



# St Cuthbert with St Matthias CE Primary School and Nursery

## Health and Safety Policy

Agreed by Governors: July 2016

Date for next review: July 2018 (reviewed Jan 2018)

## Named Staff

Head teacher	Gill Putterill
Site Manager	Chris Smith
IT Technicians	Omar Mohammad, Zameer HLussain
PE Co-ordinator	Anthony Reid
Senior First aider	Darren Johnson

## HEALTH AND SAFETY POLICY STATEMENT

### 1. STATEMENT OF INTENT

The Governors of this School will take steps to meet their responsibilities under the Health and Safety at Work Act and other health and safety legislation.

The School will, as far as reasonably practicable:

- Provide adequate resources to maintain health and safety
- Carry out risk assessments and review them as necessary
- Ensure that the school, and our systems of work, are safe and without risk to health
- Provide staff with any instruction, information, training and supervision as is necessary to ensure their safety and health, and that of the pupils and anybody else who might be affected by their actions
- Provide adequate welfare facilities for staff and pupils
- Maintain all machinery and equipment in a safe condition

This Statement includes a description of our organisation and arrangements for dealing with different areas of risk. Details of how these areas of risk will be addressed are given in the arrangements section.

To ensure that this policy and our arrangements are effective, the Governors and Headteacher will:

- Review them at least annually, or if there is a significant change within the school
- Make any changes known to all staff.

.....  
Headteacher

.....  
Chair of Governors

Date .....

Date .....

## **2. ORGANISATION**

### **Responsibilities of the Governors**

The Governors are responsible for:

- Formulating a Health and Safety Statement detailing the responsibilities for ensuring health and safety within the School;
- Regularly reviewing health and safety arrangements and implementing new arrangements where necessary;
- Providing appropriate resources within the School's budget for the implementation of the attached arrangements;
- Receiving from the Headteacher, or any other nominated member of staff, reports on health and safety matters, and ensuring that any appropriate and necessary action is taken promptly;
- Seeking specialist advice on health and safety which the School may not feel competent to deal with;
- Promoting high standards of health and safety within the School.

### **Responsibilities of the Headteacher:**

The Headteacher is responsible for:

- Taking overall responsibility for implementation of the School's health and safety arrangements;
- Acting as a focal point on health and safety matters, giving advice or seeking sources of advice where necessary;
- Reporting to the Governors any hazards which require their attention, or budgetary approval;
- Ensuring there is no misuse of plant, equipment etc.

### **Responsibilities of The Health and Safety Committee**

The Health and Safety Committee is responsible for:

- Carrying out termly Health and Safety checks of the School premises, and reporting their findings to the Headteacher.

### **Responsibilities of All Employees**

All employees of the School have a responsibility to:

- Take reasonable care for the health and safety of themselves and others in undertaking their work;
- Co-operate with the Governors and Headteacher on all matters relating to health and safety;
- Not intentionally interfere with, or misuse, any equipment or fittings provided in the interests of health, safety and welfare;
- Report immediately to their line manager any serious or immediate danger;
- Report immediately to their line manager any shortcomings in the arrangements for health and safety;
- Ensure that they only use equipment or machinery which they are competent to use or have been trained to use.

### 3. ARRANGEMENTS

Arrangements covering the main risks and hazards in our School are as following:

Arrangement 1	Fire Evacuation and other Emergency Arrangements
Arrangement 2	Fire Prevention, Testing of Equipment
Arrangement 3	First Aid
Arrangement 4	Reporting Procedures
Arrangement 5	Lone Working
Arrangement 6	Health and Safety Training
Arrangement 7	Work Equipment
Arrangement 8	Flammable and Hazardous Substances
Arrangement 9	Manual Handling of Loads
Arrangement 10	Health and Safety Inspections
Arrangement 11	Play & PE Equipment
Arrangement 12	Premises and Grounds, and Contractors
Arrangement 13	Vehicle Movements
Arrangement 14	Out of School Activities and Visits
Arrangement 15	Asbestos

#### **ARRANGEMENT 1**

##### **FIRE EVACUATION AND OTHER EMERGENCY ARRANGEMENTS**

The Fire Risk Assessment, and details of emergency arrangements, are kept in the Fire Log Book, which is kept by **The Site Manager in the Site Manager's Office**

