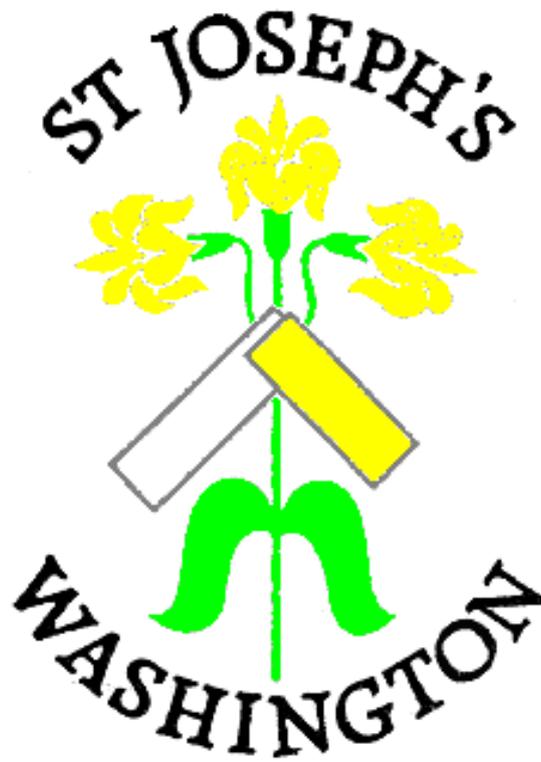


St Joseph's RC Primary Policy



WASHINGTON ST JOSEPH'S ROMAN CATHOLIC VOLUNTARY AIDED PRIMARY SCHOOL

HEALTH & SAFETY POLICY

Member of staff responsible: Mrs C Jary

Review Date:

Next review Date:

Introduction

For the purposes of compliance with the Health & Safety at Work Act 1974, and all legislation enforced under the HSW Act, the Governing Body is the employer in voluntary aided schools.

In recognition of this the Diocesan Authority has recommended to voluntary aided schools within Sunderland LA that they adopt the principles set out in Sunderland Council's Health & Safety Policies.

This policy is a supplement to, and not a substitution of the City of Sunderland's Corporate Health and Safety Policy and the Health and Safety Policy of the Children's Services (Sunderland LA).

The purpose of this policy is to indicate the organisation and management arrangements for applying these policies at a local level within St Joseph's RC Primary School.

The Policy will be updated by the inclusion of all relevant information received from the respective Health and Safety Sections of the City of Sunderland as either new sections or amendments to existing sections.

This Policy will be reviewed by the Headteacher and the Governing Body at their first meeting following the start of the new academic year.

Roles & Responsibilities

It is recognised that ultimately the Governing Body and Headteacher are responsible. However, roles and responsibilities have been designated to various staff:

Site Manager:	Mr Eamonn Connolly
SAMO:	Mrs Christine Jary & Mr Eamonn Connolly
Senior First Aider:	Mrs Christine Fletcher – responsible for ordering stock and refilling first aid boxes
First Aiders:	Mrs Christine Fletcher, Mrs Val Stephenson, Mrs Danielle McCluskey & Mrs Nicolla Jacklin
Medication:	Christine Fletcher, Marie Dimmick, Philippa Swanston

Contents

Part I	General Statement
Part II	Organisation & Management Arrangements
Part III	Procedural Arrangements

PART 1

GENERAL STATEMENT

1. The Governing Body and Headteacher recognises and accepts their respective responsibilities under Sections 4 & 7 of the Health & Safety at Work etc. Act 1974, and will assist the LA (as the employer) to provide a safe and healthy workplace for all its employees.
2. The Headteacher and Governing Body and all staff will, individually and collectively, take all steps within their power, where reasonably practicable, to meet their responsibilities, paying particular attention to the provision and maintenance of:
 - (a) Plant, equipment and systems of work, that are safe;
 - (b) Safe arrangements for the use, handling, storage and transport of articles and substances;
 - (c) Sufficient information, instruction, training and supervision to enable all employees to avoid hazards and contribute positively to their own health and safety at work;
 - (d) A safe place of work with safe access and egress from it;
 - (e) A healthy working environment and adequate welfare facilities.
3. Although it is the duty of the Governing Body and Headteacher to ensure the health, safety and welfare of all persons, nevertheless all employees acting in a managerial capacity are responsible for ensuring that all persons under their charge comply with this Health & safety Policy, at all times.
4. The Children's Services Health & Safety Advisers provides competent technical advice on health & safety matters where necessary to assist such employees in their task.
5. No safety policy is likely to be successful unless it actively involves work people themselves. Where consultative forums are already established in the Primary School, the constitutions of the relevant committees will be extended so as to include health and safety at work specifically within their terms of reference. These terms of reference will be recorded and reviewed on an annual basis.

