

St James' Catholic Primary School



Health & Safety Policy

STATEMENT OF INTENT

The school's Governing Body and Senior Management Team recognise and accept their responsibilities for health and safety both under civil and criminal law and also under the Services to People's directorate scheme of delegation for local management of schools.

As responsible employers and/or persons in control of premises, the requirement to provide, so far as is reasonably practicable, a safe and healthy working environment for all employees, visitors and pupils is acknowledged.

In doing so, the school will expect all staff, parents, pupils and visitors to abide by the requirements of this policy.

In compliance with the Health and Safety at Work etc. Act 1974, this schools Governing Body will ensure so far as is reasonably practicable that:

- The premises are maintained in a safe condition.
- Safe access to and egress from the premises is sustained.
- All plant and equipment are safe to use.
- Appropriate safe systems of work exist and are adhered to.
- Sufficient information, instruction, training and supervision are available and provided.

The Governing Body will ensure through the Senior Management Team that adequate resources are set aside from the total budget allocation for the policy statement to be properly implemented.

Consultation with employee representatives will be held as and when appropriate on all matters affecting the health and/or safety of employees concerned.

This policy statement together with the organisational structure and the following arrangements and procedures will be reviewed annually.

In addition to this general health and safety policy the school has a number of policies which relate directly to specific areas of health and safety.

Mark Woolley

Kevin Toms

Signature:

Signature:

Date:

Date:

Headteacher

Chair of Governors

1.0 ORGANISATION AND RESPONSIBILITIES

School level duties and responsibilities have been assigned to staff and governors as detailed below.

Responsibilities of the Governing Body

The Governing Body are responsible for health and safety matters at a local level including but not restricted to:

- Ensuring adherence to the local authority health and safety policy, procedures and standards.
- Formulating a health and safety statement detailing the responsibilities for ensuring health and safety within the establishment.
- Reviewing the establishment's health and safety policy annually and implementing new arrangements where necessary.
- Monitoring, reviewing and evaluating the school's health and safety performance.
- Providing appropriate resources within the establishment's budget to meet statutory requirements and the local authority health and safety policy, procedures and standards.
- Receiving from the Head Teacher or other nominated member of staff reports on health and safety matters and reporting to the local authority, or other body as necessary, any hazards which the establishment is unable to rectify from its own budget.
- Seeking specialist advice on health and safety which the establishment may not feel competent to deal with.
- Promoting a positive health and safety culture and high standards of health and safety within the establishment via the nomination of a named health and safety governor.
- Working with the Diocese of Shrewsbury to ensure that when awarding contracts health and safety is included in specifications and contract conditions and takes account of local authority policy and procedures.

NOMINATED HEALTH AND SAFETY GOVERNOR:

Peter O Keefe

Responsibilities of the Head Teacher

Overall responsibility for the day to day management of health and safety in accordance with the Local Authority's and Diocesan health and safety policy and procedures via the governing body rests with the Headteacher.

As manager of the establishment and of all the activities carried on within it, the Headteacher will advise Governors of the areas of health and safety concern which may need to be addressed by the allocation of funds.

The Head Teacher has responsibility for:

- Co-operating with the Local Authority and governing body to enable health and safety policy and procedures to be implemented and complied with.
- Ensuring effective health and safety management arrangements are in place for carrying out regular inspections and risk assessments, implementing actions and submitting inspection reports to the governing body and Local Authority where necessary.
- Communicating the policy and other appropriate health and safety information to all relevant people including employees, visitors and contractors.
- Carrying out health and safety and accident investigations.
- Ensuring all staff are competent to carry out their roles and are provided with adequate information, instruction and training.
- Ensuring consultation arrangements are in place for staff and their trade union representatives (where appointed) and recognising the right of trade unions in the workplace to require a health and safety committee to be set up.
- Reporting to the Local Authority any hazards which cannot be rectified within the establishment's budget.
- Ensuring that the premises, plant and equipment are maintained in a serviceable condition.
- Monitoring purchasing and contracting procedures to ensure compliance with local authority policy.

