- The office staff will have the pupil's personal information sheet ready for the ambulance including all medical conditions and doctors contact
- A member of staff (SMT) will escort the child in the ambulance if their parents have not arrived.

Accident reporting and investigation

All accidents and incidents, including near-misses or dangerous occurrences, will be reported as soon as possible.

All concerns will be reported to the Head teacher

The school will always record and report work-related injuries to staff members or pupils.

Staff will complete the accident information in the accident reporting book in the school office medical cupboard

All accidents children have will have an accident form completed and sent home

Any head injuries will be reported to parents straight away and the child will get a head injury sticker

Any concerns about any accident must be reported to parents straight away

The Head teacher will be informed regarding head injuries or any accidents of concern

The staff member who deals with an accident must complete an accident report form

Reporting significant accidents to both children and adults

Significant accidents, as defined in the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) 2013, will be reported to the HSE at the earliest opportunity.

The school will always report 'specified injuries' to the HSE without delay. These injuries include the following:

- Accidents to employees causing either death or major injury
- Accidents resulting in employees being away from work or being unable to perform their normal work duties for more than seven consecutive days (this seven-day period does not include the day of the accident)
- Fractures, other than to fingers, thumbs and toes
- Amputation of an arm, hand, finger, thumb, leg, foot or toe
- Any injury likely to lead to permanent loss of sight or reduction in sight in one or both eyes
- Any crush injury to the head or torso, causing damage to the brain or internal organs
- Serious burn injuries (including scalding) which cover more than 10 percent of the whole body's surface area or cause significant damage to the eyes, respiratory system or other vital organs
- Any scalping requiring hospital treatment
- Any loss of consciousness caused by head injury or asphyxia
- Any other injury arising from working in an enclosed space which leads to hypothermia or heat-induced illness, or that requires resuscitation or admittance to hospital for more than 24 hours

Additional reportable occurrences include the following:

- The collapse, overturning or failure of any load-bearing part of any lifting equipment
- The explosion, collapse or bursting of any closed vessel or pipe work
- Electrical short circuit or overload resulting in a fire or explosion
- Unintentional explosion, misfire or failure of demolition to cause the intended collapse, projection of material beyond a site boundary, or injury caused by an explosion
- Any accidental release of a biological agent likely to cause severe human illness
- Any collapse or partial collapse of scaffolding over five metres in height
- When a dangerous substance being conveyed by road is involved in a fire or is released
- The unintended collapse of any building or structure under construction, alteration or demolition, including walls or floors
- Any explosion or fire resulting in the suspension of normal work for over 24 hours
- Any sudden, uncontrolled release in a building of: 200kg or more of flammable liquid, 10kg or more of flammable liquid above its boiling point, 10kg or more of flammable gas, or 500kg or more of these substances if the release is in the open air
- Accidental release of any substances which may damage health

- Serious gas incidents
- Poisonings
- Skin diseases including, but not limited to: occupational dermatitis, skin cancer, chrome ulcer, or oil folliculitis/acne
- Lung diseases including, but not limited to: occupational asthma, farmer's lung, asbestosis, or mesothelioma
- Infections including, but not limited to: leptospirosis, hepatitis, anthrax, legionellosis, or tetanus
- Other conditions such as occupational cancer, certain musculoskeletal disorders, decompression illness and hand-arm vibration syndrome

The school will also report occupational diseases upon receipt of a written diagnosis from a doctor that a staff member has a reportable disease linked to occupational exposure. These include the following:

- Carpel tunnel syndrome
- Severe cramp of the hand or forearm
- Occupational dermatitis, e.g. from work involving strong acids or alkalis
- Hand-arm vibration syndrome
- Occupational asthma, e.g. from wood dust and soldering using rosin flux
- Tendonitis or tenosynovitis of the hand or forearm
- Any occupational cancer
- Any disease attributed to an occupational exposure to a biological agent

Work-related stress and stress-related illnesses will not be reported since they are not usually just one distinct event. RIDDOR stipulates that to be reportable, an injury must have resulted from an accident arising out of or in connection with work.

