

St Joseph's School

**HEALTH and SAFETY
POLICY and PROCEDURES**



**At St Joseph's we love, learn and live by
the example of Jesus Christ**

ST JOSEPH'S HEALTH & SAFETY POLICY

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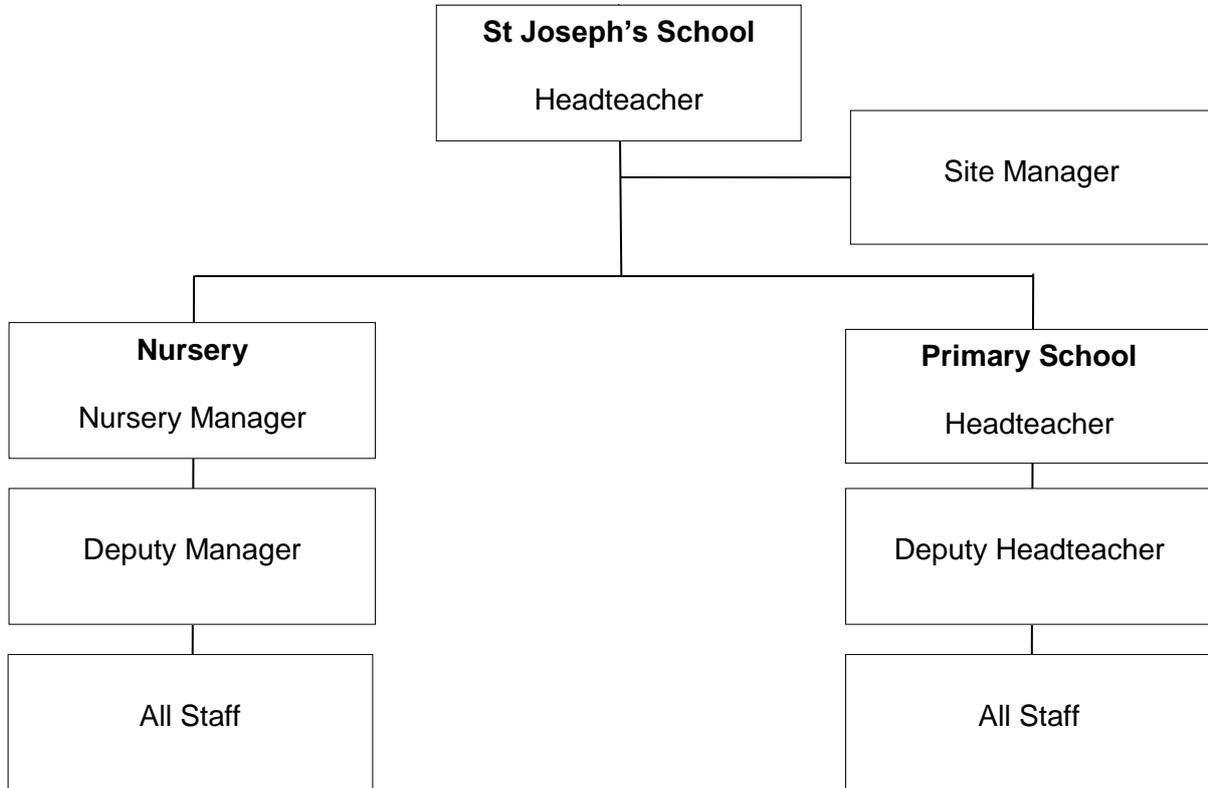
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ST JOSEPH'S HEALTH & SAFETY POLICY

1.0 Organisation Chart for Health and Safety at St Joseph's



2.0 General

2.1 This policy covers the Nursery and Primary School situated at the St Joseph's School site. Where reference in the policy is made to the "school" this is deemed to mean the school site which includes the aforementioned three areas and the associated playgrounds.

