

# ST. GABRIEL'S CE PRIMARY SCHOOL



## HEALTH AND SAFETY POLICY

**January 2018**

## *School Safety Policy*

### *Statement of Intent*

#### *and General Policy*

The Governing Body recognise their responsibilities under the Health and Safety at Work etc Act 1974 and will take all reasonably practicable steps to provide safe and healthy working conditions, equipment and systems of work for all employees, pupils and others affected by their activities, actions or omissions.

The Governors are committed to providing and maintaining a working and learning environment that is safe and without risk and this is established by the allocation of duties and particular arrangements detailed in parts 2 and 3 of this policy.

All those involved in providing and maintaining a safe and healthy working environment will be responsible for assisting in achieving the aims and objectives identified and will play a positive role in promoting a healthy and safe working environment.

In relation to health, safety and welfare, the Governors will act within the framework of action advised by Rochdale Metropolitan Borough Council and the LA. The Health and Safety Policy of the Council will be observed and acknowledged.

*Signed:*

*Miss Janet Bailey  
Chair of Governors*

*Signed:*

*Mrs Karen Race*

*Head teacher*

*Date for Review:*

**July 2017**

## Part 2: ORGANISATION

*This part describes the objectives of the organisation and outlines the allocation of duties determining how the management structure operates.*

### STRUCTURE OF ORGANISATION

<b>School name:</b>	ST. GABRIEL'S CE PRIMARY SCHOOL
<b>Denomination:</b>	CHURCH OF ENGLAND
<b>Status:</b>	VOLUNTARY CONTROLLED
<b>Date of policy:</b>	<b>Jan 2018</b>
<b>Review date:</b>	Jan 2018
<b>Policy monitoring:</b>	Head teacher : Mrs K Race School safety representative: Mr G Yates Link governor: Mrs L Andrew Governor committee: Curriculum & General Purposes
<b>Safety policy</b>	
<b>Responsible person:</b>	Head teacher – Mrs K Race
<b>Accident reporting</b>	
<b>Responsible person:</b>	Head teacher – Mrs K Race
<b>Location of accident book:</b>	School office
<b>First aid</b>	
<b>Responsible person:</b>	Mrs J Bebbington, Mrs L Brown, Mrs W Ward, Mrs Walker, Mrs Ronan. Mrs Dunlevy, Mrs Butterworth, Mrs Dewhurst
<b>Qualifications:</b>	First Aid at Work - First Aider Certificate
<b>Health &amp; safety representatives</b>	
<b>Teaching staff:</b>	Mr G Yates Caretaker
<b>Governor:</b>	Mrs M Howarth
<b>Training co-ordinator:</b>	Head teacher – Mrs K Race
<b>Governing body committee:</b>	<b>Curriculum and General Purposes</b>
<b>Committee members;</b>	Mrs W Leech, Mrs K Race, Miss J Bailey, Mr G Yates, Mr M Boriss, Miss L Andrew, Mrs L Brown

# ORGANISATION OBJECTIVES

The following policy objectives have been set by the Governors.

Governors have a:-

Commitment to a planned approach to health and safety in ensuring the framework set by the Safety Policy is implemented, monitored and reviewed.

Governors understand the need for:-

Ongoing consultation involving all employees in the pursuit of the aims and objectives of the Policy, achievement of health and safety standards and to ensure co-operation and competence of all those involved

## **Local Authority**

The LA is responsible as employer for:

1. Recognising and accepting its responsibilities for the health, safety and welfare of its employees, pupils and visitors to premises.
2. Provision of advice and assistance to ensure schools comply with health and safety obligations and attain the required health and safety standards.
3. Ensuring effective monitoring is carried out by undertaking periodic inspections to evaluate the health and safety performance of schools in Rochdale LA and to identify areas for improvement.

