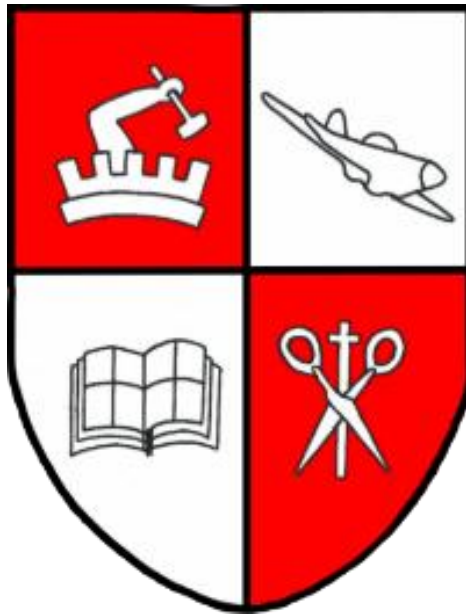


ST. GERARD'S CATHOLIC PRIMARY SCHOOL



HEALTH & SAFETY POLICY

Our Mission Statement

'With Christ at our side and St. Gerard as our guide we live, love, learn and pray together.'

Reviewed: January 2024

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Part 1 – Health and Safety Policy Statement

It is the policy of St Gerard's Catholic Primary School to provide a safe and healthy working environment for all employees, pupils and any other persons who may be affected by its operations as outlined in this document and in accordance with legislation. The Governing Board, and those in control of the school recognise, take responsibility for compliance with the statutory duties under the Health and Safety at Work etc. Act 1974, The Management of Health and Safety at Work Regulations 1999, and other health and safety legislation. Details of how this will be achieved are given in part 3 of this policy.

The Governing Body will ensure so far is reasonably practicable that:

- All places of work and premises will be provided and maintained as safe and free from risk to health and safety.
- All plant and equipment will be safe to use and that arrangements exist for the safe use, handling and storage of articles and substances at work.
- Appropriate safe systems of work exist and are maintained.
- All necessary information, training and supervision will be provided to ensure implementation of this policy, staff are competent to do their tasks and pupils can avoid hazards, and that staff and pupils contribute in a positive manner towards their own health and safety and others.
- A healthy working environment is maintained including adequate welfare facilities.
- Employees are involved in managing safety, and consultation on health and safety issues
- The health and safety of non-employees is not adversely affected by its' activities.
- Where necessary, specialist advice will be sought to determine the risks to health and safety and the precautions required to deal with them.

The policy will be reviewed and revised as necessary at regular intervals. This policy statement and the accompanying organisational arrangements supersede any previously included.

Margaret McConnell Chair of Governors

Headteacher

/1/2024

/1/2024

Part 2 – Organisational Arrangements

2.1 Overall Responsibility

As the employer of staff, the Governing Body has overall responsibility for the health, safety and welfare of staff and pupils in the school

The Governing Body will support its school in putting in place clear policies that focus on the key risks and in checking that control measures have been implemented and remain appropriate and effective.

2.2 Roles and Responsibilities

The Governing Body will:

- Establish and maintain a positive health and safety culture.
- Ensure the Headteacher prepares a health and safety policy for the school. To be approved and adopted by the Governing Body annually. The Governing Body will review and monitor the effectiveness of the policy.
- Ensure that suitable and sufficient risk assessments of work activities are undertaken, and a written record is kept.
- Allocate sufficient funding for health and safety, e.g. in respect of training, personal protective equipment, and adequate resources are available.
- Ensure regular termly safety inspections are undertaken.
- Review and act upon health and safety reports from the Headteacher and School Business Manager.
- Monitor and review health and safety issues.
- Take steps to ensure plant, equipment and systems of work are safe.
- Ensure that the school provides adequate training, information, instruction, induction and supervision to enable everyone in the school to be safe.
- Maintain the premises in a condition that is safe and without significant risk.
- Provide a working environment that is safe and healthy.
- Provide adequate welfare facilities for staff and pupils.
- Publish an annual health and safety report.