2.2 The Governing Body notes the provisions of the Health and Safety at Work, etc Act 1974, [S.3(1)] which states that it is the duty of every employer to conduct his or her business in such a way as to ensure, so far as is reasonably practicable, that persons who are not in his or her employment but who may be affected by it are not exposed to risks to their health and safety and accepts that it is a responsibility to take all reasonably practicable steps to secure the health and safety of pupils, staff and others using the school or participating in school-sponsored activities. It believes that the prevention of accidents, injury to loss is essential to the efficient operation of the school and is part of the good education of its pupils.

The aim of the Governing Body is: "To provide a safe and healthy working and learning environment for staff, pupils and visitors".

2.3 The arrangements outlined in this statement and the various other safety provisions made by the Governing body cannot alone prevent all accidents or ensure complete

safe and healthy working conditions. The Governing Body believes that policies and procedures put in place require the assistance of the whole school community. The Governing Body will take all reasonable steps to identify and reduce hazards to a minimum but all staff and pupils must appreciate that their own safety and that of others also depends on their individual conduct and vigilance while on the school premises or while taking part in school-sponsored activities.

3.0 The Duties of the Governing Body

3.1 In the discharge of its duty the Governing Body, in consultation with the Head, will:-

- (a) Make itself familiar with the requirements of the **Health and Safety and Work, etc Act 1974** and any other health and safety legislation and codes of practices which are relevant to the work of the school, in particular the **Management of Health and Safety at Work Regulations 1992** (SI 1992 NO. 2051). This legislation can be viewed on www.legislation.gov.uk.
- (b) Ensure that there is an effective and enforceable policy for the provision of health and safety throughout the school.
- (c) Periodically assess the effectiveness of this policy and ensure that any necessary changes are made.
- (d) Identify and evaluate all risks relating to:-
 - (i) Safety
 - (ii) Health
 - (iii) School-sponsored activities (including work experience)
- (e) Identify and evaluate risk control measures in order to select the most appropriate means of minimising risk to staff, pupils and others
- (f) Monitor health and safety performance – scrutinize accident / ill health and near miss records and use lessons to improve, these should all be recorded in the Health and Safety Incident log kept in the Staff room.
- (g) Arrange systems of risk assessment to allow the prompt identification of potential hazards.
- (h) Carry out periodic reviews and safety audits on the findings of the risk assessment.
- (i) Ensure all the signage used within the premises meet the statutory requirements.
- (j) Obtain competent advice to enable them to comply and maintain good standards of health and safety.

3.2 In particular the Governing Body undertakes to provide:-

- (a) A safe place for staff and pupils to work including safe means of entry and exit.

- (b) All equipment and systems of work which are safe.
- (c) Safe arrangements for the handling, storage, transport and disposal of articles and substances.
- (d) Safe and healthy working conditions which take into account all appropriate:
 - (i) Statutory requirements
 - (ii) Codes of practice whether statutory or advisory
 - (iii) Guidance whether statutory or advisory
- (e) Supervision, training and instruction so that all staff and pupils can perform their school-related activities in a healthy and safe manner. All staff will be offered the opportunity to receive health and safety training which is appropriate to their duties and responsibilities and which will be given before an employee commences any relevant work. Wherever training is required by statute or considered necessary for the safety of staff, pupil and others, then the Governing Body will ensure, within the financial resources available, that such training is provided. Pupils will receive such training as is considered appropriate to the school-related activities which they are carrying out. All training will be regularly updated.
- (f) Necessary safety and protective equipment and clothing together with any necessary guidance, instruction and supervision.

3.3 So far as is reasonably practicable, the Governing Body, through the Headteacher will make arrangements for all staff, including temporary and voluntary staff and helpers and those on fixed-term contracts to receive comprehensive information on:

- (a) This policy
- (b) All other relevant health and safety matters
- (c) The instructions and training that will be given to all employees so that they may carry out their duties in a safe manner without placing themselves or others at risk.

4.0 The Duties of the Headteacher

4.1 As well as the general duties that all members of staff have (see 5.0) the Headteacher has responsibility for the day-to-day maintenance and development of safe working practices and conditions for teaching staff, support staff, ancillary staff, pupils, visitors and any other person using the premises or engaged in activities sponsored by the school and will take all reasonably practicable steps to achieve this through senior members of staff, teachers and others as appropriate.