There are written emergency procedures covering a range of hazardous situations: fire, gas leaks, severe weather, electrical faults. These documents are located: **In the Site Manager's Office**

In the event of a fire alert/alarm The Site Manager and Headteacher will evacuate pupils/others to the designated assembly point;

- **The Site Manager or the Headteacher** will summon the emergency services as necessary;
- **The safe evacuation of persons is an absolute priority.**  
Staff should only attempt to deal with small fires, if it is safe to do so without putting themselves at risk, using portable fire-fighting equipment if they are certain of its correct use.
- While evacuating premises staff should ensure that the premises and equipment are safeguarded as far as this is possible by closing doors, and windows;
- After any emergency event, the Headteacher should telephone the Chair of Governors and advise him/her of the situation;
- Fire drills will be undertaken termly, arranged by the Headteacher and a record kept in the Fire Log Book;
- Regular inspections of the premises and grounds, including arrangements for fire safety, will be undertaken at least once each term by the Health and Safety Committee;
- Details of service isolation points (i.e. gas, water, electricity) are located in the Fire Log Book;
- Emergency procedures for dealing with incidents outside normal working hours are held by **Omar Mohammad-Weston**

These procedures will be reviewed annually in The May Finance GB Meeting

## **ARRANGEMENT 2**

### **MAINTENANCE OF EMERGENCY EQUIPMENT**

The arrangements for fire prevention inspections and testing of equipment etc are as follows:

#### **FIRE LOG BOOK**

A record of all tests will be kept in the Fire Log Book, which is kept by

**The Site Manager in the Site Manager's Office**

#### **TESTING OF THE FIRE ALARM**

The fire alarm will be tested weekly, normally on a Monday morning, and records kept, by The Site Manager and logged in the Fire Log Book

Defects on the system must be reported immediately to the maintenance engineer:

**Name** **Spy Alarms**

**Telephone** **01689 887620**

#### **INSPECTION OF FIRE FIGHTING EQUIPMENT**

The School's contractor undertakes an annual maintenance service of all extinguishers. The contractor is currently: **Spy Alarms**

**The Site manager** is responsible for checking that the servicing and maintenance has been done.

Defective equipment or extinguishers that need recharging should be reported directly to the Headteacher who will arrange to have them replaced/repaired.

### **SMOKE DETECTION, EMERGENCY LIGHTING and OTHER FIRE/EMERGENCY SYSTEMS**

These systems will be checked as specified in the Fire Log Book

## **ARRANGEMENT 3**

### **FIRST AID**

#### **THE FOLLOWING STAFF ARE TRAINED TO FIRST AID AT WORK LEVEL:**

<b>Name</b>	<b>Certificate Expiry Date</b>

#### **THE FOLLOWING STAFF ARE TRAINED TO PAEDIATRIC FIRST AID LEVEL:**

<b>Name</b>	<b>Certificate Expiry Date</b>
Darren Johnson	11/2020
Lisa Moss	10/2019
Lucilyn Santiago	01/2019
Holly Williamson	11/2020
Anthony Reid	09/2019

#### **THE FOLLOWING STAFF HAVE BEEN TRAINED TO EMERGENCY AID IN SCHOOLS LEVEL:**

<b>Name</b>	<b>Certificate Expiry Date</b>
All staff	01/2017 <b>(16/04/2018 booked)</b>

The Headteacher will ensure that all nominated First Aiders and Emergency Aiders have a current

certificate and that new persons are trained as required to maintain the number of trained persons identified in the risk assessment.

#### **FIRST AID BOXES ARE LOCATED AT THE FOLLOWING POINTS:**

First Aid Room  
Classrooms

Senior First Aider is responsible for regularly checking that the contents of first aid boxes are complete and replenished as necessary. A check should be made at **least once termly**.