HEADTEACHER: Mark Woolley

The Headteacher may choose to delegate certain tasks to other members of staff. It is clearly understood by everyone concerned that the delegation of certain duties will not relieve the Head Teacher from the overall day to day responsibilities for health and safety within the establishment.

Responsibilities of Employees

Under the Health and Safety at work etc. Act 1974 all employees have general health and safety responsibilities. Staff must be aware that they are obliged to take care of their own health and safety whilst at work along with that of others who may be affected by their actions.

All employees have responsibility to:

- Take reasonable care for the health and safety of themselves and others in undertaking their work.
- Comply with the school's health and safety policy and procedures at all times.
- Report all accidents and incidents in line with the reporting procedure.
- Co-operate with school management on all matters relating to health and safety.
- Not to intentionally interfere with or misuse any equipment or fittings provided in the interests of health, safety and welfare.
- Report all defects in condition of premises or equipment and any health and safety concerns immediately to their Line Manager or **Sophie Glynn (Business Manager)** and this will be recorded on the maintenance log spreadsheet. Sophie Glynn will liaise
- Report immediately to their Line Manager any shortcomings in the arrangements for health and safety.
- Ensure that they only use equipment or machinery that they are competent/have been trained to use.
- Make use of all necessary control measures and personal protective equipment provided for safety or health reasons.

2.0 POLICY REVIEW

The Head Teacher/individual with delegated responsibility for health and safety will undertake the necessary arrangements for procedures to be examined and workplaces to be inspected to ensure that precautions remain suitable and sufficient by conducting a whole school Annual Risk Assessment and Safety Review. Feedback from this process will be referred to the Governing Body.

Governors are required to take steps to ensure that they are kept informed of Tameside Metropolitan Borough Council's advice and guidance on health and safety matters.

Health and safety is a regular, termly, item on the agenda at the **Finance, Personnel, Premises, Health and Safety (Full Governors)**

The health and safety policy is reviewed on an annual basis by the Headteacher and any changes considered/approved by governors.

The policy is communicated/made available to all staff annually at **Health and Safety Staff Meetings**.

Staff are advised on the health and safety policy during the induction process.

3.0 SCHOOL HEALTH & SAFETY COMMITTEES

School Governance Arrangements

The Governing Body has an oversight of on-going health and safety issues on a termly basis at a full governing body meeting. The following standing Agenda items are discussed: Site Management Risk Assessment, Review of Policies and Procedures. This includes a report from a premises walk by Kevin Toms and Peter O'Keefe.

Any inspections, audits or incidents, policy or practice changes are reported and signed off by the Chair of Governors and Headteacher as an evidential audit trail which can be used by the school if any incident should occur.

4.0 Arrangements

a) Competent Person(s)

The school gets their competent health and safety advice from: **Jennifer Draper, Health and Safety Officer, Tameside MBC**

b) Fire

The school will ensure that a fire evacuation drill is completed at least once per term and will record the date, time taken to evacuate and any other relevant details in the fire log.

The fire log will be kept up to date with entries for weekly fire alarm checks and fire door (means of escape) checks, monthly emergency lighting checks and fire extinguisher checks and any contractor visits or false alarms.

Arrangements are in place for evacuating disabled people (a personal emergency evacuation plan PEEP).

The Headteacher/governing body will ensure a fire risk assessment is completed and reviewed at least bi annually or more frequently if there is a significant change to the building or number/types of pupils.

All staff are responsible for ensuring that pupils and visitors evacuate in an orderly and timely fashion in the event of the alarm sounding.

All staff are responsible for ensuring evacuation routes and doors are kept clear at all times.

For further details please see the school's fire procedures.

c) Accident Reporting Procedure

The school reports in accordance with the Local Authorities accident/incident reporting procedure, which requires employees to report accidents, violent incidents, dangerous occurrences, and near misses using TMBC's accident report form.

Additionally, a list of serious incidents/accidents (including all head injuries) will be logged at the back of this policy (see appendix 1).

School accident reports are monitored for trends on a termly and annual basis and a report made to the Governors at the next scheduled meeting.

The Headteacher, or their nominee, investigates accidents and takes remedial steps to avoid similar instances recurring.

Any accidents reportable to the HSE under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR) will be completed using the HSE's on line reporting system.

