



**DUKINFIELD**

**St Mary's Catholic Primary School  
Health and Safety Policy  
(Updated February 2018)**

**Statement of Intent:**

The Governors of St Mary's recognise their responsibility to provide a safe and healthy environment for all staff, pupils and other people who come onto the premises.

The Governors will take all reasonable and practical steps to fulfil their responsibilities. They will provide safe and healthy working conditions that take account of all appropriate statutory requirements, codes of practice, advice and guidance, including those issued by Tameside Council and the Diocese of Shrewsbury.

**Governors will:**

- Appoint and maintain the responsibility structure set out in **Appendix One**
- Appoint and record the name of the Health and Safety Officer(s) (if applicable)
- Record the name of and consult with the elected Health and Safety representative
- Provide plant, equipment and systems of work which are safe
- Provide supervision, training and instruction so that staff and students can perform their activities in a healthy and safe manner.
- Offer staff 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 staff, pupils and others, then the governing body will ensure, within the financial resources available, that such training is provided.
- Provide necessary safety and protective equipment and clothing, together with any necessary guidance, instruction and supervision.

**Reviewing this policy**

The Governing Body will review this policy statement every 2 years and update, modify or amend it as it considers necessary to ensure the health safety, and welfare of staff, pupils and others.

**Responsibilities:****The Headteacher's responsibilities are as follows:**

1. The Headteacher will be responsible for the day-to-day operation of the organisational structure, the implementation of the statement of intent and the policies and procedures set out in this policy.
2. The Headteacher will ensure that all areas of the school are inspected at least once per term.
3. The Headteacher will report to the Governing Body those instances where the Head's delegated authority does not allow the elimination or reduction of risks to a satisfactory level. The Head will take all necessary short-term steps to avoid danger.
4. The Headteacher will ensure a system for reporting, recording and investigating accidents is in place. All reasonable steps will be taken to prevent recurrences.
5. The Headteacher will ensure a system for the recording of all visitors to the site and will ensure that they are briefed of any hazards on site.
6. The Headteacher will ensure arrangements for the safe conduct of maintenance work.
7. The Headteacher will ensure that new employees receive a copy of this policy before starting work at the school and that they are briefed on safety arrangements.

8. The Headteacher will organise effective arrangements for the safe evacuation of the building in case of fire and other emergency and that suitable fire fighting equipment is available and maintained.
9. The Headteacher will ensure that systems of risk assessment are in place to enable prompt identification and control of hazards and ensure that risk assessments are carried out as appropriate.
10. The Headteacher will ensure that all training needs are identified and that staff are trained to the appropriate standards.
11. The Headteacher will ensure that the Site Manager is equipped with all practical information and informed of all decisions which affect health and safety.

## **Risk Assessments**

The Head is responsible for the maintenance of risk assessment records. These are maintained in a file in the Headteacher's office.

### **All members of staff**

All employees will make themselves familiar with the Health and Safety policy and the procedures contained within it. They should take reasonable care of their own Health and Safety and that of any other persons who may be affected by their activities. Everyone should avoid actions that would put themselves or anyone else at risk. Appendix two contains a checklist of duties for all members of staff.

### **The Safeguarding, Premises and Health and Safety Sub-committee**

The Safeguarding, Premises and Health and Safety sub-committee which consists of the Head and Governors responsible for Health and Safety, will meet at least once per term. Health and Safety will be an agenda item on every meeting of the Safeguarding, Premises and Health and Safety Sub-committee. Termly reports and minutes on Health and Safety will be submitted to each (termly) meeting of the full Governing Body.

### **1) Working Arrangements : What to do when an accident occurs:**

- Time should be taken to assess the situation and emergency first aid should be given only if you are fully confident of the correct procedure.
- Obtain assistance from another adult immediately.
- Do not leave the accident victim.
- Inform office/senior staff with accurate details and indicating the type of assistance that is required (this may be a first aider or the emergency services).
- After the emergency has passed, procedures for reporting accidents should be followed.

**Accident Reporting.** The system for reporting accidents is managed and reviewed by the Head, working with the designated first aiders (see appendix three)

### **First Aid and Illness**

Arrangements for First Aid (see appendix six) will include the following:

- The number of First Aiders (include paediatric first aiders)
- Training arrangements
- Where medical assistance should be administered

- **First Aid boxes:** their contents and location and procedures for checking them
  - Procedures for contacting a First Aider, contacting emergency services and parents, covering classes in an emergency
  - The location of lists containing emergency phone numbers
  - Rules on medication

### **Illness**

**Pupils:** Teachers should assess the situation as to whether or not the pupil is capable of continuing the lesson / activity. If the illness is severe then follow the procedure for accidents.

