

St John's Primary School

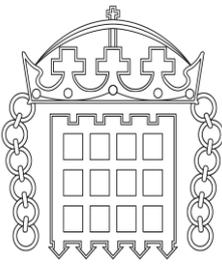
POLICY : HEALTH & SAFETY

PART I STATEMENT OF INTENT

St John's Primary School recognises that ensuring the health and safety of staff, students visitors is essential to the success of the school.

We are committed to:

- providing a safe and healthy working and learning environment.
- preventing accidents and work-related ill health.
- meeting our legal responsibilities under health and safety legislation as a minimum
- assessing all risks to anyone who could be affected by our curriculum and non- curriculum activities and putting in place measures to control these risks.
- ensuring safe working methods and providing safe work equipment.
- providing effective information, instruction, training and supervision.
- consulting with employees and their representatives on health and safety matters.
- monitoring and reviewing our safety arrangements and prevention measures to ensure they are effective.
- setting targets and objectives to develop a culture of continual improvement.
- ensuring adequate welfare facilities exist throughout the school.
- ensuring adequate resources are made available for health and safety issues, so far as is reasonably practicable.
- health and safety management procedures will be adopted, and responsibilities appropriately assigned, to ensure the above commitments can be met. All Governors, staff and students will play their part in its implementation.



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PART II RESPONSIBILITIES

1.0 INTRODUCTION

1.2 To achieve compliance with the Statement of Intent the School's management team will have additional responsibilities assigned to them as detailed in this part of the Policy.

2.0 THE GOVERNING BODY

2.1 The Governing Body is responsible for ensuring that:

- a) The Health and Safety Policy Statement is clearly written and it promotes a positive attitude towards Health and Safety in staff and students.
- b) The Head Teacher and School Business Managers are aware of their Health and Safety responsibilities and have sufficient experience, knowledge and training to perform the tasks required.
- c) Clear procedures are created to assess any significant risks and ensure that safe working practices are adopted.
- d) Sufficient funds are allocated to allow safe working practices.
- e) Health and Safety performance is monitored, failures in Health & Safety policy and implementation recognised, and policy and procedure revised as necessary.

2.2 A designated Governor with specific Health and Safety responsibility liaises closely with the School Business Manager and participates in scheduled inspections.

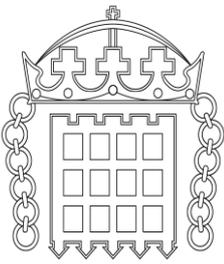
3.0 HEAD TEACHER

3.1 Reporting to the Governing Body, the Head Teacher has overall responsibility for ensuring that the Health and Safety Policy is effectively implemented and that adequate resources are made available to achieve this.

- a) The Head Teacher will plan as necessary to make human, financial and other resources available to secure a high standard of Health and Safety management, taking competent advice on matters of Health and Safety where relevant.
- b) The Head Teacher provides the final authority on matters concerning Health and Safety at work.
- c) The Head Teacher will make decisions on Health and Safety issues based on a proper assessment of any risks to Health and Safety and will ensure the control of those risks in an appropriate manner.
- d) The Head Teacher delegates specific responsibility for the day-to-day management of Health and Safety arrangements to the School Business Manager

3.2 The Head Teacher supports the Governing Body by ensuring that:

- a) This Policy is clearly communicated 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 representatives.



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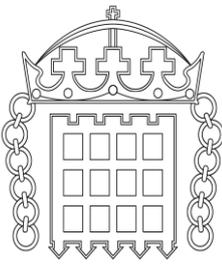
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- d) All staff are provided with adequate information, instruction and training on Health and Safety issues.
- e) Risk assessments of the premises and working practices are undertaken.
- f) Safe systems of work are in place as identified from risk 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 inspect the premises and monitor performance.
- k) Accidents are investigated, and any remedial actions required are undertaken. RIDDOR is notified as appropriate.
- l) The activities of contractors are adequately monitored and controlled.
- m) A report to the Governing Body on the health and safety performance of the school is completed annually.

