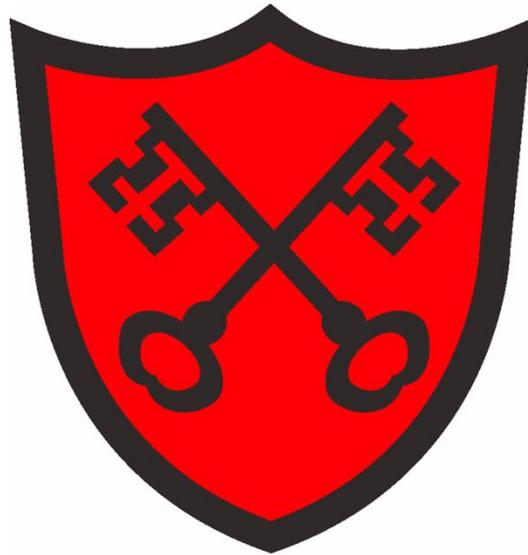


ST ALBAN'S CATHOLIC PRIMARY SCHOOL



Christ Be Our Light

HEALTH AND SAFETY POLICY General Statement of Intent

Summer 2022



The Headteacher and Governors of St Alban's Catholic Primary School recognise they have overall responsibility for the organisation and implementation of a Health and Safety Policy, and that key personnel within the management structure are identified and their health and safety roles defined within their areas of employment. The employee's duty to co-operate with the employer is recognised. The school management accept the responsibility for ensuring all necessary arrangements for maintaining a safe environment are implemented and monitored.

St Alban's Catholic Primary School recognise the importance of health, safety and welfare regarding the successful operation of its activities and believe the active participation of all staff is essential in maintaining the highest standards in preventing accidents. All activities will be conducted using appropriate control measures to minimise the risk to the health and safety of all staff, pupils and others, who may be affected by our activities. The School Health and Safety Policy detailed herein will be brought to the attention of all staff, and will be subject to regular reviews to ensure it reflects the school's activities.

Joseph McCrossan Head teacher
St Alban's Catholic Primary School

Signature Date

Lia Campos Chair of Governors
St Alban's Catholic Primary School

Signature..... Date

This statement is issued in accordance with the Health and Safety at Work Act (1974). It supplements the statements of health and safety policy which have been produced by governors. The general aims of these policy statements are accepted and the arrangements set out below are designed to implement the general aims of St Alban's Catholic Primary School.

General Guidelines

It is the policy of the Governing Body, so far as is reasonably practicable to:

1. establish and maintain a safe and healthy environment throughout the school
2. establish and maintain safe working procedures among staff and pupils;
3. make arrangements for ensuring safety and absence of risks to health in connection with the use, handling, storage and transport of articles and substances;
4. ensure the provision of sufficient information, instruction and supervision to enable all employees and pupils to avoid hazards and contribute positively to their own health, safety and well being and to ensure that they have access to health and safety training as appropriate or as and when provided;
5. maintain all areas under the control of the Governors and Head teacher in a condition that is safe and without risk to health and to provide and maintain means of access to and egress from that place of work that are safe and without risk;
6. formulate effective procedures for use in case of fire and for evacuating the school premises;
7. lay down procedures to be followed in case of accident;
8. teach safety as part of pupils' learning
9. provide and maintain adequate welfare facilities and to make recommendations to the Catholic diocese of East Anglia appropriate.