## **Governing Body**

Governors can satisfy their employer by:

1. Accepting their health and safety responsibilities and establishing appropriate committees in which to consult on health and safety matters.
2. Ensuring the organisation and arrangements of the school operate effectively.
3. Managing the allocation of sufficient funds in order to ensure, so far as reasonably practicable, the premises and systems of work are safe and without risk to health.
4. Ensuring effective monitoring is carried out to evaluate the health and safety performance of the school by involvement and evaluation of inspection reports from the LA, Head teacher and Safety Representatives.

## **Head teacher**

The Head teacher is responsible for the following:

1. Ensure the effective planning and implementation of the Safety Policy incorporating appropriate organisational detail and local arrangements and so that all employees are familiar with the Policy and their delegated duties.
2. Ensure the effective planning and implementation of the health and safety management system.

3. Establish and maintain safe working procedures and a working environment where suitable and sufficient risks to all employees, pupils and visitors to the premises are assessed, prevented or controlled.
4. Identify the training needs of employees and arrange for suitable and sufficient training programmes to be provided.
5. Provide health and safety induction training for new employees and information and instruction on the organisation and arrangements as detailed in the Safety Policy.
6. Ensure all contractors' undertakings are fully compliant with health and safety regulations and take full account of health and safety issues affecting employees, pupils and any other users of the establishment.
7. Arrange and be involved in premise inspections of the school at least once per term and ensure findings are reported to governing body committee.
8. Be prepared and have arrangements in place to act safely and effectively in the event of any emergency affecting the health, safety and welfare of employees, pupils and the school environment.
9. Have arrangements for accident / incident investigation and reporting procedures that are in accordance with the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 (RIDDOR) and Rochdale Council's reporting procedures.
10. Note and act upon, as appropriate, health and safety instruction and advice provided by the Health and Safety Executive, Department for Education and Skills and Local Authority.

### **School Employees**

All school employees will be responsible for the following:

1. Carrying out their duties in accordance with the Safety Policy
2. Taking reasonable care of themselves and other persons whilst at work.
3. Co-operating with the Head teacher and others in school to comply with legislation.
4. Engaging in consultation and development of health and safety procedures to promote positive employee involvement.
5. Following instruction and information on safe working procedures and using plant, substances and equipment safely.
6. Attending health and safety training courses provided.
7. Reporting defects or damage to equipment and safety hazards to the relevant person(s).
8. Reporting all accidents and incidents to the relevant person(s).

## **Safety Representatives**

School based safety representatives have the same health and safety responsibilities as any employee (with no extra legal liability). In addition to their duties as employees, they have the following responsibilities:

1. Carry out regular inspections of premises and school activities.
2. Provide guidance on health and safety issues and to consult with advisers to obtain information.
3. Investigate potential hazards, employee complaints, accidents and dangerous occurrences.
4. Make representation to employers and external organisations on health and safety matters arising.
5. Assist in assessment of risks and subsequent preventive or control measures.
6. Assist in the provision of information, instruction and training for employees.

## **Non-employees working on school premises**

Any person(s) not directly employed by the school but whose place of work is the school premises are responsible for the following:

1. Taking reasonable care of themselves and other persons whilst at work.
2. Co-operating with the Head teacher and following instruction and information provided with regard to school practice and safe working procedures when using plant, substances and equipment.
3. Reporting defects or damage to equipment and safety hazards to the relevant person(s).
4. Report all accidents and incidents to the relevant person(s).
5. Ensuring compliance with health, safety and risk management is considered when organising and supervising activities and events undertaken on the premises.

## **Part 3: GENERAL ARRANGEMENTS**

*This part identifies the procedures and practices in place, demonstrating how the school's operations are managed safely.*

### **Assessing Risks**

Assessment of risks associated with all school activities and the premises will be carried out by the Head teacher and Governing Body, teaching and non teaching staff as appropriate and supported by co-operation from all employees.

Records of risk assessments are available in the risk assessment file in the school office.

### **Work Related Stress**

Arrangements for the management of work related stress have been produced and implemented by the Head teacher and Governing Body

Please refer to Stress Management Policy available from the head teacher and also located on the 'J' drive.