**Staff:** If you are taken ill and feel incapable of continuing with the lesson, obtain assistance from another member of staff.

### **Emergencies and Evacuation Procedures**

An emergency is considered to be anything that unexpectedly disrupts the normal running of the school such as the sounding of the fire alarm or the occurrence of an accident.

**Serious Service/Structural Malfunction.** This covers gas leaks, bursts, electrical faults etc. The seriousness of the situation will be assessed and remedied, if possible, without involving unnecessary risk to anyone. If necessary, evacuate the teaching area and send for assistance.

**Intruders.** In the event of a disturbance caused by intruders you should, after assessing the situation, take steps to defuse the situation, seek assistance from another member of staff, inform the office and remember not to be a hero and risk the safety of either students or yourself. If necessary, initiate the school's 'Lockdown' procedures. 'Lockdown' procedures will be practised on an annual basis with staff and children.

**Pupils Absconding From a Lesson.** Remain with your class. Inform a senior member of staff (either by teaching assistant or trusted pupil).

**Emergency Evacuation** If for any reason we are advised by the local authority to evacuate the school, the procedure should be as is set out in the Fire Regulations. The procedures for the safe evacuation of the building have been made known to all users of the building and plans are displayed at all appropriate locations. The school has drawn up a plan for whole-site evacuation known as 'Fire Drill Plus' and this is available in the staff room in the Safeguarding display.

### **Fire Precautions**

The school is a no smoking environment. This applies to all staff, students and contractors and also including the use of E-cigarettes and vaping. (See appendix seven).

### **Electrical Safety**

The following procedures are in place to ensure electrical safety:

Portable electrical equipment is tested on an annual basis and the report is acted upon immediately. The date of inspection is recorded in the Health and Safety log and the next inspection placed in the annual programme of maintenance.

Rules on disposal of lamps will be made clear to all necessary personnel.

### **Hazardous substances and materials**

Only substances or materials that

have been assessed in accordance with the COSHH regulations may be used in school.

All substances or materials must be used in accordance with the hazard data sheets.

Any hazardous substances that are unwanted or unused must be removed only by recognised disposal contractors.

### **Contractors in School**

All contractors who are due to carry out work on the school site or inside must report to Visitors' Reception where a permit to work will be issued.

### **Infection control**

A table giving guidance on exclusion from school for the more common or important infectious diseases is kept in the Headteacher's office.

### **Supervision of pupils**

All adults who work at the school should be aware of the arrangements for the safe supervision of pupils throughout the school day and when partaking in school activities. The current arrangements are set out as **appendix four**.

### **Security**

It is the responsibility of the Headteacher in consultation with the Governing Body to ensure the security of the buildings and grounds. All visitors will wear a visitor's badge to aid identification and confirm that signing in has taken place. All visitors should be directed to read the Safeguarding and Fire Safety Procedure card displayed in the main visitor's reception area unless they are to be **constantly** accompanied by a member of staff who could lead in the event of an emergency.

Staff should take care not to leave their personal valuables unattended in any area of the school at any time and should ensure that school equipment such as computers, videos, televisions, cameras and audio equipment is locked away out of sight when not in use. A visual check of classrooms should be made at the end of the school day to ensure that valuable equipment has been cleared away. Money should always be kept secure and should always be placed in the school safe overnight. **Thieves will cause extensive damage breaking in to steal even small amounts of cash.**

General security in the working day depends on all occupants of the building being vigilant and reporting to the office or a senior member of staff anything unusual, suspicious or causing concern. Serious breaches of security may require the emergency procedures contained in this policy to be used.

### **Out of School Activities**

The following outline procedures should be applied to all educational visits and holidays. All risks will be assessed, recorded and controlled.

**Visits of an unplanned nature in the immediate locality of the School.** A general letter is sent to all parents when their son/daughter joins the school. A reply is necessary. This written consent covers the pupils for the duration of his/her education at school.

**Planned educational visits for one day or less.** Please refer to St Mary's Educational Visits Policy

**For all other visits (holidays) and any visit involving hazardous activities.**

Please refer to St Mary's Educational Visits Policy

**Itineraries for School Visits and Holidays.** The required detail will vary depending on the nature and duration of the visit but we take the following points into account when constructing our itinerary:-

- 1) times and point of departure/arrival/return
- 2) approximate duration of travel
- 3) all planned activities
- 4) supervision arrangements, especially periods of intermittent supervision
- 5) detail should be given for any evening activities and to supervision on residential visits

Risk Assessments will be carried out for all visits. Organisers should complete these in consultation with Head teacher. These should take place at a very early stage before final approval for the visit has been given.

