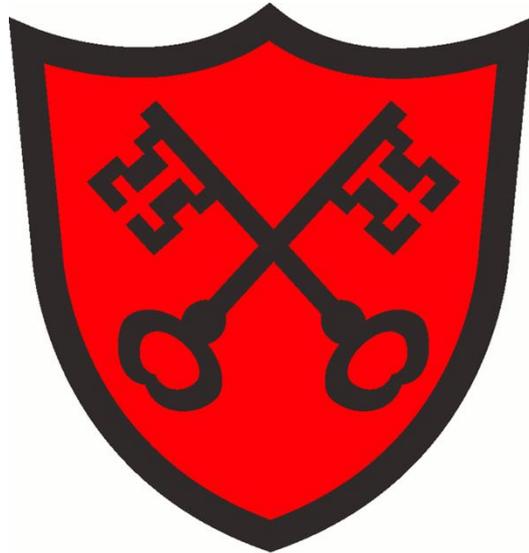


# **ST ALBAN'S CATHOLIC PRIMARY SCHOOL**



**Christ Be Our Light**

## **HEALTH AND SAFETY, INCLUDING STATEMENT OF GENERAL POLICY ON HEALTH, SAFETY AND WELFARE**

**Spring 2022**



## **St Alban's Catholic Primary School Statement of General Policy on Health, Safety and Welfare**

In the St Alban's Catholic Primary School, we believe that health and safety is paramount in all areas of school life. The schools are committed to providing its children with a safe environment in which to learn and play. They are committed to providing their employees with safe places of work that do not impact negatively on their health and well-being. The Federation is also committed to conducting its undertakings in such a way as to not adversely affect the health and safety of its partners, visitors, contractors, users of the school site, or anyone else that could be negatively impacted by its activities.

The schools aims to achieve this commitment by adopting the following principles:

- Putting policies, arrangements and procedures in place to promote effective health and safety management;
- Taking a risk-based approach to school activities to identify sensible, realistic and effective control measures which facilitate the safe delivery of its aims and objectives;
- Providing resources, including time, finance and competent advice, to facilitate the delivery of the school's health and safety commitments;
- Involving employees from all levels of the organisation in the delivery of health and safety commitments;
- Providing information, instruction, training and supervision so that all personnel are aware of their health and safety responsibilities and the hazards and risks posed by their work and working environment;
- Setting targets and objectives to encourage continuous organisational health and safety improvement;
- Regularly reviewing and auditing performance to maintain desired standards, to identify any potential areas of weakness and to promote continuous health and safety improvement throughout the organisation.
- Teaching children about health and safety issues;
- Providing information to visitors to the schools, including individuals and organisations who hire the premises.

The senior leadership team are accountable for the management of health and safety and for the implementation of the schools' health and safety policy in their areas of control.

Employees have a duty to protect themselves and others by working safely, co-operating with the senior leadership team, observing all relevant information and instructions and reporting any health and safety matters to their line managers.

*Signature*

**Lia Campos, Chair of Governors**

*Date*

*Signature*

**Joseph McCrossan, Headteacher**

*Date*

# St Alban's Catholic Primary School

## Organisation and Responsibilities for Health, Safety and Welfare

In order to ensure that health and safety issues are dealt with in accordance with the Federation's health and safety policy, the following organisational structure has been approved by the Governing Body. Duties and responsibilities have been assigned to Staff and Governors as laid out below.

### 1. Governing Body (Chair: LiaCampos)

The Governing Body will comply with any directions issued by the Children and Young People Learning Directorate concerning the health and safety of persons on school premises or taking part in school activities elsewhere. The Governing Body is responsible for health and safety matters at a local level. They accept that the delegation of funds from the Children and Young People Learning Directorate carries with it some power of control and hence increased accountability. Where the spending decisions are controlled by the Governing Body, they accept a share of the responsibility for the way in which health and safety issues are addressed. However, the Children and Young People Learning Directorate will be informed of any issue which has significant health and safety implications and which cannot be resolved satisfactorily without their involvement.

The Governors appreciate that they can only work within their allocation of the total education budget determined by County Council members and that they will only be accountable for deciding how the budget within their control is to be spent. The Governing Body has established arrangements for ensuring the requirements of this policy are properly implemented and that the policy remains effective and appropriate.