4.0 SCHOOL BUSINESS MANAGER

4.1 The School Business Manager is responsible for:

- a) Working in conjunction with the Head Teacher on Health and Safety policy. Acting for and on behalf of the Head Teacher, ensuring the Policy is implemented.
- b) Ensuring the Health and Safety policy is clearly communicated to all relevant persons.
- c) The sourcing and procurement of services deemed to be necessary to ensure the maintenance of the premises and associated services meets the highest standards.
- d) The engagement of external competency for Health, Safety and welfare matters to support the School's organisation and arrangements for health and safety.
- e) Engaging contractors and other service providers as necessary, ensuring that they are competent to carry out the duties engaged for without the Academy incurring excessive cost.
- f) Ensuring there is a suitable system in place for records to be kept of all relevant Health and Safety activities e.g. assessments, inspections, accidents, etc.
- g) Ensuring arrangements are in place to inspect the premises and monitor performance.
- h) Ensuring staff are provided with adequate information, instruction and training on health and safety issues.
- i) Ensuring that accidents are investigated and any remedial actions required are taken or requested.
- j) Safe systems of work are in place as identified from risk assessments.
- k) Plant, machinery and equipment is inspected, examined and tested to ensure it remains in a safe condition.
- l) Establishing the competency of companies or individuals (contractors) to provide professional services meeting required Health and Safety standards, prior to engagement.
- m) The activities of contractors are adequately monitored and controlled.
- n) Appropriate information on significant risks is given to visitors and contractors.
- o) Ensuring the Site Manager monitors the premises daily and ensures that the testing of the fire alarms is done weekly and emergency lighting monthly.



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5.0 SPECIAL OBLIGATIONS OF TEACHERS

5.1 Teachers are expected to:

- a) Supervise their students and to know the procedures in respect of fire, first aid and other emergencies, and to carry them out.
- b) Follow the Health and Safety procedures applicable to their area of work.
- c) Give clear oral and written Health and Safety instructions and warnings to students as often as necessary.
- f) Integrate all relevant aspects of Health and Safety into the teaching process and, where necessary, give special lessons on Health and Safety consistent with National Curriculum requirements for Safety education.
- i) Ensure that personal items of equipment (electrical or mechanical) or proprietary substances are not brought into the School without prior authorisation.
- j) Regularly check their classrooms for potential hazards and report any observed to the School Business Manager.
- k) Report all accidents, defects and dangerous occurrences to the School Business Manager

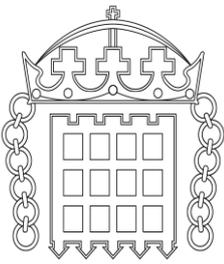
6.0 OBLIGATIONS OF ALL EMPLOYEES

7.1 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 Governing Body or any other person delegated to be responsible for a relevant aspect of Health and Safety.
- c) Act in accordance with any specific Health and Safety training received.
- d) Report all accidents and near misses in accordance with current procedure.
- e) Know and apply emergency procedures in respect of fire, first aid and other emergencies.
- f) Co-operate with other persons to enable them to carry out their Health and Safety responsibilities.
- g) Inform their Line Manager of all potential hazards to Health and Safety, in particular those which are of a serious or imminent danger.
- h) Inform their Line Manager of any shortcomings they identify in the School's Health and Safety arrangements.
- i) Exercise good standards of housekeeping and cleanliness.
- j) Co-operate with any appointed/elected Safety Representative(s) and Officers of the Health and Safety Executive.
- k) When authorising work to be undertaken or authorising the purchase of equipment, ensure that the Health and Safety implications of such work or purchases are considered.

7.2 Any employee who manages other staff must:

- a) Apply the school's Health and Safety Policy to their own area of work and be directly responsible to the Head Teacher for the application of the Health and Safety procedures and arrangements.



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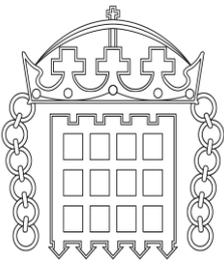
- b) Carry out regular Health and Safety risk assessments of the activities for which they are responsible and submit reports to the School Business Manager.
- c) Ensure that all staff under their management are familiar with the Health and Safety procedures for their area of work.
- f) Carry out regular inspections of their areas of responsibility to ensure that equipment, furniture and activities are safe and record these inspections, where required.
- i) Ensure all accidents in areas of their responsibility are investigated appropriately.