The school will only report accidents that are:

- Discrete.
- Identifiable.
- Unintended incidents which cause physical injury.

Reporting procedures

Should an incident require reporting to the Incident Control Centre (ICC) (part of the HSE), the health and safety officer, or a person appointed on their behalf, will file a report as soon as is reasonably possible. The person will complete the relevant report on the HSE website: <http://www.hse.gov.uk/riddor/report.htm>. The school will not submit written accident reports to the HSE, except for in exceptional circumstances. The school will report all accidents and injuries online where possible using the above web address. Fatal and specified injuries, as outlined in section 9, may only be reported using the telephone service on 0845 300 9923, open Monday to Friday 8.30am to 5pm.

Accident investigation

All accidents, however minor, will be investigated by the Head teacher and the outcomes recorded. After an investigation takes place, a risk assessment will be carried out, or the existing assessment amended, to avoid reoccurrence of the accident.

Site security

Ann Shevlin are responsible for the security of the school site in and out of school hours. The care taker is responsible for carrying out visual inspections of the site, and for the intruder and fire alarm systems.

Ann Shevlin, Declan Keaveney are key holders who will respond to an emergency.

The school has a Key holding service who will attend if the alarms are triggered out of school opening hours. Ann Shevlin and Declan Keaveney will be contacted by phone and given details and can follow up if action is needed.

Staff and pupils will be responsible for their personal belongings and the school accepts no responsibility for loss or damage. Thefts may be reported to the police and staff will be expected to assist police with their investigation.

All staff will be expected to take reasonable measures to ensure the security of school equipment being used. Missing or believed stolen equipment will be reported immediately to a senior staff member.

Fire

Emergency exits, assembly points and assembly point instructions are clearly identified by safety signs and notices. Fire risk assessment of the premises will be reviewed regularly.

Emergency evacuations are practised at least every term.

The fire alarm is a loud ringing bell

Fire alarm testing will take place once a week

New staff will be trained in fire safety and all staff and pupils will be made aware of any new fire risks.

In the event of a fire:

The alarm will be raised immediately by whoever discovers the fire and emergency services contacted. Evacuation procedures will also begin immediately

Fire extinguishers may be used by staff only, and only then if staff are trained in how to operate them and are confident they can use them without putting themselves or others at risk

Staff and pupils will congregate at the assembly points. These are the Infant Playground.

Class teachers will take a register of pupils, which will then be checked against the attendance register of that day. Children will face the main road.

The visitor's sign in will be taken to the playground and checked as well as signing in books and registers.

Staff and pupils will remain outside the building until the emergency services say it is safe to re-enter

The school will have special arrangements in place for the evacuation of people with mobility needs and fire risk assessments will also pay particular attention to those with disabilities.

Severe weather

Where the weather could pose a risk to individuals on school site. The Head teacher will consult with other local schools and take any advice given by the LA.

The headteacher, in liaison with the chair of governors, will make a decision on school closure (or early closure) due to severe weather on the grounds of health and safety. If a closure takes place, the governing board will be promptly informed.

Smoking

St. Mary's is a smoke free school. This smoke free area includes all playgrounds and school carpark.

PE equipment

Pupils are taught how to carry out and set up PE equipment safely and efficiently. Staff check that equipment is set up safely before children use the equipment.

Any concerns about the condition of the gym floor or other apparatus will be reported to the Head teacher, caretaker or SMT member.

Gas safety

Installation, maintenance and repair of gas appliances and fittings will be carried out by a competent Gas Safe registered engineer

Gas pipework, appliances and flues, pressure tests are regularly maintained

All rooms with gas appliances are checked to ensure that they have adequate ventilation

Legionella

A water risk assessment has been completed and carried out by a competent contractor

Regular temperature checks are undertaken and reviewed

Asbestos

Arrangements are in place to ensure that contractors are made aware of any asbestos on the premises and that it is not disturbed by their work

Contractors will be advised that if they discover material which they suspect could be asbestos, they will stop work immediately until the area is declared safe

Staff and contractors are made aware of possible location of Asbestos in the red electrical box on the corridor.