### 2. Headteacher (Joseph McCrossan)

Overall responsibility for the day-to-day management of health and safety in the schools rests with the Headteacher. As manager of the Federation and of all the activities carried on within it, the Headteacher will advise Governors of the areas of health and safety concern which may need to be addressed by the allocation of funds. Matters requiring particular consideration by the Headteacher will include:-

- 2.1 Ensuring that there is an adequate system in place for the undertaking of risk assessment in compliance with the requirements of the Management Regulations 1999;
- 2.2 Ensuring that there is a management system for monitoring the effectiveness of health and safety arrangements, which form part of this policy;
- 2.3 Adequate staffing levels for safe supervision;
- 2.4 The delegated responsibility for maintenance of the premises;
- 2.5 The purchase of equipment to meet appropriate safety standards;
- 2.6 The repair, maintenance and testing of school equipment;
- 2.7 The provision of appropriate protective clothing where necessary;
- 2.8 The purchase and maintenance of first aid materials and fire fighting appliances;
- 2.9 The funding of necessary safety training for staff;
- 2.10 The arrangements for securing health and safety assistance from a competent source;

- 2.11 The appointment of a caretaker;
- 2.12 The provision of appropriate health and safety information to governors.

The Headteacher may choose to delegate to other members of staff any or all of the duties associated with the above matters. It is clearly understood by everyone concerned that the delegation of certain duties will not relieve the Headteacher from the overall day-to-day responsibilities for health and safety within the establishment.

### **3. School Business Manager (Emma-Jane Farrel)**

The Headteacher will delegate to the School Business Manager the majority of the duties that are linked with the overall responsibilities of the Headteacher. More specifically the post holder will:-

- 3.1 Ensure that risks assessments are undertaken throughout the establishment and that control measures are implemented, and that assessments are monitored and reviewed annually;
- 3.2 Periodically review this policy document, amend as necessary and circulate any changes to appropriate staff;
- 3.3 Ensure that the correct procedure is followed for the reporting, recording, investigation and follow-up of accidents on the premises;
- 3.4 Formulate and review the arrangements for action to be taken in an emergency and ensure that all involved are informed of the arrangements;
- 3.5 Arrange for termly evacuation drills and weekly fire alarm tests etc.
- 3.6 Advise the Property and Estates Division (or other appropriate body e.g. Joint Property Unit) of any defect in the state of repair of the buildings or their surroundings which is identified as being unsafe, record in local asset management plan and take whatever local action is necessary to minimise the risk until repairs can be arranged;
- 3.7 Arrange for the repair, replacement or removal of any item of furniture or equipment, which has been identified as unsafe;
- 3.8 Co-ordinate the termly health and safety checklist, ensuring all areas of the establishment and all activities are covered - see Appendix 2.
- 3.9 Report to the Headteacher any situation which is unsafe or hazardous to health and which cannot be remedied from within the resources available;
- 3.10 Liaise with and monitor as far as is reasonably practicable, the activities of contractors (including catering, cleaning and grounds staff) visitors and others on site to ensure that any risks to the health and safety of staff and others are kept to a minimum;
- 3.11 Ensure that members of the Senior Leadership Team are kept informed of the names and details of those persons appointed to provide competent health and safety assistance;
- 3.12 Oversee all arrangements for educational visits;
- 3.13 Consult with all staff on any matters which may affect their health and safety whilst at work;
- 3.14 Ensure that levels of First Aid Provision remain adequate;
- 3.15 Consult with the LA's Health and Safety adviser when additional assistance becomes necessary.

#### 4. Phase Leaders and Curriculum Leaders

All Phase Leaders and Curriculum Leaders are responsible to the Headteacher (via Deputy Headteachers) for ensuring the application of this policy to all activities undertaken within their areas of responsibility. They will also have responsibilities for ensuring that all relevant parts of the Authority's statement are observed and implemented by all subordinate members of staff in their respective areas of responsibility. In particular, staff holding such positions of responsibility will:

- 4.1 ensure that risk assessments are undertaken within their areas, that control measures are implemented, and that assessments are monitored and reviewed.
- 4.2 ensure that appropriate safe working rules and procedures exist within the phase and/or curriculum area and that these are brought to the attention of everyone concerned;
- 4.3 ensure that all accidents (including near misses) occurring within their area of responsibility are promptly reported and recorded using the appropriate forms etc;
- 4.4 ensure that all accidents are investigated with a view to preventing a recurrence;
- 4.5 ensure that all staff are aware of their specific roles in case of fire and/or emergency;
- 4.6 remove from use and inform the School Business Manager of any equipment/appliance which has been identified as being unsafe and which is in need of repair;
- 4.7 ensure that adequate levels of class supervision are available at all times;
- 4.8 maintain or have access to an up to date library of relevant published health and safety guidance from sources including the Children and Young People Learning Directorate , DES, AfPE (Association for Physical Education) etc, and ensure that all subordinate staff are aware of and make use of such guidance including that available in electronic format;
- 4.9 identify specific staff health and safety training needs and inform the School Business Manager accordingly;
- 4.10 ensure (via other staff) that all pupils are given the necessary health and safety information and instruction prior to commencing practical activities which may involve some risk;
- 4.11 ensure that good standards of housekeeping are maintained;

#### 5. Teachers [Including supply]

Teachers are responsible for the health and safety of all pupils under their control whilst involved in organised work activities both on site e.g. classrooms, swimming pool, the field, etc., and off site e.g. school trips.

Class teachers shall:

- 5.1 ensure effective supervision by only permitting practical work to be carried out by pupils after carrying out a risk assessment. The class size, the abilities of the pupils involved, the activities to be undertaken etc. will all need to be considered;
- 5.2 be aware of the Federation health and safety policy and any local rules and arrangements which may apply specifically to the activity concerned;
- 5.3 ensure that safety instruction is given to all pupils prior to commencing practical sessions;
- 5.4 know the location of the nearest fire fighting equipment and first aid box, and know the emergency procedures in respect of fire/first aid/bomb scare etc.;
- 5.5 ensure that pupils follow school/departmental safety rules and that protective

- equipment is worn where appropriate;
- 5.6 ensure that all personal protective equipment is suitable and in good condition prior to issue;
  - 5.7 report any defective equipment to the School Business Manager;
  - 5.8 investigate all accidents (in conjunction with School Business Manager), which occur within their classroom and/or to children under their supervision;
  - 5.9 propose for consideration by their Phase Leaders any improvements which they consider would improve health or safety standards;
  - 5.10 ensure that an agreed adequate level of supervision is available and that appropriate health and safety arrangements exist prior to taking school parties off site on educational visits.
  - 5.11 ensure that children are not left unsupervised.

## **6. The Caretaker**

The Caretaker is responsible to the Headteacher. Duties include:

- 6.1 arranging for the removal from service of any item of furniture, apparatus or equipment, which has been identified as unsafe;
- 6.2 taking appropriate action when necessary to prevent injury to others on site who might otherwise be exposed to unnecessary dangers, e.g. erect barriers around opened manholes etc.;
- 6.3 participating in the termly health and safety checklist paying particular attention to the building structures, services, access to/egress from the schools, main circulation areas etc.;

## **8. All Employees**

All employees have general health and safety responsibilities under both criminal and civil law. Staff must be aware that they are obliged to take care of their own safety and health whilst at work along with that of others who may be affected by their actions.

Employees must also co-operate with the governing body and senior leadership of the school so that they may fulfil any legal requirements placed on them as employers and/or persons in control of premises. All employees are required:

- 8.1 to participate in the risk assessment process and comply with findings;
- 8.2 to report all defects in the condition of the premises or equipment to which they become aware;
- 8.3 to report all accidents according to the procedures;
- 8.4 be familiar with the procedure to be followed in the event of a fire or other serious emergency;
- 8.5 to make use of all necessary personal protective equipment provided for safety or health reasons;
- 8.6 to, where necessary, make use of all control measures made available to them;
- 8.7 follow all relevant codes of safe working practice and local rules;
- 8.8 report any unsafe working practices to the Headteacher/School Business Manager .

## **9. Pupils/students [This section should be drawn to attention of all pupils]**

All pupils must be encouraged to follow all safe working practices and observe all school safety rules. All pupils will:

- 9.1 follow all instructions issued by any member of staff in the case of an emergency;
- 9.2 ensure that they do not intentionally or recklessly interfere with equipment provided for safety purposes e.g. fire extinguishers etc.
- 9.3 inform any member of staff of any situation which may affect their safety.

## **10. Staff Safety Representative**

Health and safety at work law provides for the appointment of trade union appointed safety representatives from amongst the employees. Where the Governing Body is notified in writing of such an appointment, the safety representative shall have the following functions:

- 10.1 to investigate potential hazards and to examine the causes of accidents in the workplace;
- 10.2 to investigate complaints by any employee relating to that employee's health and safety or welfare at work;
- 10.3 to make representations to the Headteacher or School Business Manager on general matters affecting the health, safety and welfare of employees;
- 10.4 to carry out workplace health, safety and welfare inspections;
- 10.5 to attend any safety committee meetings;
- 10.6 to co-operate with employers in promoting health and safety at work.

