



# St Michael's Catholic Primary School

## Health & Safety Policy

October 2020

**Date Approved:** 13<sup>th</sup> October 2020

**Chair of Governors:** Jeanette Riley

**Headteacher:** Alyson Rigby

**Next Review Date:** October 2021

## **HEALTH AND SAFETY AT WORK**

### **St Michael's Catholic Primary School Policy Statement of Organisation and Arrangements for ensuring Health and Safety (Code of Practice).**

#### **Part I General Statement, Principles and Responsibilities.**

##### **1. Introduction.**

This is a Statement of Organisation and Arrangements for St Michael's Catholic Primary School and does not replace the councils Policy Statement 1 & 2 (Appendix A) but is in addition to them for the benefit of teaching and non-teaching staff and pupils.

This statement deals with those aspects over which the Head has control and covers safety associated with buildings structure, plant, fixed equipment and services for which other officers of the authority also have responsibility; it describes how the Head is discharging her responsibilities in respect of pupils, visitors and other employees who are present on school premises in the internal organisation, management and discipline of the school in accordance with the Articles of Government.

The aim of the statement is to ensure that all reasonably practical steps are taken to secure the health, safety and welfare of all persons using the premises:

As a school, we are committed to the effective implementation of this Policy by:

Continuously improving a health and safety management framework that clearly defines the school's health and safety requirements and identifies those responsible for implementation of those requirements.

Developing, implementing and reviewing annual health and safety action plans in line with organisational objectives and legislative requirements.  
Accepting that health, safety and welfare is an important management responsibility.

Providing competent support to our staff to improve and maintain a consistently high standard of health and safety management in their area(s) of responsibility. Recognising that the prevention of accidents, incidents or work related ill-health requires effective management and leadership.

Ensuring the site, grounds, buildings, equipment, facilities, and work practices are safe and without undue risk to health.

Considering the environmental impacts of our undertakings in line with legislation and any other relevant standard helping our staff to meet their legal duty of care, by involving them and encouraging their co-operation, in the management of their own health, safety and wellbeing through appropriate information and training.

Proactively promoting and encouraging work-life balance and staff wellbeing. Consulting with our staff on matters affecting their health, safety and welfare at work and nurturing a spirit of collaboration among them, their Trade Unions, appointed Safety Representatives, Employee Representatives and Health and Safety Committees.

## **2. Responsibilities and duties in all matters concerned with safety.**

### **The Governing Body:**

In discharge of its duty the governing body, in consultation with the Head teacher, will;

make itself familiar with the requirements of the **Health and Safety at work, etc Act 1974** and any other health and safety legislation and codes of practices which are relevant to the work of the school, in particular the **Management of the Health and Safety at Work Regulations 1999** (SI 1999 No. 3242)

- ensure that there is an effective and enforceable policy for the provision of health and safety throughout the school
- periodically assess the effectiveness of this policy and ensure that any necessary changes are made
- identify and evaluate all risks relating to:
  - accidents
  - health
  - school-sponsored activities (including work experience)
- identify and evaluate risk control measures in order to select the most appropriate means of minimising risk to staff, pupils and others
- create and monitor the management structure

### **In particular, the governing body undertakes to provide:**

Safe place for staff and pupils to work including safe means of entry and exit  
Equipment and systems of work which are safe.

Safe arrangements for the handling, storage and transport of articles and substances.

Safe and healthy working conditions which take account of all appropriate:

- Statutory requirements
- Codes of practice whether statutory or advisory
- Guidance whether statutory or advisory

Supervision, training and instructions so that all staff and pupils can perform their school-related activities in a healthy and safe manner. All staff will be offered the opportunity to receive health and safety training which is appropriate to their duties and responsibilities and which will be given before an employee commences any relevant work. Wherever training is required by statute or considered necessary for the safety of the staff, pupils and others then the governing body will ensure, within the financial resources available, that such training is provided. Pupils will receive such training as is considered appropriate to the school-related activities, which they are carrying out. All training will be regularly updated.

Necessary safety and protective equipment and clothing together with any necessary guidance, instruction and supervision.