### **Violence and Aggression**

Arrangements by the Head teacher and Governing Body to manage risks to employees arising from incidents of abusive, threatening or violent behaviour have been produced and implemented.

Please refer to Violence and Aggression Policy available from the head teacher and also located on the staffroom bookcase filed in the staff policy file.

### **First Aid**

Provision has been made for designated first aiders who will be supplied with suitable resources. The designated first aider is **Mrs Judith Bebbington**, TA, working with small groups.

Other first aid qualified persons are **Mrs Linzy Brown**, Deputy Head Teacher, **Mrs Dunlevy**, Nursery Teacher, **Mrs Wendy Ward**, teaching assistant, **Mrs Walker**, teaching assistant, **Mrs Dean**, teaching assistant, **Mrs Butterworth**, teaching assistant, **Mrs Dewhurst**, teaching assistant,

Information on dealing with first aid situations can be found from information held in the **First Aid Room** situated near to the hall and school office.

Copies of First Aider Certificates are kept in the health and safety file and displayed outside the first aid room.

A **First Aid Box** is situated in the first aid room. This is a portable box which can be carried to incidents such as those on the school grounds.

The **Defibrillator** is located outside the First Aid room. All teachers and first aiders are trained to use this, but it has simple instructions for use by anyone.

### **Fire Precautions**

Arrangements for the provision of effective fire precautions covering fire evacuation procedures, fire alarm system, fire alarm point, fire extinguishers, means of escape and arson prevention are in place.

Please refer to Fire Precautions Log Book and fire risk assessments in the health and safety files

### **Crisis Management**

Planning and preparation in order to manage emergencies affecting the school has been undertaken by the Head teacher and Governing Body. A policy document has been produced and implemented.

Please refer to Critical Incident available from the head teacher and available from the health and safety files stored in the school office stockroom.

## **Workplace Safety, Maintenance and Building Works**

A defect reporting procedure has been implemented whereby defects are reported to the school safety officers – head teacher and the school caretaker – Mr George Yates. Copies of defect reports are kept in the cupboard in the school office.

An Asbestos Survey is available on site. Asbestos present is managed by the Head teacher and Governing Body.

The management of the Risk Register and arrangements to inform all contractors will be supervised by the head teacher in liaison with the school caretaker and administration staff.

Arrangements for inspection, service and maintenance of plant and equipment at appropriate intervals have been implemented covering: water tanks, fire alarm systems, heating, portable electrical appliances, PE / play equipment, etc...

Records of inspection, service and maintenance for the above are available from the school office.

All building works are planned appropriately and contractors are checked for professional competence and license.

The Local Authority will be notified of building works

Please refer to Asset Management Pack kept in the school office. The persons responsible for arranging and monitoring building works are the head teacher, and the school caretaker, Mr George Yates.

## **Hazardous Substances**

Procedures for the storage, handling, use and control of substances hazardous to health (COSHH) used in school are detailed in COSHH assessments and manufacturers/suppliers data sheets. COSHH assessments are available in the caretaker's office and produced by the school caretaker.

## **Display Screen Equipment**

Assessments of workstations used by employees who are designated users of display screen equipment as identified by Rochdale Council's Display Screen Equipment Code of Practice will be carried out by trained assessors in line with the Display Screen Equipment Regulations. The school currently relies on advice from the LA Health and Safety Department.

## **Security**

Assessments of security provision for the site, premises and roof access will be reviewed at regular intervals and measures to improve security will be considered by the Head teacher and Governing Body.

Please refer to Security Policy available from the head teacher and also in the health and safety files located in the school office stockroom.

### **Events / Lettings / Extended School Activities**

To ensure that appropriate arrangements are in place for the effective organisation of events, lettings and extended school activities, policies and procedures been produced and implemented.

Please refer to Lettings Policy, Events Guidance and Extended School Activities Policy. Details are available from the head teacher.