THE FIRST AID TREATMENT RECORD BOOK FOR RECORDING DETAILS OF ALL FIRST AID ADMINISTERED IS KEPT IN: **The First Aid Room**

DETAILS OF CONTACT NUMBERS OF HOSPITAL ACCIDENT AND EMERGENCY DEPARTMENTS, AND OTHER MEDICAL SERVICES ARE DISPLAYED IN:

**FIRST AID ROOM/ SCHOOL OFFICES**

#### **ARRANGEMENT 4**

##### **REPORTING PROCEDURES**

Staff must report all accidents, incidents, dangerous occurrences, violent incidents, verbal abuse and near misses in **Specified Behaviour or First Aid forms or on CP forms**

- “Near Misses” must be reported. These are incidents that occur but where no injury or damage is sustained. Remedial action taken promptly after a near miss can prevent a serious accident occurring later.
- Faulty systems of work, plant, equipment, fittings etc, must be reported to **The Site Manager** and attended to as soon as possible. Faulty equipment etc. must be taken out of use when necessary and will be clearly labelled to that effect.
- All staff can record accidents and incidents on the Local Authority’s on-line system (AIRS). This can be accessed from any internet-connected computer, at this address:  
<https://tri-b.info-exchange.com/school>  
This should be done as soon as possible after an incident. This system should always be used for more significant incidents (minor day-to-day incidents are recorded in the school’s own accident book).
- The Headteacher will investigate accidents and incidents, and take remedial steps to avoid similar instances recurring. Investigation should be in proportion to the incident.
- Any death or major injury to pupils must be reported immediately by the Headteacher to the Health and Safety Advisers at RBKC by telephone.  
The Health and Safety Executive (HSE) will be advised as necessary by the Health and Safety Officer. The HSE should not be contacted directly by the school. A copy of the report containing any information given to the HSE will be sent to the school.
- Staff absences of 7 days or more, resulting from a work-related accident or work-related disease, must be reported immediately by the Headteacher to the Health and Safety Advisers at RBKC by telephone.
  - The Health and Safety Executive (HSE) will be advised as necessary by the Health and Safety Officer. The HSE should not be contacted directly by the school. A copy of the report containing any information given to the HSE will be sent to the school.

#### **ARRANGEMENT 5**

## **LONE WORKING**

LONE WORKING means working alone, after hours, at weekends or in holiday periods.

All staff should:

- Notify the Headteacher and obtain his/her permission on each occasion when lone working will occur.
- Take all appropriate steps to keep themselves safe when working alone. This will include:
  - keeping doors locked for security (but ensuring fire escapes are not locked)
  - not carrying out hazardous work (including working at height, with noxious chemicals etc)
  - ensuring help can be summoned if needed (mobile phone, access to office phone etc)
- Try to notify a partner, friend or colleague of their whereabouts and the estimated time of return.
- Ensure they do not put themselves or others at risk.
- Report any incidents or situations where they may have felt “uncomfortable”. Good communication between colleagues, in terms of personal safety is essential.

Key holders attending empty premises where there has been an incident or suspected crime should do so with a colleague if possible. They should not enter the premises unless they are sure it is safe to do so. If in doubt, police assistance must be called before attending the site.

## **ARRANGEMENT 6**

### **HEALTH AND SAFETY TRAINING**

The **Headteacher** is responsible for drawing the following health and safety matters to the attention of all staff:

- Emergency evacuation, e.g. fire drills and routines, etc
- Use of emergency fire- fighting equipment
- First Aid
- Accident, incident reporting ( including violent incidents and verbal abuse )
- Issues arising from safety inspections
- Good housekeeping including defect reporting
- Manual handling arrangements
- Safe use of work equipment (tools, machinery and other equipment)
- Personal safety and security including lone working policy
- Handling of chemicals
- Safe systems of work
- Visits, journeys and working off site with pupils
- Use of Display Screen Equipment (computers etc)
- Provision of training
- Use of personal protective equipment

The School has nominated **The Deputy Headteacher (Headteacher)** to be responsible for co-ordinating health and safety training needs, and for including details in the training and development plan.

He/she will also keep records of training undertaken and will arrange refresher training when necessary, and will also be responsible for assessing the effectiveness of training received.

## ARRANGEMENT 7

### WORK EQUIPMENT

The following equipment has been identified as likely to involve specific health and safety risks and details are given below on inspection, use and repair.

