



**St Edward's**  
RC/CE VA School

# St Edward's School Health and Safety Policy

**Reviewed and Approved by Business and Premises Committee**

**On: 14 March 2017**

**Reviewed and Ratified at the St Edward's FGB**

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**Member of SLT responsible: Mrs M Lane**

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## **Health and Safety Policy Statement**

The School attaches great importance to the safety of its staff members, children and any others who may be affected by its activities. However, children should be able to experience a wide range of activities and the school policy is that health and safety measures should help them to do this safely, not stop them.

To facilitate this, the school policy is to comply with both the letter and intent of current and relevant Health and Safety Legislation. The key regulations are, Health and Safety at Work Act 1974 and the Management of Health and Safety at Work Regulations 1999.

It is the duty of the Governors in co-operation with school staff to ensure:-

1. All staff within the school are trained for all tasks required of them and are required to do their work in accordance with training and instructions.
2. The safe operation and maintenance of plant, equipment and facilities.
3. Make all employees aware they have a duty to look after their own and others' health and safety and have a duty under the common law to take care of pupils in the same way that a prudent parent would do so. Employees are also required to inform either the Site Manager, the School Business Manager or the Headteacher of any work situation representing a serious and immediate danger, so that remedial action can be taken.
4. That the Policy is reviewed annually, as will procedures, rules and Codes of Practice which are contained in or referred to in this Safety Policy Document.
5. That every staff member will be given access to a copy of the Policy Statement which is available on the school intranet.

## **HEALTH AND SAFETY RESPONSIBILITIES**

Overall and ultimate responsibility for health and safety in schools is that of the employer i.e. the Governing Body.

Day-to-day responsibility for ensuring this policy is put into practice is delegated to the Headteacher, School Business Manager and Site Manager.

## The Governors

- Ensure that adequate resources are available to fulfil the Schools obligations outlined in the Policy.
- The Business and Premises Committee will monitor and communicate relevant changes in legislation to other governors and if necessary liaise with the School staff, or outside enforcement bodies

## Health and Safety Governor(s)

- At least 1 member of the Governors will be designated to have specific responsibility for overseeing health and safety arrangements and to input to the Business and Premises Sub-Group.
- Monitor accidents on a regular basis through reviewing a summary of accidents provided by the School Business Manager at relevant Business and Premises meetings.
- Undertake regular visits to the premises to identify and action concerns.
- Provide support and oversee controls in place.

## **Headteacher and School Business Manager**

- Ensure the Health and Safety Policy is understood and implemented by all staff at the school by incorporating into job descriptions and induction programmes.
- Management of Risk Assessment - ensuring risk assessments are carried out and followed up in accordance with the Health and Safety Policy

## **Headteacher**

- Ensuring that curriculum risk assessments and risk assessments for individual students are completed by the relevant teaching staff.

## **School Business Manager**

- Ensure that all staff know what to do in the case of fire, and in particular, know the evacuation routes and assembly point.
- Ensure that all persons know the whereabouts of all first aid facilities, the identity of first aiders and procedure for calling them.
- Liaison with the Local Authority Health and Safety officers

- Maintaining Health and Safety Records, including Accident Report Forms
- Perform an annual review of the Health and Safety Policy, preparation of the updated Health and Safety Policy for approval by Governors

### **School Site Staff**

Are responsible for organising the day to day work in compliance with the Health and Safety Policy and in particular must:-

- Act in a safe manner, observing all H&S practices, acting in accordance with risk assessments and keeping all fire corridors clear of obstruction.
- Prioritise any maintenance work from a H&S perspective and mitigate risks to an acceptable level.
- Identify hazards and ensure that appropriate action is taken to eliminate or control.

### **All staff**

- Develop and periodically review safe working procedures to protect the health and safety of students, staff and visitors
- Ensure that all accidents causing injury or damage, near misses and notifiable diseases are reported without delay.
- Ensure that adequate steps are taken including the provision of necessary signs and all barriers so that activities do not endanger staff or others.

### **Other Persons/Contractors**

All contractors are to be ordered through the site manager or School Business Manager and will be vetted to ensure they are appropriately qualified to undertake work. They must:

- Sign in at reception and not proceed onto the site without permission.
- Either give evidence of a DSB or be accompanied at all times whilst on site
- Agree to observe school Safety Rules and instructions given by staff enforcing the Schools Health and Safety Policy.