The persons responsible for co-ordinating extra curricular activities are the head teacher and deputy head teacher.

The person responsible for co-ordinating lettings is the head teacher in liaison with the school caretaker.

### **Curriculum - Safety and Risk Education**

The overall person responsible for the curriculum is the head teacher and she will obtain and communicate information and resources with regard to the delivery of safety and risk education. All teaching and non teaching staff have a duty to ensure that all areas of the curriculum are taught in a safe and responsible manner. Curriculum subject co-ordinators also have a duty to help and advise on safety and risk assessments.

## **Part 3:1 Monitoring**

*The following monitoring arrangements are in place to ensure that health and safety management in school is working effectively and that risk control measures continue to be maintained.*

### **School Visits and Off-Site Activities**

All off-site activities are arranged in accordance with the LA Policy and Guidance for School Visits and Off-Site Activities. An Educational Visits Co-ordinator has been appointed and is **Linzy Brown**, Deputy Head, and a school policy has been implemented.

The school uses the Rochdale visits web site to have up to date LA policy and to submit requests for approval for residential visits / trips. A paper copy is available - please refer to School Visits Policy and File located in the school office stockroom (*note this paper copy may not be the latest updated version*).

### **Child Protection**

To ensure recommended Child Protection procedures are followed, a policy has been produced and implemented and a member of staff has been appointed as designated Child Protection Officer (Headteacher).

Please refer to Child Protection Policy available from the head teacher.

Criminal Records Bureau checks are carried out for all staff -Procedures for Safeguarding Children are implemented

### **Termly Tours**

Premise inspections will be carried out at least once per term by the Head teacher, link Governor and/or Safety Representative. Findings will be reported to the Governing Body Committee. The name of the committee is **Resources Committee**.

### **Evaluation of Inspection Reports from employee Safety Representatives**

Inspections of premises and school activities may be carried out by Safety Representatives at intervals. Reports will be forwarded to the Governing Body Committee. The name of the committee is **Resources Committee**.

### **Evaluation of Inspection Reports from LA School Safety Team**

Inspections of the school's health and safety management system and premises will be carried out by the LA School Safety Team. The Report will be considered by the Head teacher and Governing Body Committee. The name of the committee is **Resources Committee**. A plan of action will be implemented to address any recommendations.

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### **Evaluation of Insurance Assessments**

Assessments of the school's premises and risk management systems made by insurers will be considered by the Head teacher and Governing Body Committee.

## **Part 3.2: Review**

*The information gathered by the monitoring methods in place will be reviewed to assess the effectiveness of the policy in determining the objectives set by the Governing Body.*

### **Accident / Incident and ill-Health Reporting**

Accident, incident and ill-health reporting procedures will be followed in accordance with the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 (RIDDOR) and Rochdale Council's reporting procedures.

### **Accident Investigations**

Investigations will be carried out, where required, by the Head teacher following accidents and dangerous occurrences.

### **Analysis of Accident Statistics**

A review of accident, incident and ill-health reports will be undertaken at intervals to identify patterns or trends and to consider remedial action.

### **Analysis of Sickness Absence Statistics**

A review of sickness absence records will be carried out to identify patterns or trends and to consider remedial action.

**Evaluation of Training**

A review of training needs will be undertaken by the Head teacher and Governing Body Committee and a programme to meet the needs of employees will be established.

**Fire and Emergency Drills**

Fire evacuations will be practiced once per term and findings recorded for review purposes. Drills in case of emergencies other than fire will also be practiced.

**Review**

Review of the policy will be carried out following changes in legislation, regulations and following changes to the management structure of the school.

Review of the policy will provide the opportunity to assess the effectiveness of the school's health and safety management system and will encourage improvements in health and safety performance.

*K.Race  
Jan 2018*

*Amended*\_\_\_\_\_

*Adopted by Governors*\_\_\_\_\_

*Signed*  
\_\_\_\_\_ *chair of gov.*

\_\_\_\_\_ *headteacher*