None of the above functions given to a safety representative impose any legal duty or liability whatsoever on that person. A safety representative is in no way obliged to carry out any or all of the above functions.

## **11. Health and Safety Committee**

The Federation has established a Health and Safety Committee, which meets termly. The main purpose of the Committee is to develop and implement measures to ensure the health and safety of all employees, pupils and others who may be affected by the schools' activities. Membership of the Committee comprises of:

- 11.1 Emma\_Jane Farrel (School Business Manager)
- 11.2 Karen Easey [Staff Representative]
- 11.3 Ron Perks [Health & Safety Governor]
- 11.4 Steve Ostler [Caretaker]

The Health and Safety Committee will submit its termly minutes to the Governing Body for their consideration.

## **THE SAFETY COMMITTEE**

The agenda of every Committee will contain the following items:

- Minutes of Last Meeting
- Matters Arising
- Policies
- First Aid Provision
- School Trips
- Accident Reports
- Fire Safety
- Risk Assessments
- Training
- Security
- Maintenance Reports
- AOB
- Date of Next Meeting

### **Inspection Responsibilities**

In addition the following areas of St Alban's Catholic Primary School will be inspected.

#### **Autumn Term**

Entrance, offices, small hall,  
Foundation Stage corridor, classrooms, bays and toilets.  
Courtyard, Nursery and small play ground safety

#### **Spring Term**

Corridor from Year 1 to library, including classrooms, dining hall, staffroom, toilets  
Upstairs classrooms  
Mobile  
Driveway, bike sheds, car park, bin area.

#### **Summer Term**

Year 3 corridor, bay, toilets and classrooms  
Year 4 Mobile classrooms  
Corridor to large hall and adjacent rooms  
Large hall including stage  
Swimming pool  
Computer room  
Community Room  
Large playground and grass play safety

# St Alban's Catholic Primary School

## Arrangements & Procedures for Health, Safety and Welfare

The following policies are closely linked with Health and Safety:

- Critical Incident Policy
- Educational Visits Policy
- Security Policy
- Swimming Pool
- Warm Weather Policy
- First Aid Policy
- Drugs Policy
- CCTV Policy
- Lone Working
- No Smoking Policy

The following procedures and arrangements have been established within our schools to eliminate or reduce health and safety risks to an acceptable level and to comply with minimum legal requirements:

### 1. Accident Reporting, Recording & Investigation

- All serious accidents must be reported on the standard online County Council Incident Reporting Form (IRF 96). The IRF96 must be completed and sent to the Health & Safety Team for absences through accident for periods of 3 days or more (including weekends and holidays) or when a non-employee attends hospital following an accident whilst at work. Please refer to the IRF96 guidance for full details of reportable incidents. Full guidance and copies of the form are located on the Education Portal (Resource ID 3904).
- Other accidents are recorded in line with our First Aid Policy.
- "Near Misses" must also be reported. **These are recorded in the Blue Book held in the Medical Room.** These include incidents that occur but where no injury or damage is sustained but could, potentially, have been serious incidents. Remedial action taken promptly after a near miss can prevent a serious accident occurring later.
- Dangerous occurrences, serious violent incidents and verbal abuse must also be recorded in the above **Blue Book**.
- Faulty systems of work, plant, equipment, fittings etc, must be reported and attended to as soon as possible.
- **All deaths and major injuries must be reported immediately to the Health and Safety Team by telephone on 01223 699123.**

**2. Asbestos**

County completed an asbestos survey in August 2009, a copy of which is held in the School Office in the Hazards file. A copy of the survey should be shown to contractors when necessary.

**3. Classroom Emergency Procedures**

Red cards are provided in all areas which children use and are sent to the office to call for help in an emergency.

**4. Contractors**

Contractors are vetted on our behalf by PCM or come under ESPO contracts. The caretaker supervises all on-site contractors. For large projects, County is responsible for liaison and supervision. See the hazards file in the school office.

**5. Curriculum Safety**

See Risk Assessments for DT, PE and Educational Visits.

**6. Drugs & Medications**

See First Aid Policy, First Aid Guidance for Parents and Risk Assessment on Medicines Administered to Pupils.