4.2 The Headteacher is required to take all necessary and appropriate action to ensure that the requirements of all relevant legislation, codes of practice and guidelines are met in full at all times.

4.3 In particular, the Headteacher will:-

- (a) Be aware of the basic requirements of the Health and Safety at Work etc Act 1974 and any other health and safety legislation and codes of practices relevant to the work of the school
- (b) Ensure at all times the health, safety and welfare of staff, pupils and others using the school premises or facilities or services or attending or taking part in school-sponsored activities.
- (c) Ensure safe working conditions for the health, safety and welfare of staff, pupils and others using the school premises and facilities.
- (d) Ensure safe working practises and procedures throughout the school, including those relating to the provision and use of machinery and other apparatus, so that each task is carried out to the required standards and so that all risks are controlled.
- (e) Consult with members of staff, including the Staff Safety Representative on health and safety issues
- (f) Arrange systems of risk assessment to allow the prompt identification of potential hazards.
- (g) Carry out periodic reviews and safety audits on the findings of the risk assessment.
- (h) Identify the training needs of staff and pupils and ensure within the financial resources available that all members of staff and pupils having identified training needs receive adequate and appropriate training and instruction in health and safety matters.
- (i) Encourage staff, pupils and others to promote health and safety.
- (j) Ensure that any defects in the premises, its plant equipment or facilities which relate to or may affect the health and safety of staff, pupils and others are made safe without delay.
- (k) Encourage all employees to suggest ways and means of reducing risks.
- (l) Collate accident and incident information and when necessary, carry out accident and incident investigations.
- (m) Monitor the standard of health and safety throughout the school, including all school based activities, encourage staff, pupils and others to achieve the highest possible standards and discipline those who consistently fail to consider their own well-being or the health and safety of others.
- (n) Monitor first aid and welfare provision.

5.0 The Duties of All Members of Staff

- 5.1 All staff will make themselves familiar with the requirements of the **Health and Safety at Work, etc Act 1974** and any other health and safety legislation and codes of practice which are relevant to the work of their area of responsibility.
- 5.2 They should be familiar with the health and safety policy and all safety regulations as laid down by the Governing Body
- 5.3 They are directly responsible to the Head or the member of staff nominated by the Head to have overall day-to-day responsibility for the implementation and operation of the school's health and safety policy.
- 5.4 They will take a direct interest in the school's Health and Safety Policy and in helping other members of staff, pupils and others to comply with its requirements.
- 5.5 All staff are expected to familiarise themselves with the health and safety aspects of their work and to avoid conduct which would put them or anyone else at risk.
- 5.6 As part of their duties of work they will ensure that:-
 - (a) Health and Safety Regulations, rules, procedures and codes of practice are being applied effectively.
 - (b) Staff, pupils and others under their jurisdiction are instructed in safe working practices.
 - (c) New employees are given instruction on safe working practices.
 - (d) Regular safety inspections are made of their area of responsibility as required by the Headteacher, or as necessary.
 - (e) Positive, corrective action is taken where necessary to ensure the health and safety of all pupils, staff and others.
 - (f) All equipment they use is adequately protected
 - (g) All equipment they use is in good and safe working order.
 - (h) All reasonably practicable steps are taken to prevent the unauthorised or improper use of all equipment they use.
 - (i) Appropriate and protective clothing and equipment, first aid and fire appliances are provided and readily available.
 - (j) Toxic, hazardous and highly flammable substances are correctly used, stored, labeled and disposed of after use.
 - (k) All staff should monitor the standard of health and safety at all times encouraging staff, pupils and others to achieve the highest possible standards of health and safety, and discipline those who consistently fail to consider their own well-being or the health and safety of others.