Adequate welfare facilities

So far as is reasonably practicable the governing body, through the Head teacher, will make arrangements for all staff, including temporary and voluntary staff and helpers and those on fixed term contracts to receive comprehensive information on:

**This policy:**

All other relevant health and safety matters.

The instruction and training that will be given to all employees so that they may carry out their duties in a safe manner without placing themselves or others at risk.

**The Head.**

The responsibility for all school safety organisation and activity rests with the Head teacher, who shall:

- be the focal point for the day to day reference on safety and give advice or indicate sources of advice
- co-ordinate the implementation of the approved safety procedures in the school
- maintain contact with outside agencies able to offer expert advice
- report all known hazards immediately to the authority and stop any practices or the use of any tools equipment, machinery etc., she considers to be unsafe, until satisfied as to their safety.
- make recommendations to the authority for additions or improvements to tools, equipment, machinery, etc., which are dangerous or potentially so

- make or arrange for investigation of premises, places of work and working practices on a regular basis and ensure that all are kept informed of accidents and hazardous situations
- review from time to time:
  - the provision of first aid in the school  
the emergency regulations, and make recommendations for improving the procedures laid down
- review regularly the dissemination of safety information concerning the school
- recommend necessary changes and improvements in welfare facilities
- inform the Governors from time to time of the safety procedures of the school.
- Inform the Governors of any health and safety incidents that have been reported within the school

### **Obligation of all Employees.**

The Health and Safety at Work Act 1974 states:  
‘It shall be the duty of every employee while at work:

To take responsible care for the health and safety of himself/herself and of any other persons who may be affected by his/her acts or omissions at work, and;  
As regards any duty or requirement imposed on his/her employer or any other person by or under any of the relevant statutory provisions, to co-operate with him/her so far as it is necessary to enable that duty or requirement to be performed or complied with.

### **The Act also states:**

‘No person shall intentionally or recklessly interfere with or misuse anything provided in the interests of health, safety and welfare in pursuance of any of the relevant statutory provisions’.

In order that the laws be observed and responsibilities to pupils and other visitors to the school are carried out all employees are expected:

- to read and be familiar with all risk assessments and safe systems of work relative to their tasks and environment and to know the special safety measures and arrangements to be adopted in their own working areas and to ensure that they are applied;
- to observe standards of dress consistent with safety and/or hygiene;
- to exercise good standards of housekeeping and cleanliness;
- to know and apply the emergency procedures in respect of fire and first aid;

- to use and not wilfully misuse, neglect or interfere with things provided for his/her own safety and/or the safety of others;
- to co-operate with other employees in promoting improved safety measures in their school;
- to co-operate with the appointed safety representative and the enforcements officer of the Health and Safety Executive or the public Health Authority.

### **Teaching and Non-teaching Staff Holding Posts/Positions of Special Responsibility:**

#### **These staff will:**

Have a general responsibility for the application of the authority's safety policy to their own department or area of work and are directly responsible to the Head for the application of existing safety measures and procedures within that department/area of work. Advice or instruction given by the authority and the Head, including the relevant parts of this statement, shall be observed;

Shall, where necessary, establish and maintain safe working procedures including arrangements for ensuring, as far as is reasonably practicable, safety and absence of risks to health in connection with the use, handling, storage and transport of articles and substance, (e.g. chemicals, boiling water, duplicating fluid, guillotines);

Shall resolve any health and safety problem any member of staff may refer to them and refer to the Head any of these problems for which they cannot achieve a satisfactory solution within resources available to them;

Will be responsible for conducting a health and safety check at the end of each term. Any work to be undertaken will be submitted to the Head and any work can be carried out during the break. Forms will be located in the Health and Safety file in the class rooms;

Shall ensure, as far as is reasonable practical, the provision of sufficient information, instruction, training and supervision to enable other employees and pupils to avoid hazards and contribute positively to their own safety and health at work;

Shall, where appropriate, seek the advice and guidance of the relevant Advisor or Officer of the authority;

Shall propose to the Head requirements for safety equipment and on additions or improvements to plant, tools, equipment or machinery, which are dangerous or potentially so.