Staff undertake annual anaphylaxis training.

**7. Electrical Equipment**

Portable electrical equipment is checked annually. Fixed equipment is checked every three years. See PCM Service folder in accounts cupboard.

**8. Fire Precautions & Procedures [and other emergencies incl. bomb threats]**

Penny Hill, School Business Manager and Ron Perks, Governor, review the fire risk assessment as necessary. Fire drills are undertaken termly: see risk assessment on fire and evacuation of the building.

Fire Evacuation procedures are displayed in all classrooms and other areas. The Critical Incident policy is held on and off site by all members of the senior leadership team. See Fire Emergency Procedures – Appendix 1.

**9. First Aid**

The following staff are trained First Aiders:

Karen Easey  
Sheena Jarman  
Sima Chakrabarti  
Darren Coult  
Clare Abbersteen  
July Turner

The majority of other staff have undertaken one day First Aid Certificate training. Most

staff undertake annual emergency first aid training in preparation for swimming.

The School Business Manager should ensure that First Aiders have a current certificate and that new persons are trained should first aiders leave.

First Aid boxes are located at the following points::

All Classrooms

Medical Room

Staffroom

Inglenook (Queen Edith)

Cupboard in Corridor near large hall (Queen Edith)

Sheena Jarman (First Aider) regularly checks that the contents of first aid boxes at Queen Edith are complete and replenished as necessary.

The First Aid treatment record book for recording details of all First Aid administered is kept in the Medical Room and Inglenook at Queen Edith.

#### **10. Glass & Glazing**

Glass has been replaced with safety glass where appropriate. All new glazing conforms with current safety regulations.

#### **11. Hazardous Substances**

Caretaker has undertaken COSHH training and all hazardous substances are safely secured.

#### **12. Health and Safety Advice**

Stuart Wood, Health & Safety Adviser (01223 699122) is consulted as necessary.

#### **13. Housekeeping, cleaning & waste disposal**

Risk Assessment on refuse and litter bins.

#### **14. Handling & Lifting**

Caretaker has undertaken Manual Handling training. Other staff are reminded to take suitable precautions.

#### **15. Jewellery**

Risk assessment on jewellery worn in games and PE. There is a reference in both the Health and Safety and PE policies and also each schools' prospectus. .

#### **16. Lettings/shared use of premises**

See individual risk assessments for regular lettings.

#### **17. Lone Working**

See Policy.

#### **18. Maintenance / Inspection of Equipment**

The following equipment is checked annually:

- ◆ PE equipment

- ◆ Fire alarm and smoke detection
- ◆ Emergency lighting
- ◆ Fire extinguishers
- ◆ Kitchen extraction system
- ◆ Small electrical equipment
- ◆ Fixed electrical equipment

See service file in the accounts cupboard.  
PCM regularly checks this file to ensure that records are up to date.

#### **19. Monitoring the Policy**

Health and Safety policy and other relevant documentation is reviewed annually Health and Safety Committee.

#### **20. Personal Protective Equipment (PPE)**

Caretaker has appropriate PPE for work undertaken.

#### **21. Reporting Defects**

All employees have a duty to report any unsafe equipment to the School Business Manager.

#### **22. Risk Assessments**

The School Business Manager will review risk assessments with monitoring by the Health and Safety Committee.

#### **23. School Trips/ Off-Site Activities**

See the Educational Visits Policy and associated risk assessments.

#### **24. School Transport**

See risk assessments for transporting pupils.

#### **25. Smoking**

See No-Smoking Policy.

#### **26. Staff Consultation**

Health and Safety Committee meetings are held termly. Staff are encouraged to raise issues of concern as appropriate and before the committee meetings.

#### **27. Staff Health & Safety Training and Development**

New staff are given essential health and safety information as part of their induction pack – see Appendix 3. Other training takes place as necessary and as recommended by the Health and Safety Committee.

#### **28. Staff Well-being / Stress**

The schools are proactive in considering staff well-being. County arrangements are in place for supporting staff as necessary.

#### **29. Supervision**

Children are not left unsupervised in classrooms, appropriate supervision ratios are maintained during break times and lunch times. All adults who maybe in

contact with children are CRB checked. See Educational Visits Policy for details of off site supervision.

**30. Swimming Pool Operating Procedures**

The caretaker maintains the pool and undertakes an annual written test to ensure compliance with county procedures. Daily tests are undertaken during swimming season. Swimming procedures are updated annually and given to staff.

