

The Cathedral School of St Peter and St John RC Primary



School Mission Statement

Growing together within God's loving family, we support, challenge and inspire each other to become the best that we can be.

Health and Safety Policy

Date of review:

September 2024

Date of next review:

September 2025

Signed _____ CofG

Signed _____ Head Teacher

Signed _____ Site Manager

Health and Safety at Work Act 1974 and incorporating the recent changes to health and safety legislation with the Introduction of the new Health and Safety (Offences) Bill which is law from January 2009.

Rationale

Our Aim is to provide and maintain safe and healthy working conditions, equipment and systems of work for all our employees, and to provide such information, training and supervision as they need for this purpose. We also accept our responsibility for the health and safety of other people who may be affected by our activities. The allocation of duties for safety matters and the particular arrangements which we will make to implement the policy are set out in this policy and sufficient resources will be made available to honour our commitment. The policy will be kept up to date, particularly as the organisation changes in nature and size. To ensure this, the policy and the way in which it has operated will be reviewed every year.

Aims and objectives

Our aim is to ensure that all reasonably practical steps are taken to ensure the health, safety and welfare of all persons using the premises. To achieve this, we will

- provide adequate control of the health and safety risks arising from our work activities;
- consult with our employees on matters affecting their health and safety;
- provide and maintain plant, machinery and equipment which is safe, has been manufactured to a British, European or International standard, is regularly inspected, tested and maintained as appropriate; and that offers protection from danger by being suitably guarded (where appropriate). This would include such items as heating and hot water plant, kitchen equipment and appliances e.g. meat-slicer, powered cleaning equipment and portable electrical appliances;
- ensure safe handling, use, storage and transport of articles and substances;
- provide adequate information, instruction and training to enable staff and pupils to carry out their work activities in a healthy and safe manner, and to enable them to contribute positively to their own health and safety and that of others;
- ensure all employees are competent to do their tasks;
- prevent accidents and cases of work-related ill health;
- make arrangements within the school for the reporting of all accidents/incidents to the LA
- make positive arrangements for fire evacuation , first-aid and other emergency situations (see school emergency plan)
- provide and maintain a safe and healthy school building with safe access and egress, paying particular attention to the structure of the buildings, the electrical installation, draining, glazing, maintenance of floors / corridors / playgrounds / steps / doorways / fire escape routes and security arrangements which would minimise the risk of acts of violence;
- provide and maintain a safe and healthy working environment with effective management of illumination, temperature, ventilation, dust, smoke, fumes, noise, cleanliness and food hygiene and adequate protection against occupational disease and infestation;
- provide and maintain adequate welfare arrangements such as eating, washing and toilet facilities and accommodation for clothing and personal belongings;

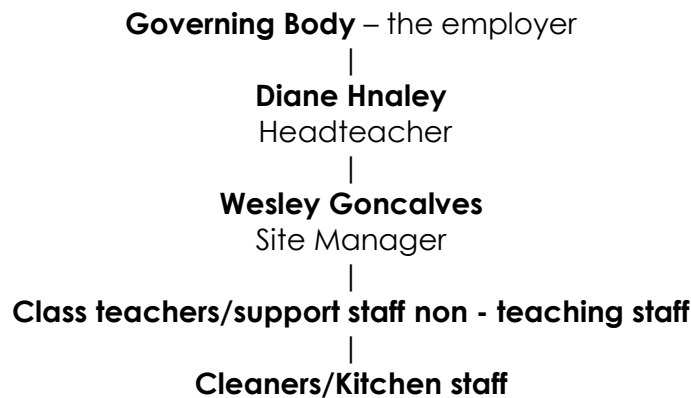
- include aspects of child/personal safety within the curriculum which includes safety at home, on the road, around water areas and railway lines, fire / matches / fireworks, no talking to strangers, bullying, smoking and drug abuse and healthy eating;
- ensure so far as is reasonably practicable, the health and safety of visitors to the school (see section 10 for example of identifiable visitors) and any other persons who may be affected by the acts or omissions of members of staff or pupils whilst taking part in school activities; and
- review and revise this policy as necessary at regular intervals.