### **Special Obligations of the Class Teacher.**

The safety of pupils in classrooms, laboratories and workshops is the responsibility of the class teachers; teachers have traditionally carried responsibility for the safety of pupils when they are in their charge.

If for any reason e.g. the condition or location of equipment, the physical state of the room or the splitting of a class for practical work, a teacher considers he/she cannot accept this responsibility, he/she should discuss the matter with the Head before allowing practical work to take place.

**Class teachers are expected:**

- to exercise effective supervision of the pupils and to know the emergency procedures in respect of fire, bomb scare and first aid, and to carry them out;
- to know the special safety measures to be adopted in their own special teaching areas and to ensure that they are applied; to note the prohibition of any type of naked flame
- to give clear instructions and warning as often as necessary;
- to follow safe working procedures personally;
- to send reminders home regularly when there is need for protective clothing e.g. P.E. and correct footwear/clothing. This also applies to staff who may need reminding that it is their responsibility if they choose to wear unsuitable footwear/clothing;
- to make recommendations to their Head of department, e.g. on safety equipment and on additions or improvements to plant, tools, equipment or machinery which are dangerous or potentially so;

**The Pupil**

The pupils are encouraged:

To exercise personal responsibility for the safety of self and class-mates;  
To observe standards of dress consistent with safety and/or hygiene (this would preclude unsuitable footwear, other items considered dangerous);

To observe all the safety rules of the school and in particular the instructions of teaching staff given in an emergency;

To use and not wilfully misuse, neglect or interfere with things provided for his/her safety.

**Visitors**

Regular visitors and other users of the premises (e.g., parents, delivery men from specific companies) are required to observe the safety rules of the school. In particular parents/ carers helping out in school are to be made aware of the health and safety arrangements applicable to them through the teacher to whom they are assigned.

## **Practical measures, safe systems of work.**

### **Supervision of Pupils:**

Responsibility for pupils commences at 08.45am or the agreed school start time, once they are on the premises. This ceases once the pupil has left the premises.

The Lunchtime Policy sets out the practice and routines. There will be a teacher on duty for periods 12.00 – 12.45 and 12.45 – 1.30.

Medication: the school will follow the procedures laid out in the document 'LA Guide to Head teacher's Management of Medication in School' and DFE 'Supporting Pupils at School with Medical Conditions 2015'

Pupils must be encouraged to follow measures conducive to safety at all times in their movement around and within the school building (e.g. running in corridors is to be discouraged);

Pupils must be encouraged to exercise actions conducive to safety whilst in areas of high risk (e.g. Food Technology areas, Gym (Hall), Outside Play Areas;

Pupils must be closely supervised at all times both inside and outside the classroom but special caution should be exercised:

- On playground equipment
- In the school grounds, especially car parking areas;
- On excursions out of school, including swimming, horse riding, and excursions involving being on or crossing public highways. (Observation of safety rules as described in the L.A Health and Safety publications is mandatory).

### **Provision of First Aid.**

First aid boxes are provided in the medical room, staff room, premises officer's room and Sparkles (ASC) and throughout the school in most corridors and Key stage areas. Each box contains only first aid requisites, it is the responsibility of all teaching staff and Non-Teaching staff to inform the Head Teacher if any box requires replenishing. There are also 3 First Aid bags to be used if any class is going out.

## **3. Emergency Procedures.**

### **Illness or Accident:**

If anyone on the premises should become ill or suffer injury as a result of an accident the procedures below should be followed:

For staff and visitors – Alison Ponzini is the Lead First Aider. There are 8 fully trained first aiders and 14 paediatric first aiders – see list in staff rooms. First aid should be rendered, but only as far as knowledge and skill permit. The patient should be given all possible reassurances, and if absolutely necessary, removed from danger.



For pupils – call a first aider. The medical rooms are located: Infants building – by the hall; junior building – opposite the administration office.