Responsibility of the Governors and Head teacher

The Governors and Head teacher are responsible for implementing this policy within the school. In particular they will:

1. Monitor the effectiveness of the safety policy and the safe working practices within it and shall revise and amend it, as necessary, on a regular basis.
 2. Prepare an emergency evacuation procedure and arrange for periodic practice evacuation drills (normally at least once a term) to take place and for the results of these to be recorded;
 3. Make arrangements to draw the attention of all staff employed at the school to the school and Diocesan/Cambridge Local Authority safety policies and procedures and of any relevant safety guidelines and information issued by the Local Authority.
 4. Make arrangements for the implementation of the Authority's accident reporting procedure and draw this to the attention of all staff at the school as necessary;
 5. Make arrangements for informing staff and pupils, of relevant safety procedures. Other users of the school will be appropriately informed.
 6. Ensure that regular safety inspections are undertaken. (A Health & Safety team will inspect all school premises and property once a term);
 7. Arrange for the withdrawal, repair or replacement of any item of furniture, fitting or equipment identified as being unsafe by the Health and Safety inspection team;
 8. Report to the Governing Body, Cambridge Local Authority, and Catholic Diocese of East Anglia (as appropriate) any defect in the state of repair of arrangements as are reasonable to limit the risk entailed.
- N.B. The Governing Body will deal with all aspects of maintenance which are under their control, report

- to the Assistant Director of the Catholic Diocese of East Anglia any other situation identified as being unsafe or hazardous and which cannot be remedied within the financial resources available to them;
9. Monitor, within the limits of their expertise, the activities of contractors in liaison with Cambridge LA and the Catholic Diocese of East Anglia, hirers and other organisations present on site, as far as is reasonably practicable;
10. Identify any member of staff having direct responsibility for particular safety matters and any member of staff who is specifically delegated to assist the Governors and Head teacher in the management of health and safety at the school. Such delegated responsibility must be defined as appropriate.

Duties of the Person Delegated to Assist in the Management of Health and Safety

The delegated person, Mr Keith Menary (governor) shall:

1. assist the Head teacher in the implementation, monitoring and development of the safety policy with the school
2. monitor general advice on safety matters given by Cambridge Local Authority and other relevant bodies and advise on its application to the school
3. co-ordinate arrangements for the design and implementation of safe working practices within the school
4. investigate any specific health and safety problem identified within the school and take or recommend (as appropriate) remedial action;
5. order that a method of working ceases on health and safety grounds on a temporary basis subject to further consideration by the Governors and Head teacher;
6. assist in carrying out regular safety inspections of the school and its activities and make recommendations on methods of resolving any problems identified;
7. ensure that staff with control of resources (both financial and other) give due regard to safety;
8. co-ordinate arrangements for the dissemination of information and for the instruction of employees, students, pupils and visitors on safety matters and to make recommendations on the extent to which staff are trained.

N. B. The above role must not be confused with that of the Health and Safety Representative which is a trade union position to enable the representation of staff interests in health and safety matters.

2. SCHOOL ORGANISATION

2.1 The Head teacher and Governors recognise the need to identify organisational arrangements in the school for implementing, monitoring and controlling of Health and Safety matters. Where possible, the Governors will ensure the school budget reflects the necessary funding to provide suitable and sufficient training for those with Health and Safety responsibilities. A summary of individual duties, including reporting arrangements, will be minuted at Full Governing Body meetings

2.2 Designated persons with Safety Responsibilities		
	Staff name/designation	Qualifications
Competent person appointed to advise on Health and Safety	Mr McCrossan Headteacher	
Premises	Mr McCrossan HT and Mr Ostler Caretaker	
Fire	Mr McCrossan Headteacher	
First Aid	Mrs Aurelio Lunch time Mr McCrossan HT School day Mrs Richardson DH School day Mrs Koehler Admin officer School day All staff are trained Mrs Ruvolo TA	Qualified First Aiders Paediatric First Aider
Medication	Mrs Koehler Admin officer	
Care and Welfare of; Teachers Teaching Assistants All other staff	Mr McCrossan Headteacher Mrs Richardson DH Mr McCrossan Headteacher	
Catering	Alba Cook	
Supervision (non-teaching)	Mrs Richardson DH	
Educational Visits	Mr McCrossan Headteacher	
Computing	Flower IT Technician	

PE	Mrs McLeish	
Science	Mr Wright	

ARRANGEMENTS

The arrangements described below are the minimum standards that will be achieved to maintain a safe environment, both for staff, pupils and others visiting the school. The caretaker (**School Safety Officer**) will keep the manual up to date and bring to the attention of the Head teacher, the arrangements for staff to receive training on issues of Health and Safety. If school staff have any concerns about Health and Safety, they should ensure they contact the caretaker or their line manager.