Organisation

Overall and ultimate responsibility for Health and Safety in schools is that of the employer, i.e. usually the Governing Body.

Day-to-day responsibility for ensuring this policy is put into practice is delegated to the Headteacher.

Illustration of employee responsibilities:



To ensure health and safety standards are maintained / improved, the following people have responsibility in the following areas.

The Governing Body

Overall and ultimate responsibility for health and safety in voluntary Aided schools day-to-day responsibility for ensuring this policy is put into practice is delegated to School Governing Bodies and Head teachers.

The Governing Body with the assistance of the Diocese:-

- shall ensure so far as is reasonably practicable the health, safety and welfare of teachers and other education staff;
- shall ensure so far as is reasonably practicable the health and safety of pupils in-school and on off-site visits;
- shall ensure so far as is reasonably practicable the health and safety of visitors to schools, and volunteers involved in any school activity;
- shall guide and monitor the Headteacher to ensure that he/she keeps health and safety as a high priority in the day-to-day management of the school;
- shall appoints one of the Governors to be the Governor for Health and Safety;
- shall consider the health and safety implications of policies and guidance issued by Salford Education and Leisure Department and the Diocese;
- shall draw up and issue its own policies and guidance on curricular and non-curricular topics where necessary, paying particular attention to health and safety aspects;
- shall discuss and resolve so far as is reasonably practicable, health and safety issues at meetings of the Governing Body; and
- shall carry out an annual appraisal of the safety performance of the school and include this in its annual report to parents.

Headteacher

The Headteacher is responsible for the day-to-day management of the school and shall so far as is reasonably practicable:-

- ensure that the Council's, the Local Education Authority's and the school's Health and Safety Policy are implemented and adhered to at all times;
- ensure that all members of staff know, understand and accept their health and safety duties and responsibilities;
- ensure that adequate resources are allocated to facilitate healthy and safe working and teaching practices;
- ensure that the Governing Body is advised of health and safety implications when undertaking the management of the school budget;
- ensure that all employees, pupils and visitors receive adequate information, instruction, training and supervision, both within school and on school trips as appropriate;
- ensure that all machinery, appliances and equipment purchased by or used within school, conforms to a British, European or International Standard, is used in the manner that it was designed for and is periodically examined, tested and maintained as appropriate;
- ensure the use of safe working practices and where necessary draw up and communicate written codes of practice for safe working and teaching;
- ensure that only approved chemicals and substances are used at school and ensure that the appropriate safety information and risk assessment is available to the user;
- ensure that suitable and appropriate protective clothing is provided for staff and pupils who require it, and ensure that it is worn when necessary;
- ensure that adequate first aid treatment is available by the provision of a First-Aider or appointed person and ensure that first aid boxes are kept adequately stocked;
- ensure that accidents are recorded and where necessary, investigated and reported to the Council's Health and Safety Officer as soon as possible and also reported to the Governing Body in the Headteacher's Termly Report. In the event of a major injury, the Chairman of the Governing Body shall be informed;
- ensure that a record is kept of any contagious disease that is contracted, all acts of violence and bullying and that they are reported to the Governing Body as appropriate;

- ensure that fire procedures are planned and are rehearsed at least once per term;
- ensure that fire equipment, fixtures and exits are checked periodically and maintained to ensure that they are in working order;
- ensure that adequate welfare facilities are provided and maintained for staff and pupils;
- ensure that periodic safety inspections of the school are carried out;
- ensure that there is consultation with the staff Safety Representative on matters of health, safety and welfare;
- ensure that contractors working in the school, report to him/her before work commences in order to ascertain work details and agree safety procedures;
- ensure that in his/her absence, health and safety duties are delegated as appropriate;
- ensure that there is an annual appraisal of the school's health and safety performance;
- ensure that risk assessments are undertaken and reviewed as appropriate; and
- review and up-date policy as appropriate.

