

## St John Rigby Catholic Primary School



### HEALTH AND SAFETY POLICY

Reviewed and updated by School  
In November 2014.

Next due for review on November 2015  
This policy is: STATUTORY

WRITTEN IN CONJUNCTION WITH

HEALTH AND SAFETY AT WORK ACT 1974

AND BEDFORD BOROUGH COUNCIL HEALTH AND SAFETY POLICY

## **PART 1 GENERAL STATEMENT OF POLICY**

The SFAAT Directors and Headteacher of St. John Rigby Catholic Primary School are committed to ensuring a safe and healthy environment and for providing safe equipment and procedures for all staff, pupils and visitors involved in school activities. They recognise also their responsibility to consider the health and safety of contractors or any other person whose health and safety may be affected by school activities.

Ensuring that health and safety are safeguarded, so far as is reasonably practicable, ranks equally with any other managerial or supervisory responsibility. There is also a legal and moral responsibility on all employees to safeguard their own health and safety and co-operate with the employer by following established procedures and bringing to attention of the school's Senior Leadership Team any health and safety problems of which they are aware.

It is the intention of the Headteacher and SFAAT Directors that the established policies and procedures shall be followed and developed locally to meet the needs of the school, as set down in this policy statement. The aim is to ensure that health and safety becomes an integral part of all school's activities and that it is achieved in a way that is consistent with curriculum and other needs.

The Directors wish to encourage the recognised Trade Unions to exercise their rights to appoint safety representatives at the school, as provided for in the Health and Safety at work Act 1974 and wish to work in a constructive and cooperative way with such safety representatives in order to promote high standards of health and safety.

Wherever an activity takes place which has an element of risk, a Risk Assessment will be carried out by the member of staff concerned and given to the Headteacher for approval.

The Policy will be reviewed at least annually by the Directors to ensure that it is kept up to date.

## **PART 2 ORGANISATION STRUCTURE AND DUTIES**

### **A General**

- 1 Overall responsibility for health and safety rests with the SFAAT Directors, assisted by the Health and Safety function of the Finance Committee. Day to day executive responsibility rests with the Headteachers or in their absence with the Senior Management Team of each school.

The SJR ASIG has the responsibility to ensure that:

- a) A clear written policy statement is created which promotes the correct attitude towards safety in staff and pupils.
- b) Responsibilities for health, safety and welfare are allocated to specific people and that these persons are informed of these responsibilities.
- c) Persons have sufficient experience, knowledge and training to perform the tasks required of them.
- d) Clear procedures are created which assess the risk from hazards and produce safe systems of work.
- e) Sufficient funds are set aside with which to operate safe systems of work.
- f) Health and safety performance is measured both actively and reactively.
- g) The school's health and safety policy and performance is reviewed annually.

- 2 The Headteachers are appointed as Health and Safety Liaison Officer for the schools and, after training, will co-ordinate the arrangements for maintaining statutory procedures/ records required under the Health and Safety at Work Act. They will also keep this policy document under review to initiate action if it needs to be changed to keep it up to date, eg because of changes in legislation or responsibilities. Headteacher training records reviewed by nominated federation governor.

The Headteacher supports the Directors by ensuring that:

- a) This Policy is communicated adequately to all relevant persons.

- b) Appropriate information on significant risks is given to visitors and contractors
- c) Appropriate consultation arrangements are in place for staff and their Trade Union representatives.
- d) All staff are provided with adequate information, instruction and training on health and safety issues.
- e) Risk assessments of the premises and working practices are undertaken.
- f) Safe systems of work are in place as identified from risk assessments.
- g) Emergency procedures are in place.
- h) Machinery and equipment is inspected and tested to ensure it remains in a safe condition.
- i) Records are kept of all relevant health and safety activities e.g. assessments, inspections, accidents, etc.
- j) Arrangements are in place to monitor premises and performance.
- k) Accidents are investigated and any remedial actions required are taken or requested.
- l) A report to the Directors on the health and safety performance of the school is completed annually.

3 Notwithstanding the appointment of a Health and Safety Liaison Officer, each teacher, or other person with supervisory control over any school activity, has a duty to ensure that agreed health and safety procedures are implemented for their activity. Each teacher with a designated classroom will periodically carry out a check and will bring any health and safety problems to the attention of the Headteacher or Health and Safety Liaison Officer so that remedial action can be taken.

4 The Site Agent / Caretakers have duties to check the general condition of the premises and, in particular, the non-classroom areas, and for ensuring that health and safety hazards are dealt with. Where action required is outside his/her authority, or ability, the matter will be reported to the Headteacher for appropriate action. The Site Agent will arrange that cleaners employed by the school are given necessary health and safety information on safe working procedures; that the safety checking of their equipment is carried out; and that cleaning materials are stored safely.