The Headteacher, Deputy Headteacher and Site Manager will:

- Promote a positive, open health and safety culture in school.
- Prepare a health and safety policy for approval by the Governing Body revise as necessary and review annually.

- Ensure that all staff co-operate with the policy.
- Ensure that suitable and sufficient risk assessments are undertaken, that a written record is kept, and that the assessments are reviewed on an annual basis, or upon changes to circumstances. This includes, educational visits, lessons where equipment or a water hazard might be included and when visitors may carry out workshops/ lessons/
- Devise and implement safety procedures.
- Identify safe systems of work for high risk activities.
- Ensure regular inspections are carried out; meet with the Building Services Manager every week to ensure any building/grounds issues are dealt with in a timely manner.
- Report to Governors on key health and safety issues.
- Provide an annual report to the Governing Body
- Seek advice from other organisations or professionals, such as the Health and Safety Executive, safety advisers etc. as and when necessary.
- Information and advice on health and safety is acted upon and circulated to staff and governors.
- Ensure that staff are competent to undertake the tasks required of them and have been provided with appropriate training.
- Provide staff with equipment and resources to enable their work to be undertaken safely.
- Ensure that those who have delegated responsibilities are competent, their responsibilities are clearly defined, and they have received appropriate training.
- Co-operate with and provide necessary facilities for trade union and health and safety representatives.
- Appropriate tasks are delegated to the Building Services Manager and other premises staff.

The Senior Management will:

- Undertake any of the Headteacher's duties that have been reasonably delegated to them, which may include responsibility for health and safety management.
- Ensure risk assessments are accurate, suitable and reviewed annually.
- Deal with any hazardous practices, equipment or building issues and report to the head teacher if they remain unresolved.
- Provide a good example, guidance and support to staff on health and safety issues.
- Carry out a health and safety induction for all staff and keep records of that induction.
- Keep up to date with new developments in Health and Safety issues for schools.
- Carry out investigations into accidents and produce reports / statements for any civil or criminal action which may arise.

- Ensure any contractors on site are competent in health and safety matters.
- Ensure relevant training is up to date and reviewed.

The Building Services Manager will:

- Ensure that safe means of access and egress are maintained.
- Provide adequate welfare facilities and keep the premises clean.
- Ensure adequate security and fire safety arrangements are implemented and maintained.
- Carry out a daily check of the grounds and building to spot any disrepair or other hazards such as broken glass etc. in the play areas.
- Report any concerns regarding unresolved hazards in school to the senior management team immediately.
- Ensure regular testing and maintenance of electrical equipment, including portable equipment takes place.
- Implement adequate systems for the management of asbestos and the control of legionella.
- Ensure that any work that has health and safety implications is prioritised.
- Ensure that all work under their control is undertaken in a safe manner.
- Ensure that safe working arrangements are in place when contractors are working on the premises.
- Ensure that all cleaning staff are aware of safe working practices, especially regarding reporting of hazards, the use of hazardous substances and manual handling.
- Fully co-operate with health and safety arrangements during larger building projects.
- Ensure all premises-related accidents / incidents are recorded and investigated.
- Carry out regular inspections of the premises, in cooperation with union and committee safety representatives.
- Ensure a copy of the Health and Safety Law poster is displayed in an easily accessible location.

The School Staff will:

- Familiarise themselves and comply with the Health and Safety Policy.
- Comply with the School's health and safety arrangements.
- Take reasonable care of their own and other people's health and safety.
- Leave their workplace in a reasonably tidy and safe condition.
- Follow safety instructions when using equipment.

- Supervise pupils and advise them on how to use equipment safely.
- Report practices, equipment or physical conditions that may be hazardous to their line manager and/or the appropriate member of staff immediately.
- Follow the accident reporting procedure.
- Contribute to and highlight any gaps in the school's risk assessments.
- Carry out risk assessments for lessons, visits and any other hazardous activities. These will be shared with the headteacher/ Deputy headteacher.

The Pupils will:

- Follow safety and hygiene rules intended to protect the health and safety of themselves and others.
- Follow safety instructions of teaching and support staff, especially in an emergency.
- Ensure they do not recklessly or intentionally interfere with safety equipment, for example fire extinguishers and fire alarms.
- Inform a member of staff of any situation that may affect their safety or that of other pupils or staff.