8.0 OBLIGATIONS OF CONTRACTORS & OTHERS (eg when the premises are hired out)

- 8.1 When the premises are used for purposes not under the direction of the Head Teacher e.g. the provision of school meals, then, **subject to the explicit agreement of the Governing Body**, the person in charge of the activities will have responsibility for safe practices in the areas under their control.
- 8.2 All contractors who work on the premises are required to identify and control any risk arising from their activities and inform the School Business Manager of any risks that may affect the school staff, students and visitors.
- 8.3 All contractors must be aware of the Academy Health and Safety Policy and emergency procedures and comply with these at all times.
- 8.4 In instances where the contractor creates hazardous conditions and refuses to eliminate them or to take action to make them safe, the Head Teacher or his representative will take such actions as are necessary to protect the safety of school staff, students and visitors.

9.0 STUDENTS

- 9.1 Students, in accordance with their age and aptitude, are expected to:
 - a) Exercise personal responsibility for the Health and Safety of themselves and others.
 - b) Observe standards of dress consistent with safety and/or hygiene.
 - c) Observe all the Health and Safety rules of the school and in particular the instructions of staff given in an emergency.
 - d) Use and not wilfully misuse, neglect or interfere with things provided for their Health and Safety.



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PART III ARRANGEMENTS

Introduction

The following procedures and arrangements have been established within St John's Primary School to eliminate or reduce Health and Safety risks to an acceptable level and to comply with all relevant legal requirements. The list provides a brief summary of all the key Health and Safety arrangements applicable to the school. More detailed written procedures are available in the *Staff Welfare and Health and Safety* Booklet. Staff should also make sure that they have read and understood any other policies that are relevant the Health and Safety. These are available in the school office.

Accident and Incident Reporting

All staff are required to ensure that all accidents are reported to the School Business Manager or Headteacher in the first instance and complete the required paperwork. The School Business Manager will inform the Governing Body and the Health and Safety Executive as appropriate. An Accident/Incident template is available in the school office.

All incidents or near misses – i.e. something which has the potential to cause harm although it doesn't do so on this occasion – must also be reported so they can be investigated and appropriate steps taken to prevent a more serious reoccurrence.

Asbestos

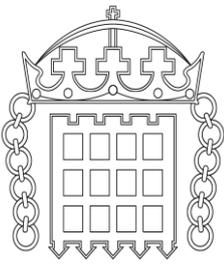
The School Business Manager and office staff are responsible for ensuring that the school Asbestos Log is read and signed by all contractors prior to starting any work on the premises, and is read and understood by all new staff joining the school.

Staff must not affix anything to walls, ceilings, etc. without first obtaining approval from the School Business Manager. Inspection and condition monitoring of the remaining asbestos in the school, is carried out by a competent person under a contractual arrangement. Where damage to asbestos material has occurred the area must be evacuated and secured. The School Business Manager will immediately notify the engaged asbestos consultant by telephone.

Contractors

The School Business Manager is responsible for the selection and management of contractors in accordance with the school policy.

Curriculum Safety (including out of school learning activities) Class teachers are responsible for ensuring that risk assessments are in place for curriculum activities where there is a potential risk to staff and students. The risk assessments must be made known to all teaching and support staff and reviewed regularly.



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Display Screen Equipment (DSE)

The Head Teacher and School Business Manager are responsible for ensuring that DSE assessments are completed for all relevant staff.

Educational Visits and Journeys

The Educational Visits Coordinator and the Head Teacher are responsible for ensuring that all school trips are managed in accordance with the School policy for Educational Trips which all teachers must be familiar with.

Electrical Safety

The School Business Manager is responsible for ensuring that the hard wiring system is inspected every five years by a competent person and any identified remedial work is undertaken without delay. The School Business Manager will ensure that all portable electrical equipment is tested in accordance with the timescales recommended by the Health & Safety Executive. All staff must be familiar with school procedures and should report any problems to the school Business Manager in the first instance.