The school maintains an asbestos management plan that is reviewed regularly and looked at by governors.

Construction

When undertaking construction or maintenance work, the school will do so in accordance with The Construction (Design and Management) (CDM) Regulations 2015. Construction work means the carrying out of any building, civil engineering or engineering construction work,

The headteacher will ensure that all construction and maintenance projects have a formally appointed principal contractor and all work is overseen by third party DHP who will do the Health and safety, insurance and safeguarding checks and any HSE notification ready for the pre-start meeting.

The headteacher will hold regular progress meetings with the contractors and DHP who will do agreed visits to site to ensure that all members are carrying out their roles as required. Where the project is for a new workplace or alterations to an existing workplace, it must also meet the standards set out in The Workplace (Health, Safety and Welfare) Regulations 1992.

Electrical equipment

All staff are responsible for ensuring that they use and handle electrical equipment sensibly and safely

Any pupil who handles electrical appliances does so under the supervision of the member of staff who so directs them

Any potential hazards will be reported to the head teacher immediately

A portable appliance test (PAT) will be carried out by a competent person annually

Electrical connections will not be touched by wet hands and will only be used in dry conditions

Maintenance, repair, installation and disconnection work associated with permanently installed or portable electrical equipment is only carried out by a competent person

Manual handling

Manual handling can prove hazardous when it has the potential to cause a musculoskeletal disorder. This can be due to repetition of the action, the force and/or posture involved in the completion of a handling task, and/or a person's ability to hold or grasp the particular item in a safe and balanced manner.

It is up to individuals to determine whether they are fit to lift or move equipment and furniture. If an individual feel that to lift an item could result in injury or exacerbate an existing condition, they will ask for assistance.

The school will, as far as practicable, will reduce the need for members of staff to carry out any manual handling tasks that involve a risk of injury. Where manual handling tasks are necessary, the school's Manual Handling Risk Assessment will be implemented. The control measures will be monitored to ensure they are reducing the risk of injury and being implemented correctly.

Lone working

Lone working may include:

Late working

Site manager duties

Site cleaning duties

Working in a single occupancy office

Potentially dangerous activities, such as those where there is a risk of falling from height, will not be undertaken when working alone. If there are any doubts about the task to be performed then the task will be postponed until other staff members are available.

If lone working is to be undertaken, a colleague, friend or family member will be informed about where the member of staff is and when they are likely to return.

The lone worker will ensure that they are medically fit to work alone.

Working at height

We will ensure that work is properly planned, supervised and carried out by competent people with the skills, knowledge and experience to do the work.

In addition:

- The caretaker retains ladders for working at height
- Pupils are prohibited from using ladders
- Staff will wear appropriate footwear and clothing when using ladders
- Contractors are expected to provide their own ladders for working at height
- Before using a ladder, staff are expected to conduct a visual inspection to ensure its safety
- Access to high levels, such as roofs, is only permitted by trained persons
- Staff should not stand on chairs or tables to reach height

Lettings

This policy applies to lettings. Those who hire any aspect of the school site or any facilities will be made aware of the content of the school's health and safety policy, and will have responsibility for complying with it.

Contractors

Contractors will be responsible for the health and safety of their employees and for ensuring safe working practices. They will not constitute a hazard to staff, pupils or visitors to the school.

Contractors must have their own insurance in place and agree to the contractors agreement.

Statutory Checks

All Statutory health and safety checks will be completed by external qualified contractors. Any recommendations will be completed as soon as possible and information/ reports will be upload onto Statlog.

Monitoring and review

The effectiveness of this policy will be monitored continually by the headteacher and the governing board. Any necessary amendments will be made immediately.

The next scheduled review date for this policy is September 2024