Staff will co-operate fully in the appointment of representatives by recognised trade unions and, where necessary, will provide them with sufficient facilities and training to carry out this task. Where health and safety is a more significant feature in the operation of a particular department, the Headteacher will establish departmental safety committees, as appropriate.

Signed (Headteacher) _____

Signed (Chair of Governors) _____

Date _____

PART 2

ORGANISATION & MANAGEMENT ARRANGEMENTS

Section 1	The Governing Body
Section 2	The Headteacher/Deputy Headteacher
Section 3	All Employees
Section 4	Safety Representatives
Section 5	Legal Framework
	- Improvement and Prohibition Notices

(SECTION 1) THE GOVERNING BODY

Will:

- Make themselves aware of Children's Services Health & Safety Policy and ensure that copies are maintained and accessible in school.
- Ensure that there is an effective policy for health and safety within school (This School Health & Safety Policy) and that a copy has been issued to all members of staff.
- At least annually, or when necessary, monitor and review the effectiveness of this policy and ensure that any revisions are made, seeking advice from the LA where necessary.
- Ensure that the Headteacher and staff take steps to evaluate all significant risks to the health and safety of any person who may be affected by any work carried out on the premises by;

Developing generic risk assessments provided by the LA.

Taking account of reports from monitoring provided by the LA

Reviewing the application of this policy from time to time and at least annually

- Ensure that health and safety functions of all staff are clearly described within job descriptions.
- Support the Headteacher by promoting a culture in which all staff are made aware of the importance of managing health and safety risks. This is achieved by; involving staff with risk assessment, investigating accidents, communicating via staff meetings, notice boards, circulation of minutes, liaison with union reps, safety inspections and appropriate training.
- Advise the LA of and obtain advice on the control of any significant health and safety risks which exist and which the Governors cannot remedy due to insufficient finance or other resources.
- Ensure, through the LA that all liability is covered by adequate insurance.

(SECTION 2) THE HEADTEACHER/DEPUTY/SITE MANAGER

Will

- Within their level of responsibility and with the resources available to them, have responsibility for discharging the LA's duties in relation to the management of health and safety in School on a day to day basis.
- Ensure that a written copy of the School's Health & Safety Policy is prepared for approval by the Governing Body and issued to each member of staff in the School.

- Have day to day responsibility on behalf of the Governing Body to ensure that this Policy is understood, implemented and complied with at all times and at all levels.
- Take a direct interest in the Policy and support the Governing Body with any monitoring and review.
- Arrange with officers of the Children's Services Health & Safety team for any safety induction or subsequent training found to be necessary.
- Co-operate fully in the training of Safety Representatives and arrange consultation procedures as appropriate.
- Familiarise themselves with Part 3 of Children's Services Health & Safety Policy and ensure that where relevant, the arrangements for the management of areas of health and safety in school are formalised in Part 3 of the School's Policy, i.e. Risk Assessment, Accident reporting, First Aid, Fire/Evacuation, Control of Contractors, Management of Asbestos etc.
- Ensure, where reasonably practicable that only safe working practices are used, in order to provide maximum safety for all personnel under their charge.
- Liaise with the Safety Representative on the Governing Body, concerning health and safety matters and welfare at work and advise the Headteacher accordingly.
- Maintain good house keeping standards in their school at all times.