<http://www.hse.gov.uk/riddor/>

Responsibility for RIDDOR reporting lies with: **Tameside MBC Health and Safety Team**

d) Administering of Medicines

The school follows DfES guidance on the dispensing of medicines within school.

Records of administration will be kept by: **Paula Boyce, Office Manager**

See also the Managing Medical Conditions Policy.

e) First Aid

An up to date list of all first aiders is displayed on the Health and Safety Board in the Main Office. In school we have staff who are either trained in Paediatric First Aid (P) or a more general First Aid at Work (FAW).

The appointed first aiders are:

- Paula Boyce (FAW)
- Lucy Snarr (FAW)
- Anne Marie Kinder (P)
- Jennifer Malone (P)
- Amanda Collins (FAW)
- Suzanne Slawson (FAW)
- Mark Woolley (FAW)
- Vicky Bullen (FAW)
- Shahina Akther (P)
- Sophie Glynn (FAW)

First aid kits are located in every classroom by the sink and in the main office. Additional portable kits are located by the Year 5/6 external door. Staff on playground duty take these out with them and administer first aid. At lunch time, a First Aid Bay is located by the Year 5/6 external door. A member of the lunchtime staff is positioned here. Children may be taken to the First Aid Bay, if their injury can not be treated outside. Further advice and treatment are also available from the main office.

Portable kits are also available for off-site trips and visits.

Staff providing First Aid, complete a First Aid slip for children to take home for their parents. If the incident involves a head injury, a slip will be completed followed up with a phone call or conversation with the child's parent. Serious injuries will be recorded in appendix 1.

f) Medical Conditions/Health Care Plans

The Office Manager is responsible for collecting information and managing pupils with specific medical condition such as allergies. These are recorded in a file (found in the Main Office). The Office Manager liaises with the Kitchen Staff regarding any allergies and photographs of the children are displayed in the kitchen. Photos of pupils and staff with medical conditions and allergies are displayed in the staffroom.

Health care plans are in place for those pupils with complex medical needs e.g. chronic or ongoing medical conditions. The plans are reviewed annually by **Anne Marie Kinder and Lena Chapman SENCOS**.

g) Display Screen Equipment (DSE)

The duties under the Display Screen Equipment Regulations 1992 require the employer to assess the risks to the health and safety of its employees from the use of DSE.

All staff who habitually use computers as a significant part of their normal work (continuous or near continuous spells of an hour at a time) will be asked, in the first instance, to complete a DSE Self-Assessment.

h) Training

The Headteacher will ensure that all staff have suitable and sufficient training to complete the tasks required of them.

All members of staff, as part of their Induction to the school, will receive training on the requirements of this policy.

The school will ensure that all training is recorded and refresher training is completed where required.

i) Managing Contractors

The school-based person appointed to liaise and monitor contractors on site is: **Sophie Glynn**

Atkins, for the Diocese and the school will ensure that pre-qualification checks are carried to verify the contractor has the appropriate insurances and competencies to carry out the works.

j) Asbestos

Asbestos Responsible Person: **Mark Woolley Headteacher and Sophie Glynn Business Manager**

The Asbestos Responsible Person has received Asbestos Awareness Training delivered by Tameside (February 2025)

The Asbestos Responsible Person will ensure that:

- The asbestos register is maintained and that any changes are recorded and notified to the authority.
- Any person undertaking works on the site are shown the asbestos register and complete an asbestos permit to work.
- An annual visual inspection of asbestos containing materials on site is conducted and is recorded in the asbestos log.

The Asbestos Register is held **in the Main Office**.

k) Electrical Installations

Arrangements are in place for the testing of fixed wiring and fixed appliances by competent electrical engineers.

l) Portable Electrical Appliances

The school will have all portable appliances inspected and tested by a competent person as per the schedule in the appendices.

All staff will visually inspect electrical equipment before use for obvious defects.

Personal items of electrical equipment will need permission from the headteacher and to be PAT tested before they are brought into school for use by staff or pupils.

m) Control of Substances Hazardous to Health (COSHH)

All substances which may be considered hazardous to health must have been assessed (except in Science – these are covered by CLEAPSS hazards).