- (l) All the signage used meets the statutory requirements.
- (m) All staff should report, as appropriate any health and safety concerns to the Headteacher.
- (n) Take reasonable care of their own health and safety and any other persons who may be affected by their acts or omissions at work.
- (o) As regards any duty or requirements imposed by his or her employer or any other persons by or under any of the relevant statutory provisions, co-operate with him or her so far as necessary to enable that duty or requirement to be performed or complied with.

6.0 Hirers, Contractors and Others

- 6.1 When the premises are used for purposes not under the direction of the Headteacher then the principal person in charge of the activities for which the premises are in use will have responsibility for the safe practices as indicated in section 4.0 of this document.
- 6.2 The Headteacher or the co-ordinator will seek to ensure that hirers, contractors and others who use the school premises conduct themselves and carry out their operations in such a manner that all statutory and advisory safety requirements are met at all times.
- 6.3 When the school premises or facilities are being used out of normal school hours for a school-sponsored activity then, for the purposes of this policy, the organiser of that activity must follow the schools' Health and Safety policy as would apply during school hours. They also need to take account of special arrangements in place for school sponsored activities held out of hours.
- 6.4 When the premises are hired to persons outside the employ of the Governing Body, it will be a condition for all hirers, contractors and others using the school premises or facilities that they are familiar with this policy, that they comply with all safety directives of the Governing Body and that they will not without the prior consent of the Governing Body:-
 - (a) Introduce equipment for use on the school premises
 - (b) Alter fixed installations
 - (c) Remove fire and safety notices or equipment
 - (d) Take any action that may create hazards for persons using the premise or the staff or pupils of the school
- 6.5 All contractors who work on the school premises are required to ensure safe working practices by their own employees under the provisions of the **Health and Safety at Work, etc Act 1974** and must pay due regard to the safety of all persons using the premises in accordance with SS.3-4 of the **Health and Safety at Work, etc Act 1974**.

- 6.6 In the instances where the contractor creates hazardous conditions and refuses to eliminate or to take action to make them safe the Headteacher will take such actions as is necessary to prevent persons in his or her care from risk of injury.
- 6.7 The Governing Body draws the attention of all users of the school premises (including hirers and contractors) to S.8 of the **Health and Safety at Work, etc Act 1974**, which states that no person shall intentionally or recklessly interfere with or misuse anything which is provided in the interests of health, safety or welfare in pursuance of any relevant statutory provisions.

7.0 Codes of Practice and Safety Rules

- 7.1 In consultation with the Governing Body (where appropriate) and taking into account the requirement of this statement, the safety committee will approve (where necessary) codes of practice for the observation of safety requirements in school.
- 7.2 From time to time the Department for Education (DfE), the Health and Safety Executive and other regulatory or advisory bodies will issue codes of practice on particular topics for the guidance of Heads and others who are in control of educational premises, which will normally incorporate such code into their health and safety policy and procedures. If the Headteacher considers the inclusion of all or any such documents into this policy to be inappropriate, he or she will be required to demonstrate to the satisfaction of the Governing Body that he or she has already introduced codes of practices and methods of working which achieve a similar or higher standard of health and safety.

8.0 Risk Assessment

- 8.1 The Headteacher will ensure that a risk assessment of the premises, methods of work and all school-sponsored activities is conducted annually (or more frequently, if necessary). This survey will identify all defects and deficiencies, together with the necessary remedial action or risk control measures. The results of all such surveys will be reported to the Governing Body.
- 8.2 On a day to day basis where necessary staff will undertake risk assessments to ensure activities are undertaken in a safe manner and all potential risks have been identified and measures put in place to reduce/eliminate the risk.

9.0 Emergency Plans

- 9.1 The Headteacher will ensure that an emergency plan is prepared to cover all foreseeable major incidents which could put at risk the occupants or user of the school. This plan will indicate the actions to be taken in the event of a major incident so that everything possible is done to:
- (a) Save life
 - (b) Prevent injury
 - (c) Minimise loss

This sequence will determine the priorities of the emergency plan.