(SECTION 3) ALL EMPLOYEES

Will:

- Ensure, where reasonably practicable that only safe working practices are used by them and persons who are under their charge.
- Ensure that any health and safety problem which cannot be resolved by them is raised quickly with the Headteacher.
- Make themselves familiar with the Safety Policy (including risk assessments) of the School and that of their respective department including any safety rules and codes of practice that have been established.
- At all times, make full use of appropriate safety equipment and protective clothing and make full use of appropriate safety devices.
- Report any accidents, unsafe working practices or systems of work which develop contrary to instructions, unsafe working conditions, damage to plant, machinery or equipment to the Headteacher.

- Take reasonable care of the safety of himself/herself and of other persons who may be affected by his/her omissions at work.
- Co-operate with the School's management so as to enable it to carry out its own responsibilities.
- Not intentionally or recklessly interfere with or misuse anything provided in the interests of health and safety or welfare by the LA and/or the School.

(SECTION 4) SAFETY REPRESENTATIVES

Where trade union representatives request to appoint a member of staff as a Union Safety Representative, the school will afford them this facility in accordance with the Safety Committees & Safety Representatives Regulations 1977. Also, non union representatives are entitled to be represented under the Health & Safety (Consultation with Employees) Regulations 1996.

The Headteacher will:

- Ensure that the management and employees of the School co-operate effectively in promoting and developing measures for health, safety and welfare at work, in consultation with appointed representatives and afford them sufficient paid leave of absence for the purpose of fulfilling their duties.
- Identify Union Safety Representatives on the HSE Health & Safety Law Poster, displayed in the Staffroom and below.

Appointed Union Safety Representatives

The Unions/Associations have not requested representation.

(SECTION 5) LEGAL FRAMEWORK

The following is an overview of how health and safety law applies to schools at 1st January 2002

- Health and safety legislation is enforced by the Health & Safety Executive, in accordance with the requirements of the Health & Safety at Work Act etc. 1974 and other relevant legislation.
- Under this criminal law, the Governing Body is ultimately responsible for health and safety in the school. Sunderland Local Authority has provided all schools with a framework for health and safety management and the Diocese recommend that headteachers and governors in the Aided sector should work within this to ensure compliance with health and safety. It includes the development and maintenance of policies, and the provision of guidance, on the management of foreseeable risks to health and safety in schools including

those associated with building maintenance. This management system is clearly set out in Children's Services Health & Safety Policy.

- The LA will monitor standards of health and safety in schools, in particular ensuring adequate risk assessments are developed in accordance with generic guidance. The LEA also remains responsible for reporting accidents and ill health resulting from the work activity in schools.
- Headteachers and school staff, as employees of the LA should implement policies and procedures described in Children's Services Health & Safety Policy.
- They must also co-operate with the LA's monitoring procedures and report any matters that may jeopardise the LA's ability to comply with health and safety legislation. Essentially, how these Policies are applied in your school are described in this document the School Health & Safety Policy.
- Section 7 of the Act 1974 places a duty on all employees of the School to take reasonable care to ensure that their acts or omissions at work do not adversely affect the health and safety of themselves or other persons.
- You are also required to co-operate as far as is necessary so that the Governing Body can comply with any duties or requirements placed on them by any of the relevant statutory provisions
- A person who does not co-operate as necessary may be liable to prosecution by the Health & Safety Executive. Employees are advised that the commission of an offence carries a penalty, on summary conviction, at a magistrates court of a fine up to £20,000 for each breach of Sections 2-6 of the HASAWA (up to £5,000 for breaches of Regulations).

HM Inspectors of Health & Safety

- Inspectors may enter school premises at any time, without notice, but in practice they would usually notify Children's Service's Health & Safety Co-ordinator of a proposed visit to a school.
- Section 21 of the Act empowers a duly appointed Inspector under the Act to serve any person an Improvement Notice stating the he/she is contravening the Act of one or more of the statutory provisions and requiring the person to remedy the contravention within a specific time limit.
- Section 22 of the Act empowers an Inspector to issue a Prohibition Notice upon any person in control of activities which constitute an immediate risk of serious personal injury. The Notice prevents the activity from taking place until the risk has been re-assessed and reduced.
- The Headteacher will advise the Diocesan Authority, Chairman of Governors and Children's Service's Health & Safety Adviser immediately of any visit (announced or otherwise) by an Inspector from the Health & Safety Executive.