Fire Precautions and Emergency Procedures

The Head Teacher is responsible for ensuring:

- that a Fire Risk Assessment is completed and reviewed annually.
- that the school emergency plan and evacuation procedures are regularly reviewed.
- the provision of fire awareness training for selected staff.
- that an emergency fire drill is undertaken every term.
- the preparation of specific evacuation arrangements for staff and/or students with special needs.

The School Business Manager is responsible for:

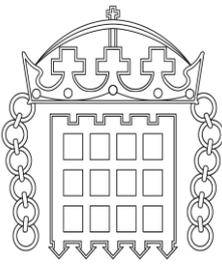
- the formal maintenance and regular testing of the fire alarm and emergency lighting.
- the maintenance and inspection of the fire fighting equipment.
- the maintenance of exit/escape routes and signage.
- supervision of contractors undertaking hot work.

All staff must be familiar with the school fire safety risk assessment, emergency plan and evacuation procedures.

First Aid

The names of the School's qualified First Aiders are displayed on the office notice board. First Aid supplies are kept in the First Aid boxes located in the office, JACS and each key stage area. Additional supplies are kept in the first aid cupboard in the main corridor and it is the responsibility of a named member of staff to ensure that stocks of supplies are kept up to date.

All staff must be familiar with the school arrangements for First Aid. This information is on the office noticeboard and in the staff handbook.



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Hazardous Substances

The School Business Manager is responsible for ensuring that all cleaning and maintenance products that may be hazardous to health are assessed before being used. The substances must be stored securely in accordance with the manufacturers' instructions and only used by authorised persons trained in the safe use of the product.

All staff are reminded that no hazardous substances should be used or brought onto site. The School Business Manager will be responsible for ensuring Control of Substances Hazardous to Health (COSHH) assessments are carried out and communicated for any authorised products. All staff are responsible for ensuring COSHH assessments for hazardous materials are held in their classroom and are brought to the attention of all staff working in the area. COSHH Data Sheets are required for all chemical products on site.

Inclusion

The Head Teacher is responsible for ensuring that there are adequate facilities and support staff to ensure the Health, Safety and welfare of any pupil with special educational needs (SEN).

All teaching and support staff must be given any information about a pupil's needs and receive such training as is necessary for them to be able to support the pupil's learning, social and personal needs.

The SENCo and class teacher must ensure that all risk assessments for curriculum activities are adapted as necessary to ensure the safety of any pupil with SEN. No pupil should be excluded from an activity on the grounds of Health and Safety unless this is absolutely unavoidable. Where it is considered essential to exclude a pupil from all or part of an activity this exclusion must be authorised by the Head Teacher.

Lettings/shared use of Premises/use of Premises outside School Hours

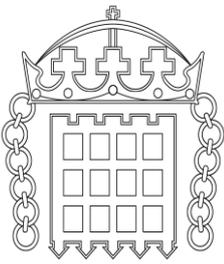
While out of hours' activities using the School will be controlled by others (the organisers), the Head Teacher through the School Business Manager is responsible for ensuring that any use of the premises outside school hours is managed in accordance with the school Health and Safety Policy and Lettings Policy. The School Business Manager is responsible for managing the arrangements for School-use lettings. Risk Assessment is required for all lettings activities.

Lone Working

Lone workers are defined as anyone who works by themselves without close or direct supervision. The Site Team and cleaning staff may be regular lone workers, but teachers and other staff may also work in isolated classrooms/offices after normal school hours or during holiday times

Any member of staff working after hours must notify the Head Teacher and School Business Manager of their location and intended time of departure.

During holiday times, staff need to make arrangements with the Head Teacher/ Team Leader / School Business Manager to come into school.



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Lone workers should not undertake any activities which present a significant risk of injury. It is sensible for lone workers to have access to a walkie-talkie radio or mobile telephone in order to summon help if required.

Managing Medicines & Drugs

No student is allowed to take medication on the school site without a consent form being completed by his/her parent/carer.