- 9.2 The plan will be agreed by the Governing Body and be regularly rehearsed by staff and pupils. The result of all such rehearsals will form part of the regular risk assessment survey and the outcome will be reported to the Governing Body.
- 9.3 See Appendix 'A' for the details of Fire Safety.
- 9.4 See Appendix 'B' for the details of Evacuation Procedures.
- 9.5 See Appendices 'C', 'D' & 'E' for the details of Planned Responses for Critical Incidents. (Road traffic accident involving pupils/accident during school trip, aggressive or violent incident in school and disaster in the community.)

10.0 Monitoring of Adults Present on the School Premises

- 10.1 All members of staff must sign in and out every day.
- 10.2 All visitors/contractors/parent helpers should report to reception to sign the Visitor's Book.
- 10.3 A Visitors Pass will be issued by a member of the office staff
- 10.4 The Pass MUST be worn for the duration of the time they are on the premises.
- 10.5 All visitors/contractors/parent helpers MUST sign out and return the Pass to a member of the office staff when they leave the school.
- 10.6 All adults should challenge anyone who is not wearing a Pass and is not a member of staff.

11.0 First Aid

- 11.1 The arrangements for first aid provision will be adequate to cope with all foreseeable major incidents.
- 11.2 The number of certified First Aiders will not, at any time, be less than the number required by law. First aider on duty each day is displayed on the board in the staff room and all classrooms have a copy of the first aiders on duty.
- 11.3 At the discretion of the Governing Body other staff will be given such training in first aid techniques as is required to give them a basic, minimum level of competence. This level will be agreed by the Governing Body after seeking appropriate advice. The number of such trained but uncertified First Aiders will be determined by the Governing Body as that being sufficient to meet the needs of all foreseeable circumstances.
- 11.4 Supplies of first aid material will be held in the medical room
- 11.5 Adequate and appropriate first aid provision will form part of the arrangements for all out-of-school activities.

- 11.6 A record will be made of each occasion any member of staff, pupil or other person receives first aid treatment either on the school premises or as part of a school related activity. This will be logged in the Accident Log.

12.0 Management of Accidents

- 12.1 The person responsible for reporting accidents, incidents or near misses is the member of staff who witnesses the incident. All accidents must be recorded in the Accident Log. This should be done as soon as the accident is dealt with whilst details can be clearly remembered.
- 12.2 In the case of minor accidents in the School a note should be sent home with the child detailing the incident which occurred.
- 12.3 In the case of serious accidents the Headteacher should be informed immediately so that appropriate action can be taken.

13.0 Educational Visits

- 13.1 **The Health and Safety at Work etc Act 1974** places overall responsibility for health and safety on Educational Visits with the governing body.
- 13.2 To help fulfill its health and safety obligations for visits, the school has appointed an Educational Visits Coordinator i.e. the Deputy Head teacher.
- 13.3 A process of risk assessment should be carried out on all Educational Visits.
- 13.4 The full policy on Educational Visits is stored as a stand alone policy and a copy is kept at the school and on the website.

14.0 Review

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

Refer to checklist, see Appendix F

APPENDIX A

Fire Policy Statement

St Joseph's will provide a safe and healthy working environment with respect to fire safety in its establishments.

The Site Manager as Duty Holder will be responsible for:

- Checking all fire doors are free from obstructions and slip-trip hazards.
- Checking all escape routes are clear.
- Checking all fire doors can be opened quickly and easily.
- Checking all fire resisting doors close properly.
- Checking no fire resisting door are wedged or propped open.
- Checking that general housekeeping standards are adequate.
- Ensuring the site is generally tidy.
- Ensuring rubbish and waste materials are not being allowed to accumulate.
- Ensuring there is no storage of, especially combustible materials, in unsuitable locations (corridors or electric intake rooms).
- Ensuring waste containers are stored externally in a secure compound.

The named Fire Safety Co-ordinator is the Headteacher or, in his absence, the Deputy Headteacher.

All staff have copies of the evacuation plans. These are also kept in the policies and procedures file. Copies of fire evacuation plans are posted adjacent to the exit doors of classroom.