2.3 Health and Safety Representatives

Under the Safety Representatives and Safety Committees Regulations 1977, a recognised independent trade union has the right to appoint safety representatives. Recognised trade unions will inform the school in writing when a health and safety representative has been appointed, and where this is the case, the school will consult with that representative on health and safety matters.

Trade union health and safety representatives are entitled to raise any issue of health and safety as it affects employees. The Headteacher will consult in good time with health and safety representatives on any measures that may affect the employees represented. The Headteacher will ensure that paid time off is provided for the inspections that the health and safety representative is entitled to undertake, as well as training necessary to enable them to carry out their functions effectively.

The members of staff who are health and safety representatives for the recognised trade unions are:

Trade Union
<Insert Union>

Name of Health and Safety Representative
<Insert Name>

We do not currently have a representative.

2.4 Health and Safety Committee

The school will establish a safety committee to enable management and trade union representatives to work together to ensure compliance, and a positive health and safety culture within the workplace. The Headteacher recognises that when employees are actively engaged in health and safety, workplaces have lower accident rates.

Part 3 – Detailed Arrangements and Procedures

3.1. Accident Reporting, Recording and Investigation

- The Headteacher and Site Manager should be notified of all accidents
- An incident/injuries report form must be used to report all accidents, other than those to pupils and students, whether or not they involve absence from work and whether or not the person(s) involved is (are) employees. Any incident of a hazardous nature, even when not causing an accident should be reported.
- The Schools – Accident, Incident and Near Miss Report Form is available from the school office. The form will be completed by the appropriate person/persons and sent to Schools Safety Services by email: schoolsafety@birmingham.gov.uk.

For advice telephone 0121 303 2420.

The accident report book for the children is available in the Medical Room in number order sequence and will be completed by an appropriate adult dealing with the child. A copy will be sent to the parent/guardian. If it is deemed necessary by a first aider, a telephone call will be made to the parent to inform them of the accident/incident.

Depending on the severity of the accident, an investigation will be undertaken by the Headteacher or a member of the SLT. If necessary, advice will be sought from School Safety Services.

- When a serious accident or incident occurs, it is important that the site is left untouched until advice is obtained. Union Safety Representatives also have the right to inspect the site of an accident or serious incident.
- If the incident meets, RIDDOR reporting requirements complete the HSE online reporting form. (www.hse.gov.uk/riddor)

3.2. Asbestos

- Debbie Johnson, Site Manager and Jonjo Wilson, Deputy Headteacher are responsible for the Premise Asbestos Management Plan.
- The Manual is located in the school office
- All contractors have sight of plan prior to starting any work on the premises and are asked to sign to say they have read the document.
- Staff are instructed not to drill or affix anything to walls without first obtaining approval from the premises manager or checking the plan.
- Staff should report damage to asbestos materials and emergency procedures to the school office.
- Details of visual checks and inspections to assess condition of asbestos are located in the manual.

3.3. Curriculum Safety (including out of school learning activity / study support)

- As part of the Curriculum, teachers will be conducting potentially hazardous activities during lessons such as Science, PE, Art, and Design & Technology. As part of the teachers curriculum planning, teaching staff will risk assess activities prior to undertaking them and identify safety precautions on their curriculum plans
- We adopt the Association for Physical Educations, “Safe Practice in Physical Education and School Sport”. Only qualified teachers, and sports coaches teach Physical Education and/or run sports clubs after school.

3.4. Electrical Equipment

- PAT Testing is undertaken and documentation held on file in the school office.
- It is the responsibility of the SBM to maintain the record of inspection.

- Before bringing personal electrical items to school permission should be obtained from the Headteacher or SBM and appropriate checks made.
- All fixed installations are checked by professional bodies. Documents and Certificates are located in the school office and maintained by the SBM.
- The school kitchen documentation and certificates are also located in the school office.

