

St Mary's CE Primary Health & Safety Policy January 2019

Do everything in love



1 Corinthians 16:14

Reviewed January 2019

Presented to Governors:

*Deeply rooted in the love of Jesus we are committed to:-
Creating a happy, healthy and honest school,
where everyone feels secure and valued.
Providing excellent teaching and learning opportunities
which develop independent, confident and resilient life long
learners who can think for themselves.
Celebrating and supporting all children
to unlock and fulfil their unique potential.
Preparing children to contribute to society
with wisdom, hope, tolerance and dignity.
Living by our school values of Love; Honesty; Courage;
Compassion; Determination and Respect.*

*Our vision is to inspire and grow a
compassionate community of excellence.
A happy place for our children to shine for God,
for each other, and for themselves.*

Health & Safety Governor – T Mitchell / C Pownall

Health & Safety rep – S Owen

St Mary's Church of England Primary School is a warm, friendly and welcoming Church school that provides high quality education for all its pupils. As a Church school we hold our Christian values at the heart of everything we do. These are: Love; Respect; Determination; Courage; Compassion; and Honesty.

It is very important to us that the children are happy and experience the best education possible. We value strong links and a close partnership between home, church and school and recognise the importance of trust and shared responsibility in education.

At St Mary's we pride ourselves on our strong Christian Ethos, and our vision, aims and values set the tone for our school. We recognise that children flourish in a safe environment where they feel loved, valued and secure. The behaviour and safety of our pupils is good and we strive to maintain this in order to allow all children to reach their full potential.

HEALTH AND SAFETY AND WELFARE POLICY

1. RATIONALE.

A consistent approach and co-operation are essential where the promotion and development of health and safety measures are to be achieved, so far as is reasonably practicable. Under the Health and Safety at Work (etc.) Act 1974 employers have a duty to safeguard 'so far as reasonably practicable' the health safety and welfare of employees and others affected by their actions.

This Health, Safety & Welfare Policy outlines the roles and responsibilities with regard to the management of health and safety in order to comply with the requirements of the Health and Safety at Work (etc.) Act 1974, the Management of Health and Safety at Work Regulations 1999 (as amended 2006) and other associated Regulations and Approved Codes of Practice.

In particular the aims of the Health and Safety at Work (etc.) Act 1974 are to:

- (a) Provide a legislative framework to promote, stimulate and encourage high standards of health and safety in the workplace; and
- (b) Promote safety awareness to ensure a safe organisation and to continually improve performance.

Section 2 (3) of the Act requires employers to prepare a written safety Policy and to bring the Policy Statement to the notice of all staff, informing them of the organisation and arrangements for implementing the procedures outlined in the Policy document.

2. STATEMENT OF INTENT

St Mary's C of E School is committed to continual improvement in health, safety and welfare performance. The school will cooperate with the Local Authorities and it recognises its "duty of care" to employees, clients, pupils, and members of the public using its services.

The school will aim to comply 'so far as reasonably practicable' with its legal responsibilities as required by the Health and Safety at Work Act (etc.) 1974 and all other health and safety legislation. In so doing the school will:

Ensure that health & safety is fully integrated into the management decision making processes.

Make suitable and sufficient assessment of the significant risks which may affect the employees, clients, pupils, and members of the public using its services and subsequently identify control measures

Effectively communicate information on the health & safety information, including the publication of health & safety performance and the risks to those people who may be affected

Monitor the effectiveness of any measures taken to reduce risk

Provide a safe and healthy working environment

Provide safe work equipment

Provide suitable and sufficient health, safety and welfare training

Aim to reduce the likelihood of reoccurrence of work-related accidents/ ill-health, incidents and near misses through effective investigation and identifying any areas for improvement

Co-operate and consult with appointed health & safety representatives recognised by trade unions and where necessary will provide them with information

On the basis that health & safety is everyone's responsibility and not just a management function, provide employees with adequate information, instruction and training to ensure their health & safety competence and to enable them to contribute to the effectiveness of this policy

Review the health, safety and welfare policy at regular intervals

Give proper regard to ensuring that welfare arrangements and facilities are adequate. Welfare arrangements will include the management of stress whilst facilities will include toilets, provision of drinking water, etc. and also ergonomics such as lighting, heating, seating, ventilation, etc.