5 The Senior and Lunchtime Supervisors have delegated duties to oversee safety in the school and the playground during the dinner break.

## 6 **Obligations of All Employees**

Apart from any specific responsibilities which may have been delegated to them, all employees must:

- a) Act in the course of their employment with due care for the health, safety and welfare of themselves, other employees and other persons.
- b) Observe all instructions on health and safety issued by the LA, School or any other person delegated to be responsible for a relevant aspect of health and safety.
- c) Act in accordance with any specific H&S training received.
- d) Report all accidents and near misses in accordance with current procedure.
- e) Co-operate with other persons to enable them to carry out their health and safety responsibilities.
- f) Inform their Line Manager of all potential hazards to health and safety, in particular those which are of a serious or imminent danger.
- g) Inform their Line Manager of any shortcomings they identify in the school's health and safety arrangements.
- h) Exercise good standards of housekeeping and cleanliness.
- i) Know and apply the procedures in respect of fire, first aid and other emergencies.
- j) Co-operate with the appointed Trade Union Health and Safety Representative and the Enforcement Officers of the Health and Safety Executive.

All employees who authorise work to be undertaken or authorise the purchase of equipment will ensure that the health and safety implications of such work or purchases are considered.

Employees entrusted with responsibilities for specific aspects of health, safety and welfare must satisfy themselves that those responsibilities as appropriate are re-assigned in their absence. Such re-assignments must be approved by the employee's immediate superior.

7 A regular review of arrangements and/or audit will be carried out by designated health and safety lead director (Mr. Ira Ottley).

## **B SPECIFIC HAZARDS / DESIGNATED RESPONSIBILITIES**

### **1 Fire Precautions**

The Headteachers are responsible for ensuring that Fire Drills are carried out in accordance with Local Authority guidelines and for co-ordinating other aspects of fire safety at the school. The Site Agent is responsible for testing the fire alarm; for day to day checking of other fire equipment and for ensuring that periodic testing is carried out; and for keeping a record of tests as required by the current Local Authority guidelines.

### **2 First Aid**

An up to date list of trained 'First Aiders' and 'Appointed Persons' will be posted up in the school office, staff room and medical room for each school. A First Aid box, as required by the First Aid at Work Regulations 1981, will be kept in the Medical Room.

### **3. Accident and Ill Health Reporting**

The Headteacher is responsible for ensuring that a record of all accidents is kept and that Bedford Borough Council Incident/ Accident and Near Miss Forms are completed and sent to County Hall. The Headteacher is also responsible for ensuring that accidents, ill health or dangerous occurrences which are reportable to the Health and Safety Executive under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1985 are notified within the prescribed period.

### **4 Equipment and Electrical Testing**

The arrangements for periodic testing of the fixed electrical installation on the site are made by services employed by the Federation, on an annual basis. The review of contractors and testing periods will be set by the Business Director

Day to day inspection of all equipment to detect visible signs of damage or deterioration rests with the

user, or in the case of equipment used by pupils, with the class teacher. Any equipment used by pupils, with the class teacher. Any equipment found to be unserviceable, or in any case of doubt, will be taken out of service, adequately labelled, locked away and the defect reported to the Headteacher who will arrange for repair or replacement.

All electrical equipment brought into the school from other sources, eg on loan, will be checked for its suitability for the purpose for which it is to be used. The person arranging for its provision has a duty to ensure that this is done.

#### 5. Hazardous Substances

No hazardous chemical agents will be used in the school until an assessment has been carried out in accordance with the Control of Substances Hazardous to Health Regulations 1998 (COSHH). The Site Agent will keep available the relevant COSHH assessments made available via the cleaning supervisors for cleaning and maintenance chemicals used in the school. If any hazardous substances are purchased other than those for which an assessment has been prepared, this will be reported to the cleaning supervisors so that an assessment can be prepared before first use.

The Curriculum Co-ordinator will ensure that any substances used in teaching the subject area are assessed for health and safety, that COSHH assessment records are kept available; and that information on safe use is passed on to other teachers, pupils etc., who may be exposed while using the substance.

#### 6. Visitors

The Administrative Assistant is responsible for arranging that the arrival/departure of all visitors to the school site (other than parents collecting/delivering children) is entered into the visitor's book to be kept at the reception desk/office.

#### 7. Contractors

The primary duty for establishing and monitoring safe work or contractual maintenance work on the school premises rests with Agents and Architects as employed by the Diocese. The Headteacher and Site Agent will liaise on a day to day basis with contractors working on the site from the point of view of health and safety hazards at the interface between their work and the functioning of the school. The provision of information on emergency arrangements at the school will form a part of this liaison. Where the school commissions work direct from a contractor the Headteacher will assume responsibilities otherwise falling to Agents and Architects as employed by the Diocese.