**Display Screen Equipment (DSE)**

The term Display Screen equipment (DSE) is used to describe not only the visual display unit (VDU) of a computer but also the other computer equipment and the workstation where it is used i.e. the desk, work surface, chair, input devices, software, printer and document holder. The duties under the *Display Screen Equipment Regulations 2002* requires the employer to assess the risks to the health and safety of its employees from the use of DSE.

**Personal Protection Equipment (PPE)**

Personal protective equipment (PPE) is the generic name given to items of protective clothing and equipment used by individuals to control their exposure to hazards. Where it is not practicable to control exposure to hazards by any other means, the employer will provide employees with suitable PPE free of charge. The types of PPE required will be determined as part of the risk assessment process. All employees are responsible for using PPE as directed and for storing it correctly.

**Manual Handling**

Manual handling is the name given to tasks involving lifting, putting down, carrying, pulling, pushing or moving that rely on bodily force. The employer recognises that such tasks have the potential to cause injuries. Where it is not possible to lift or move loads by mechanical means, tasks will be assessed, mechanical aids will be provided to reduce the amount of manual handling required and employees will be provided with training in safe lifting techniques. Manual handling risks will be assessed using the risk assessment checklist (see appendix 10)

**Work Equipment**

For the purpose of this procedure work equipment includes plant, equipment and tools, whether owned by the school or obtained on loan or hire. The employer acknowledges and accepts its duties under the *Provision and Use of Work Equipment Regulations 1998 (PUWER)*. It will take all reasonably practicable steps to provide work equipment that will not put health and safety of any person at risk and that is suitable and properly adapted for the purpose for which it is provided. All employees are responsible for using machines in accordance with the manufacturers' instruction. Any machine fitted with a guard to prevent contact with moving parts must not be operated with the guard removed or disabled. Machines must not be adjusted when the machine is running. Damaged equipment must not be used.

### **Use of Ladders**

Always select a ladder, which is suitable for the work which is being performed. Examine it before use to ensure that it is free from defects, of good construction, sound material and of adequate strength of the job. Ladders should be fitted with non-slip feet. Ladders should always be used when putting displays up of any kind. Staff must not stand on chairs or tables to put displays up.

### **Lone Working**

Lone working does occur on occasions, and as this may place individuals concerned at increased risk, it is important that the issue is addressed within the risk assessment for the particular activity/task. In order to do this, situations need to be identified in advance so that assessments can be conducted and, where necessary, appropriate measures put in place.

Examples of lone working:

- Site Manager early start, late finish, school holidays, call-outs etc,
- Teaching staff: preparation, meetings, etc, outside 'normal' hours
- Late meetings, weekend working, working during holidays.

### **Legionella Prevention**

The school is aware of its responsibility to ensure that monitoring systems are adhered to and the logbook completed and to ensure that routine testing of the water systems are carried out so as to comply with the Council's guidelines and procedures.

## **Appendix One : Organisation chart for Health and Safety issues**

**Governor with responsibility for Health and Safety: Mrs Clare Porter**  
**Head teacher (day to day operation): Mr Jon Murray (Headteacher)**

**Designated Health and Safety Officer: Mr Jon Murray (Headteacher)**

<b>Designated First Aiders:</b>
<b>Miss Kerry Flynn</b>
<b>Mrs Claire Proffitt</b>
<b>Mrs Lisa Melia</b>
<b>Miss Kim Hobson</b>
<b>Mrs Michelle Bailey</b>
<b>Mrs Laura Kelly</b>
<b>Mrs Tracey Nutter</b>
<b>Mrs Samantha Knowles</b>

<b>Designated Key holders:</b>
<b>ROC Security Response</b>
<b>Mr Bradley Stubbs (Site Manager)</b>
<b>Mr Jon Murray (Headteacher)</b>
<b>Mrs Stacey Brackenridge (Deputy Headteacher)</b>
<b>Father Oliver O'Doherty (Chair of Governors)</b>

## **Appendix Two: Checklist of duties for all staff**

### ***All members of staff should***

1. Take reasonable care of their own Health and Safety and that of any other person affected by their activities
2. Co-operate to enable any statutory duty or requirements to be met
3. Familiarise themselves with the Health and Safety aspects of their work and avoid conduct which would put them or anyone else at risk
4. Be familiar with the Health and Safety policy and the particular aspects which affect their work
5. Report any observed defects in the premises, plant, equipment and facilities
6. Take an active interest in promoting Health and Safety and suggest ways of reducing risk

### ***Where machinery or equipment is used, staff should***

1. Check that it is adequately guarded
2. Check that it is in safe working order
3. Not make unauthorised or improper use of the equipment
4. Use the correct tools or equipment for the job and adopt any appropriate protective or safety measures
5. Ensure that hazardous substances are properly used, stored and labelled