Teaching and Non-Teaching Staff

All Teaching and Non-Teaching Staff shall, where appropriate and so far as is reasonably practicable:-

- ensure that the School's policies are implemented at all times;
- be responsible for the health and safety of the pupils they supervise;
- ensure that equipment used at school is safe and presents no risk to health and ensure that any defects are reported immediately to the Headteacher so that the equipment can either be repaired or disposed of;
- in the event of a fire, ensure that all pupils know the fire procedure and are evacuated safely;
- in the case of an injury, arrange for suitable first aid treatment, investigate the accident that caused the injury and record the details in the accident book;
- ensure that all classroom-based activities are carried out in a safe and healthy manner;
- ensure that playground activities are supervised as appropriate and ensure that any violent behaviour is stopped;
- ensure that pupils are adequately supervised whilst on midday dinner;
- ensure that, whilst pupils are playing for a sports team, provision has been made for dealing with injuries and other emergencies;
- ensure that whilst transporting pupils by mini bus, safety seatbelts are worn and the guidelines are followed;
- ensure that when undertaking school trips and holidays, sufficient research, planning, precautions and supervision are undertaken as laid down in the Council's guidelines and Code of Practice. Where specialist instructors are engaged to lead pupils, the role of supervision must be discussed and agreed with the instructor;
- ensure that they do not bring into school any potentially dangerous article or hazardous substance without the expressed permission of the Headteacher;
- take appropriate action to make safe any dangerous condition caused by wet or icy weather;
- ensure that any agreed security provisions are carried out;
- co-operate with the Headteacher on all aspects of health, safety and welfare; and
- co-operate with the Headteacher in undertaking risk assessments for all activities with significant risks, to identify hazards and control measures and to communicate this information to all people who need to know.

Site Manager

The site manager shall, where appropriate and so far as is reasonably practicable:-

- ensure that the local education Authority's and the school's Health and Safety Policy are implemented and adhered to at all times.
- ensure that equipment used at school is safe and presents no risk to health and ensure that any defects are reported immediately to the Headteacher so that the equipment can either be repaired or disposed of;
- ensure that they do not bring into school any potentially dangerous article or hazardous substance without the expressed permission of the Headteacher;
- identify all substances that require COSHH assessments and obtain product health and safety data sheets;
- take appropriate action to make safe any dangerous condition caused by wet or icy weather;
- carry out minor repair work and maintenance in a safe manner;
- ensure that any agreed risk assessments and safety checks are carried out;
- ensure that any agreed security provisions are carried out;
- co-operate with the Headteacher on all aspects of health, safety and welfare; and
- co-operate with the Headteacher in undertaking risk assessments for all activities with significant risks, to identify hazards and control measures and to communicate this information to all people who need to know.
- undertake any necessary training for the job, including the safe use of equipment.

Pupils

All pupils must:-

- co-operate with Teachers and school staff on health and safety matters;
- not interfere with anything provided to safeguard their own health and safety;
- take reasonable care of their own health and safety; and
- report all health and safety concerns to a Teacher.

In addition, union appointed safety representatives are entitled to investigate any accident / incident occurring, any potential hazard reported and to carry out safety inspections at a rate of one inspection per quarter.

Further guidance to support policy

1. Health and Safety Risks Arising From our Work Activity

Risk assessments will be undertaken by the health and safety governors – headteacher and site manager

The findings of the risk assessments will be reported to Governing Body and Headteacher.

Action required to remove / control risks will be approved by Governing Body and Headteacher

Headteacher will be responsible for ensuring the action required is implemented.

Headteacher and Risk Assessor will check that the implemented actions have removed / reduced the risks.

Assessments will be reviewed every 12 months or when the work activity changes, whichever is soonest.

2. Consultation with employees

Employee representative(s) are Paula Hawe (Governor)

Consultation with employee is provided by Senior Management Meetings
Staff Meetings, Team Meetings, Governing Body Meetings.

3. Safe Plant and Equipment

Site manager, Gardeners and Cleaners will be responsible for identifying all equipment/plant equipment needing maintenance.

Headteacher (via service level agreement) will be responsible for ensuring effective maintenance procedures are drawn up.

Headteacher will be responsible for ensuring that all identified maintenance is carried out. Any problems found with plant / equipment should be reported to Headteacher and Site Officer

Headteacher, Gardeners and site manager will check that new plant and equipment meets health and safety standards before it is purchased.