- Any person receiving an Improvement Notice, a Prohibition Notice or a Notice of Prosecution must immediately inform the Headteacher, who will, immediately, inform the Director of Children's Services and the Chair of the Governing Body.

PART 3

PROCEDURAL ARRANGEMENTS

Subject

- 3.1 The Management of Health & Safety in St Joseph's RC Primary School
- 3.2 All Risk Assessment(s)
- 3.3 Workplace Requirements
- 3.4 Control & Management of Contractors & Reporting Repairs
- 3.5 Management of Asbestos
- 3.6 Violence and Aggression: reporting Procedures
- 3.7 Accident Reporting
- 3.8 First Aid Arrangements
- 3.9 Provision & use of Work Equipment
- 3.10 Display Screen Equipment
- 3.11 Personal Protective Equipment
- 3.12 Manual Handling of Inanimate Objects
- 3.13 Moving and Assisting People
- 3.14 Fire: Precautions and Emergency Procedures
- 3.15 Control of Substances Hazardous to Health
- 3.16 Electricity at Work
- 3.17 Prevention & Control of Legionellosis
- 3.18 Boiler and Electrical Room Safety and Maintenance of Heating Plant
- 3.19 Vehicle Movement on School Premises
- 3.20 Visits to Farms
- 3.21 Outdoor Education/Trips
- 3.22 Playground Safety
- 3.23 Arrangements for new staff

PART 3

3.1 Management of Health & Safety at St Joseph's RC Primary School

The Headteacher and staff recognise that like any work activity health and safety has to be managed proactively in school. The ultimate aim is to reduce the incidence of work related accidents, and ill health that may otherwise affect employees and visitors. The health and safety of children is particularly important given their inexperience and different perception of risk.

Apart from the moral and legal duties, failure to do so, results in civil claims costs for accidents and ill health against the school and the LA. The majority of these costs are not met by insurance, but from LA funds which reduces financial resources available to all schools.

All staff are responsible for contributing to this proactive culture by applying the principles of this Policy. Health and Safety is a standard item on regular staff meetings and this contributes to open discussion about issues in School. Liaison is achieved with the Governors by making minutes of meetings available. A Teacher Governor represents the staff on the Premises Committee.

Advice on the technical aspects of health and safety and training is available from Children's Services Health & Safety Advisers, Paul Scoular and Julie Bowe, Room 4:22 Civic Centre, Sunderland. SR2 7DN. ☎0191 5611737/5612385

3.2 Risk Assessments

The School has followed the LA's guidance in Children's Services Health & Safety Policy and developed generic risk assessments so that they are specific to the School. These are attached as an Annex to this Health & Safety Policy so that all staff know how to ensure their health and safety and that of others. Any queries should be raised with the Headteacher.

3.3 Workplace Requirements

For guidance on areas such as temperature, space, toilet facilities, lighting etc staff should consult Section 3.4 of Children's Services Health & Safety Policy.

3.4 Control & Management of Contractors & Reporting Repairs

Only contractors approved by the Diocese or Council and on the "Contractors Health & Safety Scheme (CHAS) can be used to carry out maintenance and construction work in school. If a contractor is employed directly (not through Property Services) the Headteacher is responsible for seeking approval from the LA and liaising with the Contractor regarding on site risk assessment. Support is available from the Health & Safety Unit.

Staff are responsible for reporting any outstanding repairs to the Headteacher. In particular, repairs to floor surfaces must be reported promptly and action taken to make areas safe on a temporary basis.

3.5 Management of Asbestos in School

The school's Asbestos register is kept in the Office. Further clarification can be sought by consulting the School's Health and Safety Manual for materials used. Should you have any queries or concerns, please do not hesitate to contact Alison Harvey, Assistant Property Safety Officer on 0191 5532686. A copy of the Asbestos Register is held at the School Reception and staff may consult it for further information.

