

## **Health and Safety Policy**

### **St Francis Catholic Primary School Mission Statement**

*St Francis Catholic Primary School exists to help the parents of this area to bring up their children in the Catholic Faith in the context of a good education. It is central to our mission that every child matters as a unique gift from God. As a Christian community we aim to develop the whole child within an ethos of faith, love, care and respect. Our mission is to provide high quality:*

- Catholic teaching and learning*
- Catholic worship*
- Education delivered by inspirational staff*
- Opportunities that encourage all to become independent and responsible*

*The school is commissioned to do this by the Trustees of the Catholic Archdiocese of Southwark in the parish of Peckham in partnership with the Local Authority, Southwark.*

### **Statement of Policy**

*The governing Body of St Francis Catholic Primary School recognises its responsibilities under the Health and Safety at Work etc, Act 1974 to ensure that adequate arrangements are in place to secure, as far as is reasonably practicable the health safety and welfare of pupils, staff and others using or visiting the premises or participating in school sponsored activities. The Governors will actively work with the head teachers and staff to identify hazards, assess the risks and where these cannot be removed ensure that they are adequately controlled.*

### **Responsibilities and Organisation for managing Health and Safety**

#### **2.1 The Governing Body**

*The responsibility for ensuring that health and safety procedures within the school are adequate rests with the governing body. The Governors will ensure that all necessary procedures are devised, implemented, monitored and reviewed to ensure compliance with these procedures and that they remain appropriate.*

*In particular to:*

- ensure that the school has a current health and safety policy.*
- Ensure that the school complies with the Council's health and safety policies, both in schools and on all school activities.*
- have in place procedures to identify hazards, evaluate risk and implement control measures.*
- create management arrangements for health and safety and periodically monitor its effectiveness.*
- Ensure that an annual audit and inspection is carried out by a qualified person.*
- ensure that a governor attends any health and safety briefings held by the LEA.*
- have health and safety on the agenda at Governing Body meetings.*
- ensure that adequate resources are made available for health and safety. This includes time as well as financial resources.*
- ensure the Headteachers, as the Key Managers for health and safety, carry out the appropriate responsibilities.*

#### **2.2 Headteachers**

*The Headteachers, as Key Managers, are responsible for the day to day running of the school and putting the health and safety policy into effect. The Headteachers will assist in the development and maintenance of safe conditions for staff pupils, visitors and anyone using the premises. The Headteachers will in particular:*

- *be satisfied that effective arrangements are in place to ensure that health, safety and welfare of all users of the premises.*
- *ensure that termly health and safety inspections are carried out.*
- *Ensure that the emergency evacuation procedure is practised, at least once a term and that results are documented.*
- *arrange for risk assessments to be carried out by a competent person.*
- *Put into effect any remedial measures or refer as necessary to the Governors or the LEA.*
- *Consult with members of staff on health and safety matters, particularly any accredited staff safety representatives.*
- *Appoint an Educational Visits Coordinator, from school staff, to advise and coordinate external school visits.*
- *Attend health and safety briefings and training arranged by the LEA.*
- *Report regularly on health and safety matters to the Governing Body.*
- *Ensure that competent contractors are appointed and to monitor their on site safe working practices.*

### **2.3 Staff**

*Staff will familiarise themselves with all safety legislation, codes of practice and guidance relevant to their area of responsibility. As part of their day to day responsibility they will ensure that:*

- *Risk assessments are in place for all activities.*
- *Safe working methods are in place.*
- *Supervision is adequate and training needs met.*
- *Termly health and safety inspections are carried out.*
- *Safety requirements for plant, machinery and equipment are in place and are adequate.*
- *Suitable Personal Protective Equipment is available, in good condition and is used and stored correctly.*
- *Standards of health and safety are monitored and appropriate remedial action is taken when required*

### **2.4 Educational Visits coordinator**

*The Educational Visits Coordinator for the school is Mrs Jackie Swain. She is responsible for:*

- *Liaising with the Governors, through the Education Health and Safety Manager, to ensure that educational visits meet the Governors requirements.*
- *Ensuring a suitable and sufficient risk assessment is carried out for all educational visits carried out by the school.*
- *Undertakes the functions outlines in the DfES publication “Health and Safety of Pupils on Educational Visits”*

### **2.5 Premises Manager**

*The Premises Manager has particular responsibility for security and premises related issues and will:*

- *cooperate with the Head Teachers and ensure that they effectively monitor the condition of the premises.*
- *report defects and monitor that appropriate remedial action is taken.*
- *Test the fire alarm system weekly and record the findings.*

### **2.6 All Staff**

*Members of staff also have health and safety responsibilities. Staff will therefore be required to:*