Safe Working Procedures

The head teacher must ensure that safe working procedures are developed through:

Assessing the tasks

Identifying the hazards

Defining a safe method implementing the system

Monitoring the system

It is essential that all personnel are conversant with these procedures.

Reporting Procedures

Any practice or condition that is likely to have an adverse effect on health and safety of personnel or damage to equipment or property, is to be reported to the head teacher. Such reports are to be recorded.

3.1 Accidents Accident Reporting

Any accident or injury is to be reported to the head teacher and entered via Cambridge's online reporting system. The head teacher is to ensure that the board of governors are informed of all accidents of a serious nature and any dangerous occurrences and, where applicable, follow the requirements of current legislation (**RIDDOR, 1999**).

Accident Investigation

All significant accidents or incidents that are considered to be dangerous 'near miss' situations are to be reported to the head teacher.

The head teacher is to carry out an immediate investigation into the incident in order that the cause of the accident can be identified and measures taken to prevent a recurrence.

Investigations such as these are essential in order that accidents, damage to equipment and property, and losses, are kept to a minimum.

All contractors must ensure that accidents involving their personnel are reported to the head teacher in addition to their own reporting chain.

3.2 Contractors

All contractors will abide by the school's safety and emergency procedures. Everyone books in and out when on site with Mrs. Koehler the school admin officer.

3.3 Control of Substances Hazardous to Health (COSHH)

The Caretaker and Cleaner to store all substances in a safe manner. Keep out of reach of children. All staff are not to bring unauthorised chemicals into the school. COSHH assessment to be conducted by Mr Ostler, Caretaker.

3.4 Communicating Health and Safety Information

General safety information and the statutory poster to be displayed on the notice board located at school staff room. Further information is contained in the LA's Safety Manual.

3.5 Electrical Equipment

All portable electrical equipment will be tested on an annual basis. All staff are to inspect electrical equipment before and after use. No unauthorised equipment is to be brought into the school.

3.6 First Aid and Medication

First aid boxes are located in the Key Stage Departments All children requiring first aid treatment are to report to the adult on duty, any serious injuries can be referred to the qualified First Aider. Details of injury must be recorded in the school accident book. Qualified First Aid staff members are Mrs Aurelio at lunchtime and Mrs Koehler during the day. No medication will be given to pupils without the Head teacher's authorisation. **See First Aid Policy**

3.7 Fire Prevention

The Headteacher is to conduct a fire practice once per term. Fire alarms to be tested weekly by Mr Ostler Caretaker. All drills and tests to be recorded. All flammable materials to be correctly stored. Evacuation procedure is posted in all classrooms and in all areas where personnel may be using. Personnel are responsible for knowing the location of fire points and exits and the assembly point in the event of a fire. The most important part of fire control is prevention. Fire evacuation procedures, fire prevention training and fire alarm testing is to be carried out in accordance with current legislation.

3.8 Field Trips and Visits

The Head teacher is the coordinator of EVC. Parents advised of visits, pupils briefed and put into group's etc. Risk assessments to be carried out, recorded and helpers briefed. Further information see the **educational Visits policy**. The school will use the Local Authority's online system EVOLVE to record all visits which are not Zone 1. (Zone 1 are local visits which do not require transport and complies to the generic local risk assessment)

3.9 General Housekeeping

All materials and equipment to be put away and stored safely after use. Cleaning, maintenance and repair activities should not be carried out in the presence of pupils. Tidiness, cleanliness, and efficiency are essential factors in the promotion of health and safety. Accidents can be prevented by following the guidelines listed below: Keep corridors and passageways unobstructed. Ensure shelves in storerooms are stacked neatly and not overloaded. Keep floors clean. Do not obstruct emergency exits

3.10 Jewellery

Pupil's are prohibited from wearing jewellery, which may cause them or others injury, particularly during physical activities and/or contact sports.