The fire alarm is tested weekly by the Site Manager and recorded in the Fire Manual, which is kept in the Site Manager's office. A fire drill is completed once every half term. A record is kept in the Fire Manual which is kept in the Site Manager's office.

A fire safety risk assessment is carried out by the Site Manager and the Health and Safety Governor each year.

Fire systems and extinguishers are checked on a regular basis. These are recorded in the Fire Manual, which is kept in the Site Manager's office.

Responsibilities in the Event of a Fire:

Directing children to the Fire Assembly Point – ***Teacher in charge***

Checking all areas are clear – ***Headteacher and Site Manager.***

Phoning fire service – ***This is automatic, however Admin Staff to check fire service has been called.***

Registers and visitors book – ***Admin Staff.***

APPENDIX B

Evacuations Procedures

General

The overall aim is to save life; therefore evacuation is of paramount importance. Staff are not expected to fight fire nor should they go back into the building. Anyone discovering fire or smoke should raise the alarm by breaking the glass at the nearest alarm point.

DURING CLASS TIME - On hearing the alarm

- 1) Direct children to walk quietly to the nearest exit and then walk quietly in single file to the assembly points on the playground.
- 2) Ensure that the classroom is empty before leaving and, if possible, close the classroom door.
- 3) The Headteacher and Site Manager will check the children's toilets and other vulnerable areas are empty.
- 4) Teaching staff will take their registers to assembly points for roll call.
- 5) Admin staff will take out folders containing parents' contact details and staff/pupil signing in books.
- 6) The Headteacher will check that all adults and children are accounted for.
- 7) Classes should stand still and quiet until asked to re-enter the building.
- 8) Teachers should be mindful of any child that is later taken off site for illness or an appointment.
- 9) If any visitors are present, the adult they are working with should ensure that they know what to do.

DURING LUNCHTIME - On hearing the alarm

- 1) Children should walk quietly to the nearest exit and then walk quietly in single file to the assembly points on the playground.
- 2) Children should line up in register order.
- 3) Admin staff will check the fire brigade has been called and the person on medical duty will ensure that the medical room is empty.
- 4) Admin staff will take out folders containing parents' contact details and staff/pupil signing in books. Staff, with the help of the Lunchtime Supervisors will carry out a roll call at the assembly point.

The Headteacher will check that all adults and children are accounted for.

If The Building Has To Be Evacuated Out of School Hours

Where events are organised outside normal school hours, or by outside organisations, it is the responsibility of the member of staff organising the event or arranging the letting to ensure that the Headteacher is consulted and the school's policy for evacuation is followed. Group leaders must assume responsibility for raising the alarm, advising the Site Manager and evacuating the building.

APPENDIX C

Critical Incident Planned Response Road Traffic Accident involving Pupils/Accident during School Trips

Immediate Action:

- 1) Remove children from danger if possible/appropriate. Contact emergency services, prepare to bring children back to school as soon as possible, obtain accurate information and inform school (uncertainty breeds rumour which adds to distress).
- 2) The school (most likely the administrative office) will contact families of those involved. Contact lists are found in the school office. If you cannot get through, just ask them to ring the school – do not leave a message.
- 3) If there is death or serious injury, the police will inform parents (possibly with a member of staff).
- 4) Plan communications to and from school (e.g. use mobile/fax line as an outgoing line to leave main line free if it is expected that many parents will be trying to contact the school). If necessary, there is a third line in the Site Manager's office.
- 5) Give the same level of information to everyone, provision of a script is sensible. The Headteacher and Deputy Head teacher will be responsible for drafting of a script.
- 6) The administrative office will make a careful note of those parents who still need to be informed. If support is required, a designated support assistant will help.
- 7) The Head teacher will inform staff and pupils. (If sending a letter home, give details of the facts, do not apportion blame). Pupils will probably best be told in classes. Only facts should be given – do not speculate on the cause and consequences.
- 8) School will contact the Chair of Governors. The Headteacher or Deputy Headteacher will inform the press office. Press or media will not be allowed onto school premises.
- 9) If there is need for an assembly point, the school hall should be used. Refreshments would be made in the staff room by members of staff and brought to the hall. Staff toilets would be available for adults to use.