3. PURPOSES

The policy is designed –

- To be utilised in conjunction with the Staff Handbook.
- To provide information and guidance for good practice.
- To determine rules and responsibilities.
- To foster confidence, as staff rely on well planned health and safety systems when carrying out their responsibilities.
- To facilitate a partnership with the Diocese of Chester and the LA to ascertain that all statutory duties are fulfilled.
- To highlight the importance of minimising hazards to all involved, particularly the children in our care.

4. GUIDELINES.

The policy incorporates the LA Health and Safety Policy created in 2004 and amended in November 2013.

The health and safety and wellbeing of employees and users of the school site is the responsibility of the Governing Body.

All staff have a duty of care for themselves and others who might be affected by their acts or omissions. Special care should be taken with the health and safety issues of any new venture or project.

Facilities/ activities which could potentially be dangerous, for example, physical education, swimming, school transport, playtimes, educational visits, adventure activities etc. will be specially monitored by the staff involved.

Staff must be alert to potential hazards, raise health and safety issues and report concerns or defects on a "Health and Safety /Concerns" sheet on notice board in the staff room. All staff

will have access to Health and Safety material. The site manager knows to check this form daily and act upon any concerns flagged up.

Everyone working in school should:

- Identify any hazard. Look for anything in the school environment, work practices, substances and equipment with the potential to cause harm.
- Assess the risk. Decide how much harm a hazard might cause, to whom and how often the harm might arise. Hazards will not always result in harm.
- Take precautions appropriate to the level of risk. Serious problems have to be rectified as soon as possible, others requiring less urgent action will be prioritised, tackled and addressed when resources become available.

Role of the Headteacher.

The main duties / responsibilities are;

- Day to day management of all health and safety matters in school in accordance with the health and safety policy.
- Passing on information received on health and safety matters to appropriate people.
- Carrying out investigations.
- Identifying with staff the training needs and arrange appropriate training.
- Submitting inspection reports to the Governing Body and arranging inspections of the school and field by the governing Body.
- Liaising with Governors on policy issues and on any problems in implementing the Health and Safety Policy.
- Reporting to the Governing Body, at least annually on health / safety issues and practices.
- Ensuring action is taken.
- Seeking advice from sources of expertise, for example, Halton LA's Health and Safety Co-ordinator, Chief Environmental Protection Officer, County Medical, Health and Safety Adviser.

Role of Staff.

The main duties / responsibilities are;

- Day to day management of health and safety in accordance with the health and safety policy and guidance in the staff handbook.
- Checking that classrooms/ work areas/ cloakrooms are safe.
- Making certain that safe procedures are followed.
- Ensuring that protective clothing/ equipment is used when needed.
- Reporting concerns / defects / health and safety issues to the Headteacher on the Health and Safety / Concerns Sheet.
- Identify individual training needs and requesting training.
- Carrying out special tasks, for example, first aid.

Role of the Governing Body.

Chair of GB (Theresa Worrall) & Health & Safety Governor to take the lead. (Christine Pownall & Tony Mitchell)

The main duties, responsibilities are;

- Participating in / arranging for a twice yearly inspection of the premises, including grounds.
- Monitoring (including consideration of inspection reports)
- Prioritising actions where resources are required.
- Ensuring actions are taken.
- Including health and safety on Governor's meeting agenda.
- Reporting any serious incidents to parents annually
- Ratifying the School Health and Safety Policy.

Role of the LA.

The main duties / responsibilities are

- Monitoring (including consideration of inspection reports)
- Confirming or advising on priorities identified.
- Arranging and considering audits.
- Reviewing the Council Health and Safety policy.
- Providing information.
- Analysing accident and ill health / near miss reports.
- Providing training.

Training.

The successful implementation of the School policy relies upon the knowledge and skill of all staff and governors. In support of this there is specific training on health and safety in school. Curriculum and other professional development courses often cover health and safety matters.