### **Appendix Three : Accident Reporting**

1. All employees are required to report any accidents which occur at work.
2. An accident report form must be completed for all absences which result in medical treatment or absence to staff, students or third parties. All accident report forms should be submitted to the local authority as quickly as possible. Copies of accident investigation reports, written statements that may have been made by the injured party or witnesses must be attached to the form. Records should be kept for seven years. A separate form must be completed for each individual who suffers injury.
3. For minor/non-consequential incidents where the individual involved does not require significant first aid or medical treatment and where there is no significant or apparent injury, staff must still ensure that the incident is recorded on a minor first aid incident report and (in the case of a pupil) a copy of this slip given to the child to take home.
4. Bumps to head must be treated as either 2 or 3 but a parent/carer must also be phoned as a precaution.
5. **If the accident is likely to be reportable to the Health and Safety Executive it should be reported immediately by telephone to the local authority.**
6. Staff who have witnessed an accident should co-operate fully with the Head in supplying information to complete the form with special reference to Section 8. The Head or Nominated Person will sign the form.
7. All reasonable steps will be taken to identify the cause of the accident or dangerous occurrence and, wherever possible, remedial measures will be taken to prevent a recurrence.

## **Appendix Four : Supervision of pupils**

(see also the school's Positive Behaviour Policy)

### **The School day**

#### **1. Before:**

Gate entrance to school opens to pupils at 8.40am in order to admit pupils onto the school playground.

#### **2. Morning Registration**

Pupils walk with their classteacher from the school playground either directly into class or (on Mondays) to the school hall for assembly.

#### **3. Break supervision**

Classteachers supervise pupils onto the playground each break-time and then are to supervise re-entry into class at the end of break. Outside classroom doors are to remain closed during the school day.

#### **4. Lunchtime supervision**

Midday supervisors supervise pupils at lunchtime both within and outside the school building. Midday supervisors report any major issues to the senior midday supervisors who can report these to the Headteacher.

#### **5. End of day supervision**

Class teachers and teaching assistants remain responsible for pupils until they have been handed over to parents and carers. Where staff do not recognise adults who have come to pick up children they must retain the child until the adult's identity has been confirmed by an adult with parental responsibility. Pupils in Year 5 and Year 6 are allowed to walk home unaccompanied as long as this has been confirmed in writing in advance by a parent.

## **Appendix Five : Security arrangements**

- 1. The Site Manager is responsible for opening the school in the morning.**
- 2. The Site Manager is responsible for checking all doors and windows before setting the intruder alarm and locking the school.**
- 3. Visitors to the School**  
All visitors to school are registered at reception and issued with a badge.  
Contractors undertaking works to be issued with a TMBC Permit-to-Work
- 4. Contact with the police.** A record is kept of all contacts with the police (Headteacher's office)

## **Appendix Six: Medical and First Aid arrangements**

- 1. First Aid boxes are located next to the sink in every classroom.  
In the main reception area behind the Administrative and Attendance Officer's Desk.**

**In addition, there is an electronic defibrillator in the main reception area behind the Administrative and Attendance Officer's Desk.**

**Mrs Bailey and Miss Hobson are responsible for maintaining the list of contents for First Aid boxes and for monitoring the checking and maintenance of First Aid boxes. Miss Hobson is trained and qualified on the use of the electronic defibrillator.**

- 2. The Head is responsible for maintaining records of training and ensuring that staff are booked on first aid refresher courses as appropriate.**
- 3. The Head is responsible for checking and updating these lists.**

**List contents: -**

**Names, addresses, telephone numbers of emergency services, hospitals and local GPs  
Names and location of First Aiders  
Procedure for contacting parents in the event of an accident or illness**

- 4. Medication – School's procedures for administering medication are contained in the school's policy for Supporting Pupils with Medical Conditions**

## **Appendix Seven: Fire Prevention**

School's procedures, records of tests and drills and detailed Risk Assessments are available in the School's Fire Safety File which is available in the School Business Manager's office.

## **Appendix Eight : Safeguarding, Premises and Health and Safety sub-committee**

### ***Membership***

See Constitution of the Governing Body and committees 2017-2018

### ***Remit***

Termly meetings

Keeping H&S policy up to date

Checking policy in operation

Developing Health and Safety awareness

In addition to members of the committee, the professional advice of **competent persons and external advisors** is sometimes sought to advise on Health and Safety needs / priorities / problems

**Date of Policy adoption: 20<sup>th</sup> January 2010**

**This Policy was updated and approved by Safeguarding, Premises and Health and Safety sub-committee on behalf of the Governing Body on 7<sup>th</sup> February 2018.**