No unauthorised electrical equipment is to be used on school/ premises.

Where appropriate, residual current devices should be used with all electrical equipment.

4. Safe Handling and Use of Substances

Site Manager, Headteacher will be responsible for identifying all substances that require COSHH (Control of Substances Hazardous to Health) assessments.

In schools, the Site Officer will be responsible for obtaining product health and safety data sheets and for undertaking COSHH assessments. Further advice and information can be obtained from the Central Health and Safety Department (see section 5.0).

Headteacher will be responsible for ensuring that all actions identified in the assessments are implemented.

Use of chemicals for teaching as set out in the national curriculum, will be done so in accordance with guidance and hazard cards produced by CLEAPSS Schools Science Service.

Headteacher through Caretaker and meetings with staff will be responsible for ensuring that all relevant employees are informed about the COSHH assessments.

Headteacher will check that new substances can be used safely before they are purchased by providing the Central Health and Safety Section or the Health and Safety Co-ordinator for the Education and Leisure Department, with details of the proposed product (see section 5 for contact details).

Assessments will be reviewed every 2 years, or when the work activity changes or the constituents of the product change, whichever is the sooner.

5. Information, Instruction and Supervision

The Health and Safety Law poster is displayed in the entrance lobby, by the fire extinguishers. Health and safety advice is available from

Salford City Council
Civic Centre
Chorley Road
Swinton
M27 5AW
Tel: 0161 793 2500

Supervision of young workers / trainees will be arranged / undertaken / monitored by Headteacher and members of the Senior Management Team.

Headteacher is responsible for ensuring that our employees working at locations under the control of other employers and that Salford employees working in our school are given relevant health and safety information.

6. Competency for Tasks and Training

Induction training will be provided for all employees by Senior Management Team members

Job specific training will be provided by external advisors, LA Health and Safety Advisor.

Specific jobs requiring special training are Site Manager and cleaners.

Training records are kept by the school office.

Training records are located in the school office.

Training will be identified, arranged and monitored by Headteacher.

7. Accident, First Aid and Work Related Ill Health

The first aiders are listed in Appendix 1.

The first aid box(es) is/are kept in all open areas and main the school office.

All accidents and cases of work-related ill health are to be recorded in the accident book which is located in the main school office.

All serious accidents/incidents will also be reported to the Authority via Salford City Council's intranet.

The HR Officers located within Employee Services are responsible for reporting accidents, diseases and dangerous occurrences to the Health and Safety Executive as required by the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995.

All serious accidents/incidents will be investigated in accordance with guidance set out within the LEA's Health and Safety Policy, in order to prevent a recurrence of the accident/incident.

8. Monitoring

To check our working conditions, and ensure our safe working practices and policies are being followed we will carry out spot check visits regularly. The Headteacher and Site Manager will carry out our checks.

The Headteacher and Governing Body representative will conduct a full workplace inspection once a year.

H &S Advisor will conduct health and safety audits at a frequency of once a year.

Classroom inspections are carried out by the Teacher responsible for that classroom using the Monthly Housekeeping Inspection Sheet attached. Site Managers are responsible for carrying out these housekeeping inspections in all communal areas e.g. corridors, hall, dining room etc. Any problems identified are reported to the Headteacher immediately.

Headteacher with LA and school Health and Safety representatives are responsible for investigating accidents.

Headteacher and HR are responsible for investigating work-related causes of sickness absences.

Headteacher is responsible for acting on investigation findings to prevent a recurrence.

9. Emergency Procedures – Fire and Evacuation

The Headteacher is responsible for ensuring the fire risk assessment is undertaken and implemented.

Wesley Goncalves – Kate Campbell – Diane Hanley have been appointed as fire wardens / search officers.

All staff have completed Fire Safety Awareness Training.

Escape routes and exits are checked by the Site Officer weekly.

Fire extinguishers are maintained and checked by company taken up by SLA organised by LA at a frequency of once per year.

Alarms are tested by Click taken up by SLA organised by LA at a frequency of once per year

Emergency evacuation / fire drills will be carried out at a frequency of termly led by the site manager

Records will be kept in the site managers room .