APPENDIX D

Critical Incident Planned Response Aggressive or Violent Incident in School (attack by aggressive parent or pupil)

All external doors can only be opened from the inside. If it is anticipated that an aggressive parent or intruder are on their way to school, the office door will be kept locked. If appropriate, the police will be called.

However, on some occasions parents have entered the building and proceeded to demonstrate aggressive behavior to teachers, often in front of pupils. If this is the case the following should be observed.

- 1) Remove children if possible.
- 2) Seek immediate help (ask a child to go to next door teacher).
- 3) Try to remain calm and ask aggressor if they would like to sit down to discuss the problem.
- 4) Staff going to aid the teacher should be accompanied by another adult.
- 5) They should remove the children if they are still present.
- 6) The Headteacher should be informed.
- 7) If the situation is out of control the police should be called.
- 8) In extreme cases it may be necessary to use restraint procedures but this must not be done alone.
- 9) If the situation can be calmed and the aggressor leaves the premises, all doors must be locked.
- 10) The Headteacher will inform the aggressor in writing of the expected code of behaviour in school and in extreme cases may forbid the parent from further contact with the teacher/ school.
- 11) No comments will be given to the media and the press officer will be informed if necessary.
- 12) In the extreme case of a teacher or child being held hostage, all other children and staff must be evacuated. The police must be immediately informed and will provide guidance.

APPENDIX E

Critical Incident Planned Response - Disaster in the Community (e.g. fire, explosion, major road accident, civil disturbance, terrorism)

Immediate action.

- 1) If this happens within the close proximity of the school it will be necessary to remove children from any danger (use evacuation procedures).
- 2) Contact emergency services.
- 3) If the incident happens outside of the immediate vicinity of the school accurate information should be obtained.
- 4) If the incident occurred outside of school hours accurate information should still be sought so that discussions in school can be based on fact.
- 5) Inform children of the incident. This should be told simply and without fabrication.
- 6) Keep incoming phone line clear so that emergency services are able to provide updates.
- 7) If it is necessary to keep children behind after school, children will stay with their class teacher and parents informed accordingly. Emergency services will advise.
- 8) Attempt to stick to normal school routines as soon as possible.

Later action:

- 1) Give staff "Permission" to talk.
- 2) Headteacher / admin. officer to contact outside agencies where appropriate (e.g. EP's)
- 3) Encourage children to talk (may be necessary to hold a debriefing meeting led by an experienced outside professional).
- 4) Express sympathy (visit those who may be in hospital or bereaved).
- 5) Identify high risk pupils/staff
- 6) Monitor effects of all involved.
- 7) Organise treatment if necessary.

APPENDIX F

Health & Safety Checklist

TASK	RESPONSIBILITY	FREQUENCY OF CHECK
General Items		
Review the H&S Policy	Governors Resources Committee	Annually
Check is the school H&S Policy displayed?	Site Manager	Each term
Check there a named Staff H&S representative?	Head teacher	Annually
Check is there a designated first aider?	Head teacher	Annually
Ensure risk assessments are carried out annually?	Head teacher	Annually
Check that the Accident Log is being used to record and report accidents and dangerous occurrences?	Designated Welfare Officer	Monthly
Check is the Incident Book used to record potential risks?	Site Manager	Monthly
Premises Items		
Emergency lighting inspection	Site Manager	Every quarter
Fire alarm test	Site Manager	Weekly
Fire escape route inspection	Site Manager	Weekly
Undertake fire drill	Headteacher/ Site Manager	Every quarter
Fire equipment inspection	Site Manager	Annually
PAT Testing	Site Manager	Annually
Lift inspection	Site Manager	Annually
Asbestos inspection	Site Manager	Every quarter
Legionella test	Site Manager	Annually
Lightning continuity test	Site Manager	Annually