

# St Thomas' CE Primary School

## Health and Safety Policy Statement

### November 2016/17

#### 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 Head teacher will:

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

#### 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 Head teacher, 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 Head teacher:

The Head teacher 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 Premises Committee**

The Premises Committee is responsible for:

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

### **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 Head teacher 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 office or site manager any serious or immediate danger;
- Report immediately to the head teacher any shortcomings in the arrangements for health and safety;
- Ensure 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 1**

<b>FIRE EVACUATION AND OTHER EMERGENCY ARRANGEMENTS</b>
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There are written emergency procedures covering a range of hazardous situations:

fire, gas leaks, severe weather, electrical faults. These documents are located in:

MAIN OFFICE

- In the event of a fire alert/alarm **ALL STAFF** will evacuate pupils/others to the designated assembly point;
- **SITE MANAGER  
OFFICE STAFF** 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 the event, the Head teacher should telephone the Chair of Governors and advise him/her of the situation;
- Fire drills will be undertaken termly, arranged by the Head teacher and a record kept in the Fire Record Book;
- Regular inspections of the premises and grounds 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:

SITE MANAGERS OFFICE

- Emergency procedures for dealing with incidents outside normal working hours are held by **SITE MANAGER**
- These procedures will be reviewed annually in **The Autumn Term**

**MAINTENANCE OF EMERGENCY EQUIPMENT**

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

**TESTING OF THE FIRE ALARM**

The fire alarm will be tested weekly, normally on a Monday morning by

SITE MANAGER

A record of the tests will be kept in the Fire Record Book

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

<b>Name</b>	Hentland ltd
<b>Telephone</b>	0800 389 7930

**INSPECTION OF FIRE FIGHTING EQUIPMENT**

The School's contractor, currently : Hentland LTD  
undertakes an annual maintenance service of all extinguishers.

SITE MANAGER is responsible for checking that this has been done.

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

**SMOKE DETECTION AND EMERGENCY LIGHTING SYSTEMS**

These systems will be checked annually by

SITE MANAGER / EMPIRE SPECIALIST SERVICES LTD/ OYLMPASS

Test records are kept in FIRE LOG / SITE LOG

<b>FIRST AID</b>
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**THE FOLLOWING STAFF ARE TRAINED TO FIRST AID AT WORK LEVEL: ADVANCED**

<b>Name</b>	<b>Certificate Expiry Date</b>
Christine De-Gallerie	08/06/2015
Ellie Douthwaite	18/10/2015
Adam Finch	23/02/2015
Lucia Marrafino	24/10/2015

**THE FOLLOWING STAFF HAVE BEEN TRAINED TO EMERGENCY AID LEVEL: BASIC**

<b>Name</b>	<b>Certificate Expiry Date</b>
Lena Stokes	05/11/2015
Sarah Barfield	05/11/2015
Jernersha Sawyers	05/11/2015
Debbie Lynam	05/11/2015
Ameera Aiteoakrim	05/11/2015
Susie Whittock	05/11/2015
Lorraine Sweet	05/11/2015
Jackie Stanley	05/11/2015

The Head teacher will ensure that First Aiders have a current certificate and that new persons are trained should first aiders leave.

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

Main back office / Nursery class
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<b>SITE MANAGER</b>
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will check that School vehicles are properly equipped with first aid boxes before they are used.

<b>CHRISTINE DE GALLERIE</b>
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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:

FIRST AID CUPBOARD In back office
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DETAILS OF CONTACT NUMBERS OF HOSPITAL ACCIDENT AND EMERGENCY DEPARTMENTS, AND OTHER MEDICAL SERVICES ARE DISPLAYED IN:

SCHOOL MAIN OFFICE

#### ARRANGEMENT 4

#### REPORTING PROCEDURES

Staff must report all accidents, incidents, dangerous occurrences, violence incidents, verbal abuse and near misses to the Head teacher.

- “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 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.
- The Head teacher must 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 Head teacher to the Health and Safety Executive (HSE). A copy of the report containing the information given to the HSE will be sent to the school.
- Staff absences of 3 days or more, resulting from an accident must be reported immediately by the Head teacher to the Health and Safety Executive (HSE). A copy of the report containing the 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 Head teacher and obtain 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.
- 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.
- 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.

## ARRANGEMENT 6

### HEALTH AND SAFETY TRAINING

**SITE MANAGER / HEAD TEACHER/SENIOR FIRST AIDER** 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 SITE MANAGER / HEAD TEACHER

to be responsible for coordinating 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.

<b>EQUIPMENT</b>	<b>RESPONSIBLE PERSON (who can assess risk)</b>	<b>AUTHORISED USERS OF THE EQUIPMENT</b>	<b>AUTHORISED PERSON FOR INSPECTION AND REPAIR</b>	<b>INSPECTION PERIOD (termly annually etc,)</b>
Access equipment e.g. ladders, mobile access platform	SITE MANAGER	SITE MANAGER CONTRACTOR	CONTRACTOR	YEARLY
Caretaking/cleaning equipment including hand tools	SITE MANAGER	SITE MANAGER CLEANERS	CONTRACTOR WETTONS	YEARLY
Grounds maintenance equipment (not kept on site)	SITE MANAGER	SITE MANAGER CONTRACTOR	CONTRACTOR	YEARLY
PE and play equipment	SITE MANAGER	SITE MANAGER TRAINED STAFF	CONTRACTOR	YEARLY
Technology Equipment	SITE MANAGER	SITE MANAGER TRAINED STAFF	CONTRACTOR	YEARLY
Art and Design Equipment	SITE MANAGER	SITE MANAGER TRAINED STAFF	SITE MANAGER	YEARLY
Stage Lighting, Staging, Seating	CONTRACTOR	SITE MANAGER	SITE MANAGER CONTRACTOR	YEARLY
Portable electrical equipment	SITE MANAGER	SITE MANAGER TRAINED STAFF	CONTRACTOR	YEARLY

N.B. Copies of this list should be prominently sited so staff can refer to it.

## ARRANGEMENT 8

### FLAMMABLE AND HAZARDOUS SUBSTANCES

Inventories of flammable and hazardous substances and risk assessments for their use are maintained by

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 given on the posters 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

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

SITE MANAGER

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

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

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 other factors which 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

<b>HEALTH AND SAFETY INSPECTIONS</b>
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The Finance and Resources Committee will undertake a premises inspection at least once each term.

The Committee members are:

Sarah Bouette Adrian Jones Ian McDonald Ros Sacher Fr Reg Bushau Nicholas Beyts Fr Michael Miller Lida Cepuch
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A written report for each inspection will be prepared, and copies given to the Head teacher.

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

Governors, and the Head teacher, should ensure that they make termly inspections. They should accompany the Health and Safety Committee whenever possible on inspections, in order to simplify the process and aid consistency.

## 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 Head teacher 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

RISK ASSESMENT LOG

## 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 Head teacher. 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 Head teacher and site manager 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 and the Governors and Head teacher.

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.

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

**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 the driveway and car park is their own responsibility when delivering or collecting them. Any parent deemed to be putting children at risk by their driving on 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 driveway.

There are occasions when contractors vehicles need to bring vehicles onto the grounds. All contracts will state that the vehicles must be stationary at any times when pupils are outside in the area. 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 carparks, 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.

**OUT of SCHOOL VISITS and  
ACTIVITIES**

- All out of school visits and activities are run according to current best practice and advice.
- All out of school visits and activities must be authorised by the Head teacher at the planning stage. The Head teacher 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.