- Report to the Site Manager or School Business Manager prior to commencement of work in that area and will comply with instructions given by that person for the maintenance of health and safety in their area.
- Report to the Site Manager or School Business Manager if there are any problems with regard to health and safety during the course of work in that area.
- Ensure that work areas have effective barriers to protect staff, children and visitors.

### **Other Responsibilities**

**Accidents** should be reported and a supply of accident forms are located in the Student Office. Where accidents are of a more serious nature the accident tracking form will be completed taking details of witnesses, photos and details as required. These forms are located on the Q drive under Health and Safety.

**First Aid** is administered from the Student Office. Staff working in the student office are to be trained in first aid. Other staff will have relevant first aid training according to the risk of activities including school trips and visits.

**First Aid Boxes** are to be maintained by an appropriately trained member of staff. They are responsible for ensuring they are properly stocked and records taken of what has been used.

**Property Defects** regarding the buildings, grounds or equipment should be reported to the Site Manager by completing the maintenance list which can be found <Q:\All Staff\Site\Premises.xlsx> . Where issues have significant risks attached the Site Manager will inform the School Business Manager or Headteacher.

**Equipment Defects** should be notified to the appropriate support staff such as Science Technicians where related to curriculum areas or where general equipment to the Site Manager. Where issues have significant risks attached the Site Manager will inform the School Business Manager or Headteacher. Damaged equipment is to be isolated using barriers, appropriate warning signs and tape.

**Fire Warden** duties are allocated by the School Business Manager who is responsible for ensuring fire issues are addressed and drills performed on a regular basis.

## **HEALTH AND SAFETY ARRANGEMENTS**

### **Fire Services**

A fire risk assessment must be carried out for the school on a regular basis and its activities, this contains details of matters requiring attention and a fire emergency plan. This survey is undertaken by the Borough of Poole. This is a living document and will be used in conjunction with a fire register and any requirements made by enforcing authorities.

This document must be maintained on the school premises and be available for an Enforcing Officer who may so require.

A summary of the Latest assessment can be found at <Q:\SLT\BUSINESS AND PREMISES\PREMISES\Health & Safety\Fire Risk Assessment\2015\Fire Audit email 1 April 2015.docx> The associated documents can be found on TF Web

### **Accident Reporting Policy**

Staff are required to report all accidents/near misses and cases of notifiable disease to the School Business Manager or Headteacher.

Any injury must be treated. Any accident requiring immediate attention must be reported immediately to the nearest First Aider. This may be a technician for subject areas or the Student office. The Headteacher and School Business Manager must be notified as soon as possible. The Headteacher or suitable person will carry out an investigation into the accident and in consultation with the First Aid person, complete the accident report form. The incident monitoring form requiring witness statements and photographs must also be completed by a member of the Student Office for serious incidents.

The School Business Manager is responsible for ensuring notification of reportable matters to the Borough.

Details of first aid incidents are to be recorded on the MIS system against the student or students involved.

### **Accidents to Staff - Reporting Procedure**

Any accident requiring immediate attention must be reported immediately to the Student Office initially and then to the School Business Manager and/or Headteacher as soon as possible.

The first aid member will deal with the injured, and will decide whether to call an ambulance.

The First Aider will report the extent of the accident to the Headteacher and School Business Manager as soon as possible after it has been dealt with.

No matter how slight the injury, the injured person or First Aider will write the relevant information onto an accident form held in the Student Office and complete details on the MIS.

All Staff accident forms are to be verified and counter-signed in the space provided, by an appropriate senior staff member.

Details of any staff member who is off work for more than three days as a result of an accident at work will be forwarded to the School Business Manager who will inform the Borough Health and Safety Officer irrespective of whether they had been notified at the time of the accident.

Serious accidents must be reported as soon as possible usually by telephone in the first instance.

### **Accidents to Visiting Work People**

Any accident, however slight, involving representatives, delivery men, contractors etc., must be reported to the Student Office. Accident forms and monitoring tracking forms are to be completed and the Headteacher and School Business Manager advised.

### **Reporting procedure for accidents/injuries to children**

Any accidents involving students, should be referred to the Student Office. Accident forms and tracking forms will be completed and the Headteacher, School Business Manager and Year Leader advised as soon as possible for more serious incidents. Staff will have due regard to the medical details held on the MIS regarding students and inform parents as soon as possible.