**31. Use of VDUs / Display Screens**

Health and safety committee monitors regularly and staff are encouraged to report any issues.

**32. Vehicles on Site**

See risk assessment on driveway/car park.

**33. Violence to Staff / School Security**

See Security and Lone Working Policies.

**34. Working at Height**

Caretaker has undertaken ladder training and staff are encouraged to use the stepladders available in the staff room and stock cupboard near the school office.

**35. Work Experience**

See risk assessment on students on work experience. A teacher has designated responsibility for work experience students.

## Appendix 1

### **FIRE EMERGENCY PROCEDURES**

- In the event of a fire alert/alarm teachers and other staff will evacuate pupils to the designated assembly point.
- A member of the office staff will summon the emergency services as necessary.
- The safe evacuation of persons is an absolute priority.
- Whilst evacuating premises staff should ensure that the premises and equipment are safeguarded as far as this is possible by closing doors, and windows.
- Fire drills will be undertaken termly, and fire alarm tests weekly and a record kept in the School Office.
- Regular inspections of the premises and grounds are undertaken during Health and Safety Committee meetings.
- Details of service isolation points (i.e. gas, water, electricity) are located in the Critical Incident Policy.
- Emergency procedures for incidents outside normal working hours are held by the Senior Leadership Team and the Caretaker.
- These procedures will be reviewed annually.

## Appendix 2

<b>CLASSROOM HEALTH AND SAFETY CHECKLIST</b>		
<div style="border: 1px solid black; width: 100%; height: 15px; margin-bottom: 5px;"></div> <p>Once a term the Safety Committee will carry out a safety walk and make recommendations to the Resources Committee about safety procedures and concerns.</p>		
	Class	
	<b>YES</b>	<b>NO</b>
<b>FIRE</b>		
Can you hear the fire alarm clearly in your classroom?		
Are fire procedures clearly displayed in your classroom?		
Have procedures been explained to the voluntary helpers who work in your classroom?		
Are the fire exits free of obstructions?		
<b>FIRST AID</b>		
Is your First Aid box easily accessible?		
Do the children know where it is kept?		
Are all asthma drugs kept in a labelled and accessible box?		
Do the children who use them know where they are kept?		
Are procedures for nut allergy children and medication clearly visible in the stock cupboard?		
Is the list of children suffering serious medical complaints correct for your class?		
<b>ACCIDENT REPORTING</b>		
Have you got accident pro forma notes (bump notes) to be sent to parents if children hurt themselves during the school day?		
Have all serious accidents that have occurred during the school day been reported and the appropriate forms completed?		
Do you have a Red Card in your classroom that is easily accessible?		
Do the children know how to use the Red Card?		
<b>ELECTRICAL GOODS</b>		

Have all electrical goods been checked unless under 12 months old?		
Are leads and plugs in good condition?		
Are electrical goods positioned close to sockets etc. to avoid trailing leads?		
Are all chemicals kept in locked cupboards?		
<b>FURNITURE/FIXTURES AND FITTINGS</b>		
Is the furniture in good repair?		
Is the carpet in good condition?		
Are there any other aspects of the classroom, including fixtures and fittings, which could be a risk to health and safety?		
<b>CLOAKROOM</b>		
Are there any health and safety hazards in the cloakroom area used by children in your class?		
Are your arrangements for giving children access to drinking water satisfactory?		

**Appendix 3**

**Health and Safety Checklist**

**Red Card** – To be sent to office to call help in an emergency

**Shoes to be worn in corridors** to and from P.E

**No hot drinks** should be carried by staff in the corridors when children are likely to be around. (Flasks are available)

**No bike-riding** in school grounds

**No buggies** should be wheeled through the corridors

**Staff mugs and glasses** should not be carried by children.

**Televisions** should not be moved by children. **Jewellery**

must be taken off by children for P.E lessons. **Only**

**sponge footballs** permitted in playgrounds **Walk on**

**the left** in corridors and on stairs

**Medicines** may only be taken by children when parents has signed note in office (except asthma inhalers). Medicines should be stored in the medical room.

**Asthma inhalers** to be kept by class teacher in safe place, known to and readily available to children.

**First Aid Box** to be kept in visible place, known to children, usually in class stock cupboard.

**Epipens** are stored on the shelf of the cupboard in the medical room, in a clearly labelled box.

**Trailing leads** (e.g. from computers) must be tied down.

**Fire exits** must not be blocked by furniture.