Transport to hospital – if an ambulance is required the emergency '999' should be used. It may be appropriate to transport a pupil to a casualty department without the ambulance service but it should be noted that this should always be on a voluntary basis. These will be cases of less severe nature than those requiring transport by ambulance. Wherever possible no casualty should be allowed to travel to hospital unaccompanied if there is any doubt about their fitness to do so;

Accident forms – as soon as possible after the incident every case of Injury or accident must be fully and accurately reported on the appropriate accident form and, where possible, detailed statements should be obtained from the witnesses. Accident forms are obtained from the school administration officer. Completed forms should be passed immediately to the Head, or in her absence, the Deputy Head who shall investigate the accident. An accident form must be completed for all accidents, (to employees, pupils, members of the public), however minor, and – for employees only – an entry must be made in the accident register.

### **Fire and Emergency Procedures.**

It is the duty of all members of staff to carry out the procedures as follows:

All staff should be familiar with location and operation of the fire alarms and extinguishers.

On discovery of fire, the alarm should be raised immediately, the school evacuated, and the Head Teacher or Administrative Officer will call the Fire Brigade (999) if considered appropriate by the Head Teacher, action will be taken to extinguish the fire.

DRILL: on hearing the fire alarm, proceed in a quiet orderly manner to the nearest accessible fire exit, according to the plan located at the fire control box in both building, keeping away from building, make for the **FIRE DRILL ASSEMBLY POINTS.**

The Administration Officer will take class registers to the Fire Drill Assembly points where an immediate check on numbers will be made by the class form/teacher, and a report made to the Head Teacher, who will then take any necessary action with regards to persons unaccounted for.

The Head Teacher will decide when it is safe to return to the building and will inform teachers. No one is to return to the building **for any reason** until instructed to do so.

### **N. B Review of emergency procedures:**

From time to time it will be necessary for the health and Safety representative to review the provision of first aid in the school and the emergency regulations;

where necessary he/she will make recommendations to the head for improving the procedure laid down.

Pupils and staff should be familiar with these arrangements.

### **School Visits/Residentials.**

The full guidance and procedures are outlined in the Educational Visits Policy. Staff should ensure that they have read the policy before going out and that the procedures are followed exactly.

### **Activities, which may pose a risk**

Many valuable educational experiences could be judged to involve an element of risk. The school maintains a bank of risk assessments covering many of those activities. Each member of staff is responsible for ensuring he/she is familiar with the relevant risk assessment are completed before beginning a task.

If any activity is planned that may present a significant risk and there is no assessment in place, each member of staff should consult the Head Teacher to ensure that an appropriate risk assessment is conducted before the activity is undertaken. This includes educational activities and also tasks undertaken by any member of staff e.g., caretaker, cleaner, administrative officer.

The health, safety and welfare of all the people who work or learn at our school are of fundamental importance. We aim to provide a safe, secure and pleasant working environment for everyone. The governing body, along with the LA, takes responsibility for protecting the health and safety of all children and members of staff.

### **The school curriculum**

We teach the children about health and safety in order to equip them with the skills, knowledge and understanding to enable them to live positive, successful and healthy lives. Teachers take every opportunity to educate children in this regard in the normal school curriculum. For example, in the geography curriculum in Key Stage 1 the unit of work, 'People who help us' deals with the work of the police and fire service. Through this topic we teach children about the danger of fire, and how to avoid accidents. Through the science curriculum we teach children about hazardous materials, and how to handle equipment safely.

We teach children respect for their bodies, and how to look after themselves. We discuss these issues with the children in PSHE lessons and we reinforce these points in design technology, where children learn about healthy eating and hygiene. We also show them how to move and play safely in PE lessons.

Health and safety issues also arise when we teach care for the environment and awareness of the dangers of litter. Key Stage 2 children receive sex and drugs education. (See the Drugs Education Policy and the Sex Education Policy.)

Our school promotes the spiritual growth and welfare of the children through the RE curriculum, through special events such as harvest festivals, and through the daily act of collective worship

### **School Security.**

While it is difficult to make the school site totally secure, we will do all we can to ensure the school is a safe environment for all who work or learn here.

We require all adult visitors to the school who arrive in normal school hours to sign in using the electronic signing in system (InVentry) located in the reception area, and to wear an identification badge at all times whilst on the school premises.

Staff will not allow any adult to enter their classroom if the school visitor's badge does not identify them. Staff must challenge anyone who does not display a lanyard and Identification badge.