### **Training**

Health and Safety training will be an essential part of specific job training. All staff will receive a health and safety overview as part of their induction so that all staff have an appreciation of personal responsibility for safety by everyone within the school. This will include the fire evacuation procedure.

Other training will depend upon the needs of the individual and the specific job concerned. Where appropriate training will include:-

- i) COSHH information and data.

- ii) First Aid procedure.
- iii) General Health and Safety.
- iv) Accident reporting procedure.
- v) Manual Handling.

### **COSHH (Control of Substances Hazardous to Health)**

It is school policy to examine all substances introduced into the workplace with a view to ensuring that only the least hazardous requisite to the task being carried out is used

Assessments are conducted in line with current regulations and the result will be acted on accordingly. Records will be help by the appropriate departments and the external cleaning company will be responsible for ensuring this information is available to the school.

Before any new substance is introduced, the health and safety information will be obtained by the Purchaser from the supplier, an assessment will be carried out by a nominated member of staff. If on any rare occasion it is found necessary to locally purchase a substance such as a cleaning aid that is not supplied, it is first necessary to clear the purchase with the Site Manager and upon purchase the store should be asked for a data sheet, which they are required to supply

### **Contractors**

Any school representative bringing a Contractor on site must ensure that the Contractor is aware of any statutory requirements and any appropriate school rules.

### **Expectant Mothers**

Expectant mothers will receive a risk assessment of their area of work once identified. All mothers returning to work will also be assessed to minimise any associated risks.

The assessment will be carried out to ensure that:

- 1 The employee avoid wherever possible all substances that come within the domain of our COSHH categories.
- 2 Wherever possible the employee avoid work practices that include:  
  
Shocks and vibration

Manual handling

Excessive noise

Excessive stress levels

Ladders and heights

Extremes of cold and heat

Posture and movement (especially where Display Screen Equipment is used)

### **Asbestos**

The school acknowledges the health hazards arising from exposure to asbestos and will protect those employees and other persons potentially exposed to asbestos as far as is reasonably practicable by minimising exposure through:-

- a. The employment of specialist contractors, and,
- b. Ensuring all staff have access to information on where asbestos is present.
- c. The use of proper control measures and work methods supported by training of staff.

This policy requires the full cooperation of staff at all levels. The person responsible for the implementation of this policy is the School Business Manager.

#### **Arrangements for Securing the Health and Safety of Personnel.**

No work shall commence without assessment of the potential exposure of staff and others to asbestos as a result of that work and a statement of a suitable plan of work shall be made before the work commences.

An assessment will be made of any asbestos material within the school buildings and a register will be maintained, likewise any asbestos should be labelled and confined. It is essential that everyone should be aware of any danger and, any contractor working in the school should be informed of the hazard if he is to work in that area.

Information on asbestos is in the School Business Manager's office

### **Pat Testing**

PAT testing is undertaken on a rolling programme overseen by the Site Manager. Equipment is tested on a risk based system with priority given to high risk items such as kettles, undertaken more regularly according to guidance. Fixed low risk items will be done every three years.

### **Off Site Visits**

The school has an EVO, who ensures all trips and visits have a robust, up to date risk assessment which includes appropriate first aid cover depending on the activity.

### **Legionella Controls**

Legionnaires' disease is a potentially fatal pneumonia caused by Legionella bacteria. Legionella bacteria are common in natural water courses such as rivers and ponds. Since Legionella bacteria are widespread in the environment, they may contaminate and grow in other water systems such as cooling towers and hot and cold water services. They survive low temperatures and thrive at temperatures between 20°C-45°C if the conditions are right, e.g. if a supply of nutrients is present such as rust, sludge, scale, algae and other bacteria. They are killed by high temperatures.

The school employs buys in qualified legionella testing and actions all recommendations appropriately and with priority to ensure the water in school remains safe.

### **Smoking on School Premises**

Smoking or smoking alternatives such as e-cigarettes, is not permitted at any time on school premises by staff, students, visitors or contractors. Anyone doing so will be requested to stop immediately and removed from the premises if required.

### **External Lettings**

Where external agencies let parts of the building they will be required to adhere to the health and safety details in the lettings brochure and terms and conditions of hire. All hirers will have appropriate insurance and DBS checks as appropriate.

### **Lunch and Break Supervision**

To ensure safety of students, staff will operate a system of duties to patrol the school during breaks. This system will be overseen by the SLT. Students are expected to adhere to the agreed rules as appropriate to their tutor groups at all times.