10. Visitors to School Premises

Any person visiting the premises is requested to make an appointment prior to the visit. All visitors who will be working with or in the vicinity of children will be asked for their name, current DBS number and date of issue.

Identifiable visitors and other persons who may be affected include:-

- invited guests and visitors to the school;
- volunteers and students who may assist with teaching;
- parents and customers to events such as jumble sales / Christmas Fairs etc;
- users of school property out of school hours such as an aerobics class or a football club; (this is currently not applicable)
- bus drivers or other persons encountered on an external trip or holiday;
- contractors at the school (other than their own work activity, which they themselves are responsible for);
- Council employees such as peripatetic teachers, grounds maintenance staff, advisers, refuse collection operatives etc;
- deliverers of goods, meter readers etc;
- trespasser unless injured by their own unsafe activities.

On entering the premises, visitors must go to the reception / main office and sign- in using the school INVENTORY system.

All visitors must wear their issued photographic pass throughout their visit.

On departure, visitors must sign-out.

11. Contractors and Safety

Contractors are selected on the following basis:-

	Y	N
Cost	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Production of company safety policy	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Proof of Competence (e.g. production of qualification certificates)	<input checked="" type="checkbox"/>	<input type="checkbox"/>
References	<input checked="" type="checkbox"/>	<input type="checkbox"/>

Any other criteria

We use the diocesan building section (Lancaster Maloney)to tender for all contractors.

All contractors will be asked for their name, current DBS number and date of issue

All contractors are required to attend a pre-start meeting with the Head Teacher and any other relevant personnel e.g. Health and Safety Officer, in order for health and safety rules / information etc. to be communicated.

All contractors are required to sign in and wear a visitor's badge.

Contractors must not leave their equipment unattended.

Activities carried out by a contractor must not present a hazard to others in the vicinity of the work.

The Head teacher or Site Manager are responsible for monitoring contractor's activities whilst on site.

Under no circumstances will contractors be allowed to use equipment belonging to the school.

Works going on during school term time must be cordoned off and a Risk assessment carried out before work can commence.

12. Educational Visits / Extra Curricular Activities (in schools)

The Head Teacher is responsible for ensuring that the Education Trips and Visits Code of Practice is followed. This policy adopts the guidance set out in the Department for Education and Skills (DfES) document entitled 'Health and Safety of Pupils on Educational Visits'.

Staff are required to fill in the LA's EVOLVE system for any trip they go on. They have all had training and all have individual log on details. All educational visits must be authorised by the Head Teacher or the LA when using this system.

The Educational Visits Co-ordinators for the school are Bobbie Galea, school

The Head Teacher or Departmental Manager will ensure that all appropriate information relating to the trip e.g. arrival/departure times, clothing requirements, contact numbers etc. is communicated to the parents of the children and that parental consent is obtained.

Supervision will be:

Nursery 1:13

Reception 1:13

Years 1-3 1:15

Years 4-6 1:15

Refer to the Educational Trips and Visits Code of Practice for detailed procedures and guidelines.

Parental consent is to be sought and given in writing, where parental helpers are used. Parental and other non-employed helpers would have to have a DBS check as a volunteer before going on any school trips.

The Head Teacher is responsible for ensuring that all vehicles used for the purpose of transporting children to and from specified destinations, are properly taxed, insured and have valid M.O.T. certificates.

13. Movement of Vehicles

Staff and visitors should park their vehicles in the designated car park.

Vehicular access will not be permitted when children are entering or leaving school.

14. School Security

Refer also to arrangements for 'Visitors'.

Security of the school is maintained by:-

	Y	N
Electronic Gates	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Perimeter fencing	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Duty Officers stationed within individual buildings	<input type="checkbox"/>	<input checked="" type="checkbox"/>
External Doors locked during school hours	<input checked="" type="checkbox"/>	<input type="checkbox"/>
CCTV	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Signposting	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Security lighting	<input checked="" type="checkbox"/>	<input type="checkbox"/>

Other security measures: None

15. Occupational Health Services and Stress

Occupational health services are provided by the Occupational Health Unit who are available for any member of staff. They can be accessed through Employee Services.