If any adult working in the school has suspicions that a person may be trespassing on the school site, they must inform the Headteacher/Senior manager immediately. The Headteacher will warn any intruder that they must leave the school site straight away. If the Headteacher has any concerns that an intruder may cause harm to anyone on the school site, s/he will contact the police and activate the school's lockdown procedure.

### **Monitoring and review**

The governing body has responsibility for health and safety matters. The Governing body will keep informed of new regulations regarding health and safety, and to ensure that the school regularly reviews its processes and procedures with regard to health and safety matters. Governors will also liaise with the LEA and other external agencies, to ensure that the school procedures are in line with those of the LEA.

The governing body, in consultation with professional advisors, carries out regular risk assessments to ensure that the school is a safe environment.

The headteacher implements the school health, safety and welfare policy on a day-to-day basis, and ensures that all staff are aware of the details of the policy as it applies to them.

The school has a health and safety committee that meet every term. The headteacher in turn reports to governors termly on health and safety issues.

**Review date:** October 2021

## COVID-19 addendum

### **St Michael's Catholic Primary School (including Before and After-School Care) Covid 19 Health & Safety addendum**

This COVID-19 addendum policy sets out changes to our main Health and Safety Policy and must be read in conjunction with that policy and Public Health England's guidance.

#### **POLICY AIM:**

To ensure that the risks of Covid presented to pupils, staff and visitors are reduced to an acceptable level.

#### **POLICY OBJECTIVES:**

To conduct all our activities safely and in accordance with legislative standards and in consideration of government and LCC guidance to provide safe working and learning conditions. To ensure a systematic approach to the identification of risks and the allocation of resources to control them. To openly communicate on health safety and welfare.

#### **POLICY STATEMENT:**

St Michael's Catholic Primary School recognises and accepts its responsibility as an employer and provider of services and will provide a safe and healthy workplace and learning environment for all staff, pupils and such other persons as may be affected by its activities. We will adopt health and safety arrangements under Covid in line with Health & Safety legislation, and in consideration of government and LCC guidelines. Good health and safety management will be an integral part of the way that the school operates and will be considered across all work activities and across the wide range of educational activities delivered.

#### **THE SCHOOL WILL:**

- Apply and communicate sensible risk management and safe working practices. This will involve:
  - Regular assessment of hazards and associated risks.
  - Implementing preventive and protective control measures against those risks to an acceptable/ tolerable level.
  - Monitoring the effectiveness of those measures.
  - Provision of information, instruction, training and protective equipment to staff (and pupils where required).
  - Review of risk assessments, policies, procedures and practices at regular interval and where additional information is gained through changes in government and LCC guidance, monitoring or following an incident.

- Implement measures to ensure social distancing is observed across the site, consistent with and appropriate to the numbers of pupils, staff and visitors in the school. It must be noted that due to the young age of our pupils social distancing is very difficult to adhere to; both parents and staff have been made aware of this fact and the potential increased risk.
- Maintain an appropriate hygiene regime to be followed by all pupils, staff and visitors.
- Operate an enhanced cleaning regime for the duration of Covid.
- Ensure that staff are informed and instructed to ensure competence and awareness of health & safety precautions required during Covid.
- Give age appropriate lessons to pupils about Covid and to encourage and re-assure them about the measures in place to protect themselves from it.
- Require all employees and encourage and support all pupils to show a proper personal concern for their own safety, for that of the people around them.
- Require staff to exercise increased due care and attention and observe safe working methods.
- Communicate regularly and effectively with staff and parents about the school's response to Covid.
- Put in place any flexible working arrangements needed to support delivery of education during Covid including where necessary staggered start/end times and staggered lunchtimes.
- Put in place measures to check on staff wellbeing (including for leaders).
- Draw up contingency plans for:
  - Someone falling ill or demonstrating symptoms on site.
  - Being informed of a positive test result for pupils or staff.
  - Deep cleaning in the event of an outbreak of Covid on site.
- Provide appropriate personal protective equipment (PPE) as required by staff.
- Require visitors to adhere to the schools Covid Visitor procedures.
- Put in place arrangements for the continuing education of those children who have not yet returned to school.