3.5. Fire Safety

- *The Headteacher and Site Manager are responsible for Fire Safety. The fire risk assessment is completed by an accredited body. The Site Manager is responsible for undertaking and reviewing fire risk assessment*

- Fire Procedures:

In the event of a fire or major emergency requiring evacuation of the building:

- Fire bell is rung – a continuous loud noise not the school bell.
- Fire service/police are summoned by Headteacher or office staff.
- Children are told to line up at the classroom door.
- DO NOT PUT ON COATS WHATEVER THE WEATHER
- Year 4 & 6 use back stairs exit
- Year 3 & 4 use main stairs and main exit
- Year 1 & 2 use Key stage one exit
- Reception use their own exit
- Nursery use their own front exit on to Yatesbury Avenue
- Dining room use key stage one exit
- Hall use fire door exit
- All exits are clearly marked

Once outside the building each class walks in an orderly fashion to the church car park. They line up in alphabetical order. A head count and register are taken and reported to a senior member of staff.

In the event of evacuation, no member of staff or pupil shall re-enter the building without the permission of the senior member of staff present. Where there are members of the police or fire service present, the senior member of staff shall seek such permission from the person in charge.

- Evacuation Drills will be taken every term as a minimum. If there are changes to exit routes then a drill will be required.
- There are 4 Fire Marshalls available on site.
- The assembly point is the church car park.
- Fire extinguishers are located around school and maintained annually by Chubb.
- The fire alarm is tested weekly by the Building Services Manager. A record is located in the school office. A biannual service is undertaken by Chubb and certificates maintained by Site Manager and held in office.
- Emergency lighting is tested weekly by the Site Manager and record is located in the school office. A biannual service is undertaken by Chubb and certificates maintained by Site Manager and are held in office.

3.6. First Aid

First Aid boxes are located in: Medical Room, Nursery, School Kitchen,

The qualified First Aiders who hold First Aid at Work qualifications are:

Mrs Debbie Johnson
Mrs Elaine Kissun
Miss Bernadette Creamer
Mrs Joanne Hepburn

The following persons have been nominated for frequently checking and re-ordering first aid supplied for the First Aid boxes: Miss Creamer and Mrs Kissun

Teaching Assistants and Lunchtime Supervisors have all received First Aid training.

Paediatric First Aiders: Mrs Sprigg and Mrs Hepburn

3.7. Gas Safety

- All Gas appliances checked annually.
- Site Manager maintains the record of inspection and all documents and certificates are located in the school office.

3.8. Glass and Glazing

- Safety Glass is in use throughout the school.

3.9. Grounds – Safety / Security

- Arrangements for safe access / egress.
- Maintenance regime for the grounds and the frequency of checks. A sweep of the outside of the building undertaken daily before school. Ice/snow cleared from main pathways during inclement weather and rock salt is used.
- Site security – gates on a timer with our Net2 system. Visitors to site use the intercom system to gain access and then proceed through main entrance and use Iventry to sign in.
- All visitors are made aware of safeguarding procedures through a given leaflet.

3.10. Hazardous Substances (COSHH)

- The Site Manager has received training in COSHH.
- Safety Data Sheets are located in the school Office.
- Personal Protective Equipment (PPE) is available to all members of staff.
All hazardous materials are stored in a locked cupboard.

3.11. Health and Safety Advice

- As a school we subscribe to Birmingham City Council Schools Safety Services

3.12. Health and Safety Law Poster

- The Site manager is responsible for siting this poster and keeping it up to date.

3.13. Housekeeping – storage, cleaning and waste disposal

- The school employs cleaners and janitorial staff directly. There are no contract cleaners, therefore a great pride is taken in the cleaning and tidiness of the school thus making it a safer place for all.
- We have 4 large container bins and 6 recycling bins all housed in a gated area. The waste is collected weekly and the recycling fortnightly.

- Wet floor cleaning signs used to minimise risks of slips.
- Snow shifting undertaken by the Building Services Supervisor to clear walkways for safe access and egress.

3.14. Jewellery

- Policy on pupils wearing earrings and other jewellery is accessible in the School Uniform policy.