Staff must notify the Head Teacher if they believe a pupil to be carrying any unauthorised medicines/drugs. The school policies and procedures for First Aid and Medicines provides detailed guidance and all staff should be familiar with these procedures which is available in the office.

Maintenance and Inspection of Equipment

The detailed arrangements for the maintenance and inspection of equipment are described in the site maintenance procedures under the control of the School Business Manager. All faulty equipment must be taken out of use and reported to the School Business Manager. Staff must not attempt to repair equipment themselves.

Manual Handling and Lifting

The School Business Manager will ensure that any significant manual handling tasks are risk assessed and these tasks eliminated where possible. No member of staff should attempt to lift or move any heavy furniture or equipment themselves but must ask the School Business Manager or Site Manager for assistance.

Students are not allowed to move or lift any heavy or unwieldy furniture or equipment. Staff who assist students with physical disabilities must be trained in the safe use of lifting equipment and handling techniques.

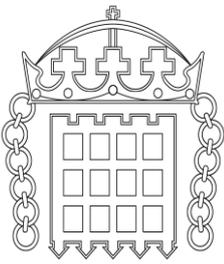
PE Equipment

The School Business Manager is responsible for ensuring that all PE equipment is suitable and safe for the activities planned and the age and abilities of the students.

The PE Coordinator must ensure that risk assessments must be completed for all PE activities and all staff must be familiar with these. Equipment such as beams, benches and mats are formally inspected annually by a competent contractor.

All PE equipment must be visually checked before lessons and returned to the designated store area after use. Students must not use the PE equipment unless supervised. Any faulty equipment must be taken out of use and reported to the PE Coordinator and School Business Manager.

Personal Protective Equipment (PPE)



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Where the need for PPE has been identified in Risk Assessments, it is the School Business Managers responsibility to ensure adequate provision of suitable PPE. Where a need for PPE has been identified it must be worn by any staff member or pupil who might be at risk of injury or harm to health.

Any staff member or pupil who refuses to use the PPE will be subject to disciplinary action. PPE must be kept clean and stored in designated areas. Staff must report any lost or damaged PPE to the School Business Manager.

Risk Assessments

It is the Head Teacher's responsibility to ensure that potential hazards are identified and that risk assessments are completed for all significant risks in the school. The Head Teacher and Senior Leadership team through the School Business Manager are responsible for ensuring general risk assessments are carried out. Class teachers will undertake risk assessments for their areas and specific activities e.g. PE and educational visits. The School Business Manager will ensure risk assessments for maintenance and cleaning tasks are carried out.

Security/Violence

The School Business Manager is responsible for the security of the school site and will ensure that regular checks of the boundary walls /fences, entrance points, outbuildings and external lighting are carried out. The SBM is also responsible for ensuring the security of the site during and after school use and lettings.

The numbers on digital security pads and padlocks will be changed at regular intervals and these changes notified to all relevant staff. Staff are reminded that these numbers should not be divulged to any pupil or parent

Staff must question any visitor on the school premises who is not wearing a visitor badge and escort them back to reception. If an intruder becomes aggressive staff should seek assistance.

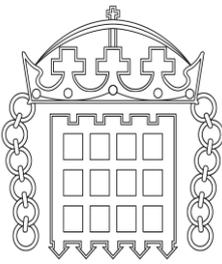
Meetings with parents known to be verbally abusive or threatening in their behaviour should be held only in an area of the school where assistance is available. The Head Teacher should be notified in advance of these meetings, where possible.

Any incidents of verbal abuse or threatening behaviour by parents, visitors or students must be reported immediately to the Head Teacher.

Site Maintenance

Reporting to the School Business Manager, the site supervisor is responsible for ensuring the basic maintenance of the school premises and grounds and for ensuring cleaning standards are maintained.

The site supervisor will undertake routine monitoring and report any hazards that cannot be dealt with immediately to the School Business Manager. The Governor with Health and Safety responsibility and the



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School Business Manager shall carry out inspections of the premises to ensure that required maintenance and cleaning standards are achieved. Planned and reactive maintenance and inspections of a more complex nature are carried out by suitably competent contractors.