A copy of the health and safety data sheet and COSHH assessment will be available in the location where the chemicals are used/stored, the Site Manager's Office.

Any person using these chemicals must ensure they have seen and follow the information given on the COSHH assessment (including the wearing of any identified PPE).

Staff must not bring any hazardous chemical onto the school site unless prior permission has been sought and a COSHH assessment has been completed.

n) Legionella

The school has a legionella risk assessment which is held in the Main Office

The Headteacher is responsible for ensuring that any monthly temperature checks are completed by EWS and the weekly flushing records are completed.

o) Health and Safety Monitoring and Inspections

Regular visual inspections of the site and installations, from which defects are documented, is carried out by the **Site Manager**. A list of tasks for the Site Manager will be set including: **daily tasks** (e.g. ensure all fire escapes are clear and unlocked); **weekly tasks** (e.g. check forest school area is safe to use and is litter free); **monthly tasks** (e.g. audit and log any major maintenance tasks); **termly tasks** (e.g. prune trees; annual task e.g. inspect roof).

A general inspection of the site, which is documented, is carried out termly by the **Headteacher and Health and Safety Governor**.

The Health and Safety Governor will undertake an inspection of the premises and safety management systems on an annual basis and report back to both the relevant sub-committee and full governing body meetings.

An annual Health & Safety Audit will be completed by a Tameside LEA Health and Safety Officer.

p) Manual Handling

The school completes risk assessments on any significant manual handling tasks.

Employees who complete manual handling tasks will have suitable and sufficient training. Where employees are required to lift pupils they will receive training in appropriate moving and handling techniques along with training in the use of any specific equipment they may be required to use, such as hoists and slings.

q) Lone Working

Staff are encouraged not to work alone in school. Where lone working is deemed necessary it is risk assessed and monitoring systems put in place.

r) Offsite Visits

The school follows TMBC's Educational Visits and Activities Guidance, with reference to OEAP National Guidance. Risk Assessments for over night residential trips will be sent to TMBC and approved by Governors.

s) Work Equipment

All work equipment will be purchased from a reputable supplier.

Before purchase the following considerations must be given:

- The installation requirements
- The suitability for purpose
- The positioning and or storage of the equipment
- Maintenance requirements (contracts and repairs)
- Training and use of the equipment.

Staff must not use new items of work equipment unless appropriate training has been given. A risk assessment must be completed for the work equipment, and staff using the equipment must have access to and comply with the risk assessment.

All plant and equipment requiring statutory inspection, testing and maintenance, (for example steam boilers, pressure cookers, lifting equipment, local exhaust ventilation) will be inspected by an approved contractor (if the school does not use an approved contractor, it will ensure a competent contractor is used).

Any personal protective equipment (PPE) required for the use of work equipment will be supplied free of charge by the school. All employees must wear the PPE when operating such equipment.

t) Risk Assessments

Risk assessments are completed for any significant risks. These cover curriculum-based activities in school, school visits and the running of the school building and grounds

Responsibility for ensuring risk assessments are completed lies with **Sophie Glynn, Business Manager**.

Risk Assessments are held centrally in the Health and Safety File in the Headteacher's office and are available for all staff to view.

These risk assessments are working documents and will be viewed by staff carrying out the activity.

Risk Assessments will be reviewed on an annual basis or whenever there is a significant change to the activity/task /personnel or following an accident.

Specific risk assessments relating to individuals, e.g. staff member or young person/pupil are held on that person's file and will be undertaken by their line manager or teacher as required.

u) Work at Height

When working at height (including accessing storage or putting up displays) appropriate stepladders or kick stools are to be used. Staff must not climb onto chairs etc.

Staff must not use access equipment unless appropriate training has been given. A risk assessment must be completed for the access equipment or task, and staff using the equipment must have access to and comply with the risk assessment.

The access equipment should be visually checked before each use. An inventory is required for all access equipment, with a formal written 6-monthly check (tower scaffolds require specialist and more frequent checks)

Appendix 1

Head Injuries/Serious Incidents Record

Child's Name	Date	Details of Injury	First Aid Provided	Other Treatment Required	Parents Informed