3.15. Medication

- The SENDCO is responsible for Care plans.
- Parental requests for medicines to be administered, see the medicine policy.
- Medicines are stored in the school office and in Nursery they are in a locked cupboard in the office.
- Records kept of all medicine administered through the school office and in Nursery and permission gained in writing from the parent/guardian.

3.16. Monitoring the Policy

- The Site Manager carries out the H&S checklist, other checks and workplace inspections to monitor the implementation of policy by staff.
- The school's health and safety performance reported to Governing Body annually.

3.17. New and Expectant Mothers

- Arrangements in place for specific assessments for pregnant ladies through HR and records located in their personal file.

3.18. Occupational Health – Stress and Staff Wellbeing

- The Headteacher is a Mental Health First Aider
- The Parish priest is available to support and listen to staff if needed.
- There is a staff and pupil mental health and wellbeing policy
- The school operates an open door policy
- School buy into an Employment Assistance Programme.

3.19. Outdoor / Indoor Play Equipment

- The outdoor and indoor PE equipment serviced annually and report located in school office.
- There are risk assessments for equipment in the playground, Reception area and pond area.

3.20. Reporting Defects

- All hazards reported to the school office.
- Site Manager arranges remedial works.

3.21. Risk Assessments

- The Headteacher is responsible for ensuring risk assessments are undertaken.

3.22. School Trips / Off-Site Activities

- The Ed Visits Coordinator undertakes all aspects of Risk Assessment for Trips and off site activities.

3.23. Smoking

- There is no smoking allowed on the premises inside the school perimeter.

3.24. Staff Consultation and Communication

- Staff have an opportunity to raise H&S concerns at every staff meeting as this an Agenda item. They are also aware that they can speak to the Headteacher or Deputy.

3.25. Supervision

- Pupils must not be left unattended at any time when in care of school.

3.26. Training and Development

- Health and Safety arrangements for new staff are in the staff hand book.
- Appropriate training is given for the role undertaken and is recorded on the file in the school office.

3.27. Vehicles on Site

- The school car park is away from all pedestrian areas. This is also the delivery point for the school.

3.28. Visual Display Units (VDU's) / Display Screens / DSE

- Specific risk assessment to be completed.
- Training requirements for staff who make significant use of VDU's.
- How to report defects in workstations.
- How to report health concerns and who to.
- Advice on maximum time to be spent on VDU without a break.
- Arrangements for eyesight testing.

3.29. Water Quality

- Specific risk assessment completed for legionella by Hydraclean
- Water hygiene samples and checks take place every 6 months.
- Building Sit Manager is responsible for recording water quality checks weekly and recording findings.
- Details of the Water Quality Manual in the school office.

3.30. Welfare

- Arrangements in place to ensure that welfare facilities at least meet the minimum standards for temperature, ventilation, lighting, water supply, washing facilities, toilets etc., as required by the Workplace (Health, Safety and Welfare) Regulations 1992.

3.31. Work Equipment - Maintenance / Inspection

- Ladders and steps are inspected termly and record located in school office
- Extraction systems serviced every 6 months
- PE and outdoor equipment inspected annually.
- Boilers and heating systems serviced annually.
- Fire alarm and smoke detection, emergency lighting, serviced every 6 months. Fire alarm checked twice a week.
- Fire extinguishers serviced annually.

3.32. Working at Height

- Staff are encouraged to use step ladders
- Building Services Manager has received training
- Step ladders are checked and results recorded

- Pupils must not use step ladders

Part 4 – Key Performance Indicators

4.1 Introduction

It is important that managers can monitor the health and safety performance of their premises in order to determine where progress is being made and where further actions and resources may be required. There are two types of indicators:

- 1) Leading – can be measured without an incident, accident or damage to property occurring. Useful to predict or prevent future events.
- 2) Logging – are indicators that show the number and severity of events that have occurred.

4.2 School KPI's

- 1) *Leading*
 - *Safety audits*
 - *Attitude surveys*
 - *Inspection results*
- 2) *Logging*
 - *Minor incidents*
 - *Staff absence resulting from work-related injury or illness.*
 - *Property damage*