All staff are responsible for reporting any damage or unsafe condition to the School Business Manager immediately. Any damage or other hazards should be reported on the whiteboard in the school office. It is against school policy to smoke anywhere on the Academy premises.

Every workplace and its furniture, furnishings, fittings and surfaces of floors, walls and ceilings must be kept sufficiently clean. No waste materials should be allowed to accumulate. Staff should ensure that rubbish is placed in the appropriate bin.

Staff Training & Development

The Head Teacher is responsible for assessing annually the Health and Safety training needs of all staff and for arranging any identified training. All new staff will receive specific information and training as part of the School induction process. Staff will receive fire awareness training on an annual basis. Staff given specific Health and Safety responsibilities and duties will be provided with the necessary levels of information, instruction and training to enable them to carry out these duties.

Health and safety will be a regular agenda item for staff meetings and on the September INSET day in each new school year.

Stress

The school Governors and Head Teacher are responsible for taking steps to reduce the risk of stress in the school by taking measures to ensure colleagues are supported through:

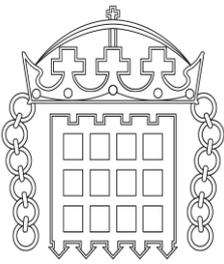
- an environment in which there is good communication, support, trust and mutual respect.
- training to enable them to carry out their jobs competently.
- control to plan their own work and seek advice as required.
- involvement in any major changes.
- clearly defined roles and responsibilities.
- consideration of domestic or personal difficulties.
- individual support, mentoring and referral to outside agencies, where appropriate.

St John's Primary School provides access for all staff to a confidential 24 hour support line. Details can be found in the staff handbook and noticeboard.

Visitors and Contractors

All visitors must sign in and out at the school reception desk. This includes parents and peripatetic teachers/specialists. A badge will be issued which must be worn and clearly visible at all times in school.

Visitors to the School will be made aware of the emergency procedures and other safety information as is relevant.



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Contractors undertaking maintenance work on the School will be informed of the emergency procedures and any risks in their work area, e.g. asbestos, fragile roofs.

Working at Height

Staff are reminded that working at height applies to any activities which cannot be undertaken whilst standing on the floor.

The Headteacher and School Business Manager are responsible for ensuring risk assessments are carried out for working at height tasks in the school. The School Business Manager is responsible for the purchase and maintenance of all ladders and other access equipment in the school.

Contractors will be engaged to carry out higher risk, or extended work at height tasks. All ladders must conform to BS/EN standards as appropriate. Aluminium ladders or steps must not be used in close proximity to electricity.

If there is a need to hang decorations or displays then a step stool or small step ladder must be used. Standing on desks, chairs or other furniture is **not** permitted. If such a task cannot be avoided, and it is planned to use a ladder a member of the Site Team should be asked to help.

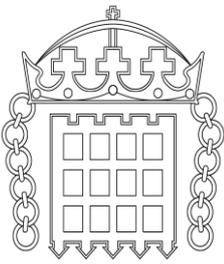
Smartlog

The school uses the Safesmart system and the school business manager is responsible for the administration of this. This will ensure that all necessary Health & Safety training is undertaken by all relevant staff. A programme of training will be introduced for any new staff to ensure they have the time to complete the online training programmes.

Policy approved by Governors

Date December 2018

Next review date



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APPENDICES

Appendix 1 – Staff acknowledgement

The Health and Safety Policy links with other policies. These supporting policies and procedures held electronically in the school's secure section of the school website, and as hard copy in the school Health and Safety Management Folder.

HEALTH AND SAFETY POLICY & PROCEDURES

Member of Staff Acknowledgement:

I have read the School Health and Safety Policy and agree to follow the procedures outlined in the policy.

I have received a copy of the *Staff Welfare and Health & Safety Booklet* which provides further operational detail about this policy and which I may use for guidance. I understand the importance of raising any Health and Safety concerns that I might have with the School Business Manager or Head Teacher.

Employee's Name: _____

Employee's Signature: _____

Date of Signature: _____