#### 8. School Visits

The teacher organising any external visits away from the school is responsible for carrying out necessary pre-visit arrangements including all Risk Assessments and obtaining authorisation from the Headteacher / Educational visits coordinator before the visit takes place. Residential trips and certain 'Action and Activity' trips need to be registered on the LA –'Educational visits online virtual environment' (Evolve) and LA procedures followed.

#### 9. Catering Safety

Responsibility for health and safety aspects of the work in the school kitchen rests with Catering Services on whose behalf the Kitchen Manager has delegated local management responsibility. The Kitchen Manager and the Headteacher will co-ordinate safe working where there is common use of school facilities, eg dining areas.



## **PART 3 ARRANGEMENTS AND PROCEDURES**

### **General**

1. The procedures used in the schools will be in accordance with the current policy guidelines and procedures published and issued by the Local Authority as supplemented by further guidance from the Chief Education Officer. At the lower school level these cover, in particular;

- General Guidelines
- First Aid
- Subject Guidelines
- Fire Precautions \*
- Educational visits

### 2. Induction Training

All new members of staff (teaching and non-teaching) will be provided with Induction training appropriate to their health and safety needs. In the case of volunteer helpers it will be the responsibility of the relevant teacher or supervisors to ensure that appropriate information is passed on to them also. •

### 3. School Visits

For all school visits the Local Authority procedure guidelines from the Bedford Borough council 'Educational visits and Journeys policy' are adhered to. This will include the preparation of a Risk Assessment identifying any potential hazards and the relevant controls put in place to minimize risk, a copy of which will be kept in the school office. The venues chosen for school visits are, as far practicable, to be restricted to those with no significant hazards. For all visits the appropriate ratios of adults to

children is calculated and the necessary staff and adult helpers are provided. A medical kit, mobile telephone and a First Aider should be included on all visits. Before any party leaves the school all accompanying parents are instructed and briefed about safety and control procedures and all children are briefed and instructed on safety procedures and all children are briefed and instructed on safety procedure, in particular, the need to stay close to the adults. Children must be counted out, counted during the trip and counted before leaving the site.

#### 4. Personal Protective Equipment

Personal protective equipment will be provided where necessary and arrangements will be made to check that it is used and properly maintained.

#### 5. Medicines

Prescription medicines may be administered to children, but only at the specific request of the parent or guardian and after the completion of an indemnity form. All such medicines will be stored in the school office away from the children and will only be administered to children individually and by a competent adult. Controlled drugs are stored in the lockable medicine cabinet. *Refer BCC Health & Safety Manual, Section W, DfES Guidance on Managing Medicines in Schools and Early Years Settings 2005*

#### 6. School Lettings

Before agreeing to let school premises to outside bodies, for use out of school hours, the proposed use and responsibility for supervision will be established to ensure that the use is compatible with the premises and equipment involved and that residual problems relating to subsequent school use are not likely to arise. Authorisation by the Governing Body is required before a letting agreement is made. Outside bodies hiring school facilities shall be required to demonstrate that they are competent and have suitable arrangements for intended use et, availability of supervision and expertise in dealing with

emergencies in the use of the equipment, etc.,. **For responsibilities see BCC Circular H/04/62**

7. Monitoring

In order to monitor standards of health and safety the Health and Safety lead Director will visit on a 6 monthly basis. A report will be presented to the Governors for their consideration.\_

8. Safety Representatives and Health and Safety Representatives on Board of Directors

(if appropriate)

Time off for training of safety representatives will be provided in accordance with LEA recommendations.

Representatives will be given full access to the information on health and safety which they have a right to have under the Health and Safety at Work Act 1974. They will also be given appropriate time and facilities to undertake the range of activities of a Safety Representative in order that they can play an effective role.

Its purpose is to discuss any matter relevant to health and safety and to act as a source for the exchange of information and/or resolution of any problems that need further action, or a review of procedures. Minutes of the Health and Safety Committee meetings will be passed to the Directors.

9. Source of Further Advice on Health and Safety Matters

The schools will seek specialist advice on health and safety from the Health and Safety Unit, or Occupational Health Unit of Personnel Consultancy Division, Bedford Borough Council, or other appropriate source, where matters are outside the competence of school personnel.

10. Display Screen equipment

The school will undertake initial VDU assessments in accordance with the Display Screen Equipment (DSE) Regulations (1993) for all staff working with VDUs, regardless of frequency and the amount of time spent working at a workstation to ensure that staff are

aware and adopt safe working practices. A record of assessments undertaken is maintained by the school.