EQUIPMENT	RESPONSIBLE PERSON (who can assess risk)	AUTHORISED USERS OF THE EQUIPMENT	AUTHORISED PERSON FOR INSPECTION AND REPAIR	INSPECTION PERIOD (termly annually etc.)
Access equipment e.g. ladders, mobile access platform	Site Manager	Staff Members	Site Manager	annually
Caretaking/cleaning equipment including hand tools	Site Manager	Staff Members	Site Manager	annually
Grounds maintenance equipment	Site Manager	Staff Members	Site Manager/ Playdowns	termly
PE and play equipment	PE Coordinator	Staff Members under supervision of Mr Perez	Mr Reid/ Playdowns /Site Manager	termly
Lab Equipment	NA	NA	NA	NA
Technology Equipment	IT technicians	Staff Members	Omar Mohammad Weston/ Zameer Hussain	termly
Art and Design Equipment	Art Coordinator	Staff Members		termly
Stage Lighting, Staging, Seating	Site Manager	Staff Members	Site Manager	annually
Portable electrical equipment	IT technicians /Site Manager (PAT testing)	Staff Members	Omar Mohammad Weston/ Zameer Hussain/ Site Manager	annually

## ARRANGEMENT 8

### FLAMMABLE AND HAZARDOUS SUBSTANCES

Inventories of flammable and hazardous substances and risk assessments for their use are maintained by **The Site Manager**

These persons ensure the safe use of these chemicals or substances in the areas they are responsible for, and ensure that adequate warning notices are properly displayed especially in storage areas.

Relevant safety information is displayed in cleaning and caretaking stores, the staffroom, and the kitchen. All staff should ensure they are familiar with the risk assessments for each substance they use, and follow the control measures given



## **ARRANGEMENT 9**

### **MANUAL HANDLING OF LOADS**

All manual handling activities which present a significant risk to the health and safety of staff will be identified to **The Site Manager**

Manual handling activities will be eliminated where it is reasonably practical to do so. Where elimination is not reasonably practicable, a risk assessment must be made and the risk will be reduced as far as is reasonably practicable.

**The Site Manager** is trained to help carry out risk assessments.

Whenever possible, handling equipment (sack barrows, trolleys etc.) will be used to reduce risks arising from lifting and carrying.

Staff should advise **The Site Manager** if they require such equipment.

Written risk assessments will be provided to relevant staff who must follow the instructions given when carrying out the task.

The written risk assessment will take into account the task, load, environment and individual and any other factors that might affect the risk to the health and safety of employees or other persons.

#### **Notes:**

Activities where the load is quite small but the activity is of a highly repetitive nature are included in these arrangements – it is not only large loads which give rise to risk.

People (pupils or adults) should not be lifted or moved, unless it is necessary to do so to remove them from danger. Where somebody is unable to get up themselves, medical assistance should be sought through the normal first aid arrangements.

## **ARRANGEMENT 10**

### **HEALTH AND SAFETY INSPECTIONS**

The Health and Safety Committee is responsible for Finance and Premises They will undertake an inspection once a year or on an ad hoc basis should anything be reported. A written report for each inspection will be prepared, and copies given to the Headteacher and Governors.

The Headteacher will undertake termly inspections of the Premises and report any issues to the Finance and Premises Committee:

**Mr Edward Lethbridge**

**Mrs Sandra McGregor**

**Mrs Estella Gomez**

**Mr Hamish Adourian**

**Mrs Charlotte Close-Smith**

**Miss Gillian Putterill**

Responsibility for actions detailed in the safety inspection report will be delegated to relevant staff by the Headteacher, who will follow up at regular intervals to ensure that the actions have been completed.

## **ARRANGEMENT 11**

### **PLAY and PE EQUIPMENT**

All play and PE equipment (climbing apparatus etc.) will be inspected by a competent person as detailed in Arrangement 7.

The member of staff on duty is responsible for making a visual check of all equipment before allowing it to be used by pupils. Where there is any doubt about whether the equipment can be used safely (e.g. wet or slippery conditions, damage to safety surfaces, etc), then the Headteacher will be consulted for a decision based on their assessment of the risk presented.

Pupils are not permitted to use any play or PE equipment without supervision. Risk assessments detailing the required levels of supervision, and any qualifications or training required for each piece of apparatus, are available in: **The Site Manager's Office**

## **ARRANGEMENT 12**

### **PREMISES and GROUNDS, and CONTRACTORS**

Responsibility for ensuring that the premises and grounds are safe for use ultimately rests with the Governors and the Headteacher. However, the duty to ensure that regular inspections are carried out is delegated by them to members of staff.

An inspection of individual work areas (classrooms etc) will be carried out by the teacher in charge of that area. Every work area must be checked at the start of each day before pupils are allowed to enter, and any hazards dealt with immediately. Where a hazard cannot be adequately removed, the Headteacher should be informed, the area secured, and alternative arrangements made for accommodating the affected pupils.