3.6 Violence & Aggression: Reporting Procedures

The LA is committed to reducing the incidence of verbal and physical abuse towards staff in schools. Consequently, the School has adopted the LA's definition of violence at work; "any incident where a member of staff is abused, threatened or assaulted in circumstances relating to their work". Staff must report these incidents using the Violence at Work report forms held in the School office. The Headteacher will discuss the incident and any follow up action and support required from the LA with the member of staff.

3.7 Accident Reporting

All accidents to employees, contractors and visitors must be reported on the Council's Accident Report Form IR1. The forms are held in the School Office and the original is sent to Children's Service's Health & Safety Unit Civic Centre, PO Box 113, Sunderland. SR2 7DN with a copy sent to Mr S Cutter, Children's Services, Civic Centre, Sunderland. A photocopy is taken for the School file. Those accidents which are "reportable" see guidance in IR1 instructions must also be telephoned immediately to Children's Services Health & Safety Unit: 0191-5611737. An internal accident record procedure is completed each time a minor accident to a pupil occurs. If the pupil is taken direct to hospital an IR1 Form needs to be completed and Health & Safety need to be informed.

3.8 First Aid Arrangements

There are 6 named first aiders – trained for First Aid in the Workplace.

A travel first aid kit will be kept ready for off-site activities. The person in charge should be aware of accident procedures.

There are First Aid boxes at the end of the main corridor. Both minibuses carry a First Aid box. Lunchtime Supervisors carry 'mobile first aid kits.'

A record should be kept of all minor accidents on each child's personal First Aid Sheets kept at the First Aid station.

If the child needs hospital treatment then the person with parental responsibility must be contacted, even if this means disturbing them at work.

Accident forms are available in the office for serious accidents needing further medical attention and Mrs Jary informed.

Where a child has incurred a head injury, however minor, parents are automatically given a courtesy phone call. Accidental and hidden injuries are recorded and depending on need, parents are informed.

Children who have prescribed medicine are supervised when they take it. The parent/carer must complete a parental consent form stating the name of pupil, the medication and the frequency and dosage to be administered. Medication will be kept in a secure cabinet in the Green Room and a log will be completed by the member of staff administering the medicine.

Where a pupil has more significant health care needs the school will consider if a health care plan should be drawn up with assistance from the parent/carer and medical practitioners.

3.9 Provision & Use of Work Equipment

All work equipment must be suitable for the purpose for which it is intended and must not present a risk to the health and safety of the user or other people. Our risk assessment has shown that only work equipment which presents a significant risk is the use of ladders by the Site Manager who has received appropriate information, instruction and training in the use of ladders and mobile tower scaffold.

3.10 Display Screen Equipment

Staff deemed DSE users must carry out an assessment online and report is then sent to the Headteacher. They have been given information about the risks associated with DSE use and understands how to control these risks. Eyesight tests are co-ordinated with the Headteacher.

3.11 Personal Protective Equipment

The Headteacher will arrange for the School to purchase PPE for any employee, if it is determined necessary as a result of risk assessment, to ensure the health and safety of that person. It is recognised that PPE is the last line of defence and other control measures should be considered in the first instance.

3.12 Manual Handling

All manual handling tasks are eliminated or the risk to those involved reduced as far as is reasonably practicable by changing the work organisation (e.g. storage arrangements), use of mechanical aids etc. The Site Manager carries out the majority of manual handling and has received specific health and safety training in this respect.

3.13 Moving & Assisting People (Where Appropriate)

The school has 0 children with relevant special needs where moving and assisting people is necessary. Any staff who may have occasion to lift any such children will be provided with appropriate training by Children's Services.

3.14 Fire Precautions

Staff must ensure that fire escape routes and final exit doors are kept clear at all times. Artwork must not cover emergency signage or fire alarm call points.

Fire drills are carried out each term and a different exit is blocked on each occasion. Please make time to familiarise yourself with evacuation routes and notices.

A quarterly inspection and maintenance of the fire alarm and emergency lighting system is carried in accordance with an SLA with Property Services.