3.11 Ladders and Access Equipment

To be checked every six months by Mr Ostler Caretaker. Faulty equipment will not be used until repaired.

3.12 Lifting and Manual Equipment

If required, staff are to carry out a manual handling risk assessment before lifting/moving equipment, furniture etc. Where possible, staff are to work in pairs or mechanical equipment to be used.

3.13 Mobile Phones

The use of mobile phones by pupils is prohibited. Staff to use phones in an emergency only. Phones with a photo facility must not be used in the presence of pupils. **See mobile phone policy.**

3.13 Personal Protective Equipment

Appropriate PPE, where provided, for use by pupils and staff, must be worn and used correctly. Any faults to be reported to the teacher in charge.

3.14 PE Activities

Supervision, conduct and use of equipment to be used **within the guidelines**

3.15 Risk Assessments

All staff are to carry out appropriate risk assessments of the activities they undertake, record, and where necessary, inform other colleagues and the Head teacher.

3.16 Supervision of pupils during Non-Curriculum Time

Head teacher is responsible for appointing and briefing staff for supervision duties, welfare duties and responsibilities.

3.17 Smoking

All smoking is prohibited on school premises and during school visits/field trips.

3.18 Security

All visitors are to report to the school Reception, to book in and out. All visitors will be escorted whilst on school premises.

All gates will be opened at 8.45am and closed at 8.55am in the morning, and in the afternoon 3.00pm to 3.30pm. There will always be a member of staff on the gate during that this period. If the gate is opened before or after these times it will be the responsibility of the school to inform parents that it is their responsibility to supervise their children until a member of staff is on the gate.

3.19 Premises/Safety Committee

The Safety Committee will conduct inspections and monitor the maintenance of the premises, develop and implement appropriate safety procedures.

3.20 Swimming

During swimming activities, the staff/pupil ratio will not be greater than 1:20. At least one adult will be female. When at the swimming pool all staff and children will be under the supervision of Parkside Swimming pool and will adhere to their guidance and instruction.

3.21 Transport and school minibus

At all time, whenever vehicle transport is required to be used by the pupils and staff, all passengers, regardless of age, will be provided with one seat each, and seat belts will be worn. All minibus trips will be logged and only a qualified driver will be permitted to transport children. They are Mr Ostler, Mrs McLeish and Mrs Flaxman.

3.21 Training

All staff employed at, or by the school, will receive appropriate instruction and training to carry out all tasks/activities requested of them. See Induction Policy.

3.22 VDU/DSE Users

Regular users to have a risk assessment of their workstation and appropriate measures taken to minimise any hazard/risk. Appropriate information and training provided.

3.23 Violence to Staff

Conduct a risk assessment and keep under regular review any risk of injury, physical or verbal, to the health and safety of staff. Appropriate control measures to be taken. All violent incidents to be investigated and reported to the governing body.

3.24 Visitors

All visitors to report to the school Reception Office at both the start and finish of their visit, and sign the visitor's book. During the visit they will be escorted around the school unless authorised by the Head

teacher. Visitors will be given the appropriate coloured lanyard to help staff and pupils identify their purpose in the school.

3.25 Winter Gritting

The Caretaker to order grit/rock-salt, prior to the winter season and when necessary grit the following areas to ensure safe access and egress. • Foot paths • Door entrances • Playground(s) • Car Park. The school may be opened early to receive pupils on days of very poor weather conditions.

Policies that relate to this document and can be read to supplement the information

Risk assessments for school

Educational visits risk assessment

School first aid statement

Review and Monitor

This policy will be reviewed on an annual basis