- *take reasonable care of their own health and safety and that of anyone else who may be affected by what they do or fail to do.*
- *Cooperate with all health and safety arrangements.*
- *Report any defects or other health and safety matter that they are aware of.*
- *Correctly use equipment, tools and protective devices, including Personal Protective Equipment*

### *Part 3 Arrangements for managing Health and Safety*

#### *3.1 Risk Assessment*

*Risk Assessments are carried out once a term by the Premises Manager and the Link Governor for Health and Safety. Findings are documented and fed back to the Premises Committee.*

*The Head Teachers will ensure that a Risk Assessment is carried out for the premises. The Assessment will be used to identify Health and Safety hazards and ensure that where they cannot be eliminated the associated risks are reduced or otherwise adequately controlled.*

#### *3.2 Fire Precautions*

*The school has a contract for the maintenance of the Fire Alarm System and Fire Fighting Equipment.*

#### *3.3 Accidents, incidents and Dangerous Occurrences*

*All will be recorded and reported in accordance with the Authority's Policy. The Pupil Accident Book, Employee Accident Book (B1 510) AND HS1, HS3, Report Forms are kept in the Main Administration Office.*

*When a serious accident occurs, it is important that the accident site is left untouched until advice is obtained from the Authority's Health and Safety Unit.*

*Copies of recorded incidents will be sent to the Health and Safety Team at Southwark Council, Health and Safety Unit, 160 Tooley Street, London, SE1. 5LX.*

#### *3.4 First Aid*

*Headteachers, in conjunction with the premises manager, for all locations will undertake an assessment to determine an adequate and appropriate level of first aid provision.*

*Based on the assessment, headteachers will ensure that:*

- There are an adequate number of trained first aiders and that there are clear arrangements in place to contact them in the event of first aid being needed.*
- Adequate equipment and facilities (e.g. first aid boxes) are readily available at all times.*
- Clear arrangements are in place to contact the emergency medical services.*
- All staff are informed of the arrangements.*

#### *3.5 Communication*

*All Staff are made aware of communication channels within the school and within the Authority for Health and Safety. The Head Teachers will ensure that all Health and Safety guidance and advice is kept together in the Safety file in a place that is easily accessible to all the staff. All such advice is communicated to staff where relevant.*

#### *3.6 Staff consultation*

*The Governing Body and Head Teachers recognise the valuable contribution to Health and Safety that can be made from all Staff.*

### 3.7 Health and Safety Committee

Health & Safety is an agenda item at every Key Stage meeting and reported back to Senior Leadership Team. Findings are reported to the Premises Committee of the Governing Body.

### 3.8 Safety Practices

Guidance issued by The Health and Safety Executive, DfE and Local Authority will be incorporated into the School's Procedures. These arrangements will be discussed by the appropriate Committee and any significant issues relayed to relevant staff.

### 3.9 Educational Visits

Any organised visit involving pupils that occurs away from a school is termed an external visit. These visits must be authorised by the Head Teachers at the school, who must ensure:

- That a risk assessment is carried out for the visit, identifying all measures necessary to control the risks identified.
- That department of further education (DfE) guidance is followed in arranging the visit.
- The outdoor visits adviser (the department's Health and Safety Manager) is informed in advance of the visit.
- Details of any possible emergency are identified and the actions necessary to resolve the emergency are detailed.
- Sufficient supervision by competent people is available.

The DfE guidelines and advice are available from the Children's Services Health and Safety manager or from the DfE website.

### 3.10 Contractors

Contractors have a legal responsibility to ensure that they carry out their work in a manner that ensures, so far as is reasonably practicable, the Health, Safety and Welfare of themselves and anyone else who may be affected by their acts or omissions. They will, as visitors to the premises, be entitled not to be put at risk by circumstances relating to the premises that are outside their control. The Head Teacher will therefore ensure that where Contractors are appointed directly by the school:-

- (a) Contract Meetings are held to agree Health and Safety measures prior to works commencing and during the project.
- (b) Contractors are advised of any Health and Safety related issues or circumstances that may adversely affect their Health and Safety whilst on the premises.

### 3.11 Stress

Headteachers must:

- Be aware of the symptoms of stress.
- Assess working arrangements to identify any that are likely to cause stress.
- Implement measures to reduce stress.

### 3.12 PPE

All employees are required to wear footwear and clothing that is appropriate to the nature of their work.

Where the need for Personal Protective Equipment (PPE) has been identified as required by risk assessment, the headteachers responsible for the work area will ensure that:

- The PPE selected is appropriate to protect the wearer from the hazards.
- The PPE is compatible with other items of PPE and is comfortable to use.
- The PPE is used.
- The PPE is maintained and cleaned to ensure effective use.
- Appropriate storage is provided for equipment when not in use.
- Sufficient stock of PPE is provided to protect staff and any visitors to the area.
- Staff are trained in the use of PPE.