Termly inspections of the whole school (including the grounds) will be made as detailed in Arrangement 10 by the Health and Safety Committee, the Governors and the Headteacher. **The Site Manager** is responsible for making arrangements with contractors.

Arrangements for security will be discussed with contractors before they start work, and detailed in their contracts. Risk assessments will be required from all contractors in advance of work commencing, and adequate insurance cover will be verified.

All building and maintenance works must be adequately secured (e.g. by Herras fencing) to prevent any access by pupils or other unauthorised persons.

Contractors will be required to sign in on arrival, and will be provided with relevant health and safety details. These will include arrangements for first aid, evacuation, vehicle parking and movement, no smoking rules, and advice on school activities which might give rise to risk to the contractors.

**Asbestos arrangements** must be notified to all contractors who may disturb asbestos containing materials, as detailed in Arrangement 15.

Contractors vehicles accessing the school grounds will only be allowed to do so outside of the beginning and end of the school day.

## **ARRANGEMENT 13**

### **VEHICLE MOVEMENTS**

No private vehicles are allowed to be brought onto school grounds, other than on designated roadways (i.e. the drive and car parks).

Parents and guardians are reminded every term that the safety of all the pupils (including their own) whilst on and around the school is their own responsibility when delivering or collecting them. Any parent or staff member deemed to be putting children at risk by their driving on, or immediately outside, the school premises will be advised verbally in the first instance, followed by a written notice if they persist. Should a third instance of unsafe driving (or parking) occur, the school will consider excluding the driver from bringing a vehicle beyond the gates.

All delivery vehicles will be asked to avoid calling at the beginning and end of the school day whenever possible. It is recognised that it is not possible for the school to totally control their arrival times, but every effort will be made to minimise vehicle movements at times when pupils will be liable to be on the roadway and car parks.

There are occasions when contractors need to bring vehicles onto the grounds. All contracts will state that the vehicles not on the driveway or car parks must be stationary at any times when pupils are outside. Arrival and departure times will be controlled to avoid the beginning and end of the school day.

Pupils are not permitted to cross the driveway or car parks, other than when being delivered or collected. Where a school activity necessitates pupils using these areas, adequate supervision in accordance with risk assessment will be provided.

## **ARRANGEMENT 14**

### **OUT of SCHOOL VISITS and ACTIVITIES**

- All out of school visits and activities are run according to current best practice and advice.
- The RBKC document 'Guidelines and Code of Practice for Off-site Activities' is used at the school, and all visits and activities that take place off the school premises must be organised according to the requirements of the document.
- All out of school visits and activities must be authorised by the Headteacher at the planning stage. The Headteacher is responsible for ensuring that all necessary documentation (e.g. emergency contact details, medical notes, parental consents etc) is completed before any school party leaves.
- Wherever practicable, leaders of groups must visit the site of a planned visit well in advance.
- Risk assessments, insurance cover details, and details of health and safety arrangements will be obtained by group leaders from the management of the intended visit site.
- Group leaders will prepare full risk assessments for every off-site visit. Where a visit is a regular event (e.g. weekly swimming pool trip), a 'generic' assessment can be made – there is no need to do a separate one every time unless there are specific factors which vary and which will affect the assessment.
- All group leaders will ensure that they have a mobile phone, or other means of contacting the school, for use in case of an emergency.
- All coaches used for school trips will be fitted with seat belts, and staff will ensure that all pupils are securely belted in before allowing the driver to move away.

**NOTE – arrangements for approval of school visits are changing from May1st – the EVOLVE on-line system will be used from that date. Further information will be provided in advance of the start date.**

## **ARRANGEMENT 15**

### **ASBESTOS**

The Establishment's Authorising Officer for any work involving the fabric of the building (where there may be asbestos containing materials present) is **The Headteacher**  
The premises asbestos log is kept in **The Site Manager's Office**

Any damage to materials known or suspected to contain asbestos should be reported to **The Headteacher**

who will contact                      NA      on                      NA

Any contractor who is suspected to be carrying out unauthorised work on the fabric of the building should be reported to **The Headteacher**

Under no circumstances must staff carry out work however minor to the fabric of the building unless it has been approved by an Authorising Officer

**Please note that even drilling a hole or pushing a drawing pin into asbestos containing materials may result in the release of fibres into the air.**