Accident Reporting.

See First Aid Policy and Staff Handbook.

Accidents should be referred to one of the First Aid Trained Staff.

All injuries, apart from the most minor bumps and grazes are to be reported to the Headteacher and recorded in the first aid file/ on CPOMS. An official accident form needs to be completed if the individual requires medical attention. All injuries should be reported to the person with parental responsibility in writing. An accident notification letter is completed by the first aider who dealt with the accident, a copy is given to the parent and a copy is retained in school. Accidents involving bumps to the head or more serious injuries to other parts of the body should be reported immediately to person with parental responsibility. A phone call will be made in the event of a head bump / or a parent mail sent out.

Evacuation of Premises.

See Fire Evacuation Procedures

There are procedures in place for the efficient evacuation of the premises.

A fire drill is held at least once per term. The time taken for evacuation, the effectiveness of the procedures are reviewed and the practice recorded and dated in the Log Book.

The Fire Alarm is tested each Monday by the Site Manager before school commences. The Site Manager signs the Log Book at each test. All fire appliances are checked annually under a contract with Chubb. Staff training to take place annually and to coincide with visit from Stewart.F.P.LTD. All call points tested weekly via a walk test.

Notices giving details of Fire Regulations are displayed in the classrooms and kitchen.

The emergency lighting is tested monthly by the Site Manager and annually by Amalgamated Fire Ltd -organised via DBE. Emergency lighting stays on for three hours in the event of a power cut.

Electrical Equipment.

Mains powered portable and transportable equipment is checked annually (currently by HBC Property Services) to ensure that it remains hazard free.

Gas.

Mains Gas has been installed for the heating systems in school December 2016. Inspection of the gas boilers will be conducted by as organised via DBE.

Physical Education Equipment.

See PE Policy.

All fixed and portable PE apparatus undergoes an annual safety and maintenance check by Sportssafe UK which are sent by DBE .The PE Co-ordinator checks the equipment regularly and reports signs of wear and tear.

Equipment in General.

Extreme care is to be taken when children are moving equipment and it is always to be under supervision.

Equipment must always be operated in accordance with the manufacturer's instructions. There should be no trailing leads.

Cleaning equipment and materials should be safely stored.

Curriculum.

Health and Safety is considered in each curriculum area.

Health and Safety issues are part of the curriculum and the expertise and information supplied by the police, fire service, health promotion, community care for health, home safety officers, road safety unit, theatre groups etc. are utilised effectively.

Safety and health issues arise daily. The time and place to deal with some concerns is when they are brought to light. However, some safety matters are preventative and need to be considered before an incident occurs, e.g. Stranger Danger.

When children are using tools, they must be carefully supervised. Any activity which involves cutting with sharp tools, hammers, saws etc. Must be undertaken with great care and only after instruction in the correct use of tools.

Educational Visits.

See Educational Visits Policy.

EVC is Jemma Brearley

First Aiders Amanda Gunther, Lynda Hughes, Hannah Skitt, Jennie Reece

Paediatric First Aiders Sam Campbell Sarah Wilks Jenny Roberts, Julie Curtis

Child Protection.

See Safeguarding and Child Protection Policy and Staff Handbook.

Smoking Policy.

The governing body has adopted a no smoking policy in accordance with Halton Borough Council’s policy which came into effect on 1st July 1994. The intention is to counter risks from passive smoking and provide an appropriate response to the “Health of the Nation “White Paper, which aims to reduce levels of smoking and calls on employers to introduce policies to stop smoking at work.

Security.

See Security Policy

See Lockdown policy

See Bomb Alert policy

See Key Holders policy

POLICY REVIEW.

The Health and Safety Policy will be reviewed by the Headteacher and Staff and by the Governing Body Building Committee and health and safety representative in the autumn term each year in the light of changes in legislation or in response to any major incidents. Any amendments will be agreed by the staff and the Governing Body.

Policy reviewed: January 2019

Next date for review January 2020

Policy created November 2015

Policy approved

SignedChair of Governors

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