If a Manager feels it is necessary to refer a member of staff to the Occupational Health Unit, he/she should contact a Human Resources Manager based within the Employee Services Department at the Civic Centre in the first instance.

In cases of stress, if the individual concerned does not feel he/she can approach his/her line manager, he/she may contact a BDMA counsellor by calling 0800 919765. All calls and subsequent consultations will be treated in strictest confidence.

16. External Groups / Activities

All extra-curricular groups using school premises must abide by school health and safety rules.

Groups that use school premises to hold functions, will be asked to produce evidence of having carried out the necessary risk assessments and of implementing appropriate control measures to reduce any risks identified. Insurance certificates must be provided by the renter.

All events organised as a joint venture between the school and any other external group, should be notified to the Occupational Health and Safety Unit.

17. Safety in the Community

Safety in the community is addressed by Community Police and Fire Brigade.

Talks/seminars are conducted when required but usually once a year.

18. Violence, Behaviour, Bullying and Harassment

Efforts will be made to train all staff in how to handle violent and aggressive situations.

If faced with a violent aggressor, avoid direct eye contact, do not raise your voice, do not take an aggressive stance, do not do or say anything to antagonise the situation.

If staff are taking pupils out of the building to a point where a telephone would not be easily accessible e.g. onto playing fields, then a mobile phone should be taken to ensure assistance could be summoned quickly in an emergency.

If staff are entering an area where there have been previous incidences of violence and/or aggressive behaviour from third parties, the possibility of providing additional staff i.e. 'doubling-up', should be considered.

The school will address bad behaviour, bullying and harassment involving pupils by following the school's Behaviour Discipline Policy which reviewed every 2 years.

The school will address good pupil behaviour by following the school guidance on behaviour.

The school will address bullying and harassment involving staff through the procedures of the LA Employee Services department.

19. Health and Safety in the Curriculum

The curriculum will be delivered in a safe and healthy manner and every effort will be taken to identify risks associated with a curriculum subject/activity e.g. field trips, sports/P.E. activities, science etc., and the appropriate control measures will be implemented. Refer to section 1.0 'Health and Safety Risks Arising from Our Work Activity' and section 12. 'Educational Visits/Extra Curricular Activities'. Also refer to Generic Risk Assessment document.

Efforts will be taken to educate pupils about health and safety issues as and when the opportunity arises throughout the course of normal teaching. For example, the opportunity to educate pupils about occupational diseases may arise during a History lesson when learning about the role of chimney sweeps, or during a Science lesson when learning about the discovery and use of asbestos.

20. Health and Safety in the Classroom

The curriculum will be delivered in a safe and healthy manner and every effort will be taken to identify risks associated with classroom activities see section 1.0 'Health and Safety Risks Arising from Our Work Activity', and the appropriate control measures will be implemented. Also refer to Generic Risk Assessment document.

A monitoring system will be set up to ensure that any hazards in the classroom are identified and that regular inspections of the area are carried out. An individual will be made responsible for each classroom. **See section 8. 'Monitoring'**.

Pupils will be encouraged to report any hazards to a Teacher e.g. a loose wire on a piece of electrical equipment, spilt liquid on the floor. NB Their ability to do this will obviously be dependant upon their age and their understanding of a hazard.

21. Covid 19

Staying COVID Secure – Our Commitment

We recognise the risk posed by Coronavirus (COVID-19) to our staff, pupils and their families. Control measures to minimise the risk of infection and the transmission of the virus are provided in our Covid 19 Risk Assessment, which is regularly up-dated.

We have put in place appropriate protective measures to ensure, as far as is reasonably practicable, the Health, Safety and Wellbeing of our staff and pupils.

We have shared the Risk Assessment and its findings with employees and consulted with them on its contents.

We will continue to comply with all relevant Health and Safety Legislation.

We will have regard to statutory guidance in particular the guidance issued by the Department of Education regarding implementing protective measures in education and childcare settings against COVID-19.

We have regard to advice and guidance issued by Public Health England.