A record of risk assessment, tests and procedures is held in the office.

3.15 Control of Substances Hazardous to Health

The Site Manager, cleaners and kitchen staff use chemicals and substances classified under the COSHH Regulations. They have been provided with specific COSHH Risk Assessments and training so that they know how to control risks to their health.

No other chemicals can be brought on site without the knowledge of the Site Manager and the appropriate COSHH risk assessment applied for.

3.16 Electricity at Work

The mains electrical system is tested every 5 years in accordance with an SLA provided through Property Services.

Portable electrical equipment is logged on an inventory and subject to periodic examination and test by electrical contractors.

Staff must not bring electrical equipment from home for use at work unless it has been subject to satisfactory examination and test.

3.17 Prevention & Control of Legionellosis

As part of a Service Level Agreement, the Council's Property Services Section carry out an annual risk assessment to determine what cleaning and disinfection is required to the water system in school. The copy certificate is held by the Site Manager.

Monthly checks/recording of hot and cold water storage and outlet temperatures will be undertaken by either an approved contractor or a competent on site person. Outlets identified as 'little used' will be flushed on a weekly basis and all outlets will be flushed following holiday periods. Records to be kept in Legionella site specific file.

3.18 Boiler & Electrical Room Safety & Maintenance of Heating Plant

As part of a Service Level Agreement, the Council's Property Services Section carry out an annual risk assessment to determine what servicing and maintenance is required to the heating plant. Copies of service records are held by the Site Manager.

Boiler Plant and Electrical Intake Rooms must not be used as storage areas and are out of bounds to pupils and staff. These areas are identified by safety signage and kept locked at all times.

3.19 Vehicle Movement on School Premises

There is a 5mph speed limit on the site. Only staff and visitors are allowed to park in the car park. Staff should be careful to observe lorries or delivery vans at all times. If staff notice any vehicle causing obstruction – particularly on the paths, they must report this immediately to the Site Manager.

3.20 Visits to Farms

Information about visits to farms is contained in the Children's Services Health & Safety Policy.

3.21 Outdoor Education Guidelines & School Trips

A comprehensive set of guidelines has been prepared by the Department's Health & Safety Adviser and staff at Explore4All Centre. These are set out in Section 3.26 of Children's Services Health & Safety Policy. The School has an approved Educational Visits Co-ordinator, Mrs J Johnson.

School trips must be authorised by the Headteacher and are subject to formal risk assessment, parental consent and insurance arrangements. Before leaving the premises staff must complete an Educational Visits form, summarising key information about the visit. This should be filed in the Educational Visits file held in the Office.

3.22 Playground Safety

All staff are responsible for the safety of children in the playground. There is always supervision by several staff with a First Aider on duty. No child may leave the premises to retrieve ball etc. Any person on the outer perimeter fence should be questioned by staff and anyone who has concerns must

immediately report this to the Headteacher. Children sometimes play too boisterously or roughly and this should be channelled into games or other activities. Children must be supervised on the climbing equipment at all times. A rota is in place for safe use and equality of access. The quality of the surface is regularly reviewed by the Service agreement. However, staff should report damage or tripping hazards immediately to the Site Manager or Headteacher.

3.23 Arrangements for New Staff

All new staff are issued with and given a brief introduction to this policy by the Headteacher. Any queries should be directed in the first instance to the Headteacher.

Further Technical Information & Advice

More detailed information on all of these arrangements is contained in Part 3 of Children's Services Health & Safety Policy a copy of which is held in the School Office.

If technical advice is required then any member of staff can contact:

Children's Services Health & Safety Team

John Mountford	Senior Health & Safety Technical Assistant Civic Centre Sunderland SR2 7DN Email: john.mountford@sunderland.gov.uk	 5612375
Anthony Laing	Senior Health & Safety Adviser Civic Centre Sunderland SR2 7DN Email: Anthony.laing@sunderland.gov.uk	 5612387
Ashlea Harford	Senior Health & Safety Adviser, Civic Centre Sunderland Tyne and Wear SR2 7DN Email: ashlea.harford@sunderland.gov.uk	 5612385