

St Anne's Catholic Primary School

'Christ's light shines through our learning'

Health and Safety Policy



INTRODUCTION

As outlined in section 2 (3) of the Health and Safety at Work Act 1974, employers have a duty to prepare a written policy statement with respect to the health and safety at work of employees. Sections 3 and 4 of the Act places additional duties in respect of safeguarding the health and safety of others who may be affected by their undertaking (e.g. pupils, visitors, contractors).

In St Anne's, we have carefully considered and analysed the impact of this policy on equality and the possible implications for pupils with protected characteristics, as part of our commitment to meet the Public Sector Equality Duty requirement to have due regard to the need to eliminate discrimination, advance equality of opportunity and foster good relationships.

The policy is in three main parts:

- The statement which is the commitment of the governors to ensure a safe and healthy place of work, and to employ safe systems of work.
- The organisation for implementing the policy, including allocation of functions to individuals.
- The arrangements for carrying out the functions allocated to individuals and monitoring the effectiveness of the policy.

1.0 STATEMENT OF POLICY

This is the health and safety policy of ST ANNE'S CATHOLIC PRIMARY SCHOOL which should be read in conjunction with the health and safety policies of Wrexham LA and Wrexham County Borough Council.

The governing body is committed to ensuring a high standard of health, safety and welfare for all staff, pupils, visitors and contractors, by ensuring the following -

- a) A healthy and safe environment throughout the school.
- b) Arrangements to ensure that no person is adversely affected by unsafe working practices, unsafe articles, unsafe substances or unsafe machine used in school.
- c) Provision and dissemination of health and safety information which is received from the LEA and other sources.
- d) The provision of adequate health and safety training to all employees.
- e) Safe means of access and egress.

- f) Adequate welfare facilities for all staff.
- g) Procedures for emergencies such as fire, first aid and other school related incidents.
- h) Monitoring of health and safety standards in the school, together with a review of accident/near miss statistics.
- i) Access to specialist help with references to health and safety matters (LA).
- j) Encouragement for staff to participate in the promotion of health and safety standards in the school (promotion of joint consultation).
- k) This policy will be reviewed and updated as appropriate.

2.0 ORGANISATIONAL STRUCTURE

As previously mentioned the Health and Safety at Work Act 1974 places duties on employers to safeguard the health and welfare of employees and others, with regard to education. This duty falls onto the County Borough Council as the body corporate, with delegated responsibility to the Education Department - Local Authority (LA), and under Local Management of Schools (LMS), delegated responsibility to the Headteacher and Governing Body.

2.1 RESPONSIBILITIES OF SCHOOL GOVERNORS

Governors have duties and responsibilities under the Education Reform Act 1988 with regard to the control and overall effective management of the school. The responsibility for the day to day management of St Anne's Catholic Primary School is delegated under the Local Management of Schools scheme to Governors, Headteacher and staff, and for areas under their control they should comply with the LA's policies.

N.B. Health and Safety responsibilities will be viewed in the same light and as such liability remains with the LA, if with respect to this school's health and safety management the governing body as far as is reasonably practicable had complied with such policies. However should the governing body not comply with LA policy, the LA could in order to meet its statutory obligation under the Health and Safety at Work Act 1974 intervene in the health and safety management of the school.

Therefore the statutory responsibility for health and safety under LMS in St Anne's Catholic Primary School is shared between the LA and the School (Governing Body, Headteacher and staff).

2.2 RESPONSIBILITIES - HEADTEACHER -

The role of the Headteacher in St Anne's Catholic Primary School is to comply with LA policies with respect to her delegated responsibilities, liaise with and to prepare and implement local health and safety procedure for his/her area of control.

The Headteacher is responsible for the day to day management of the school, including health and safety management aspects such as risk management, which incorporates principles of risk assessment, accident prevention, fire precautions, provision of first aiders, etc.

Duties and responsibilities are defined as follows -

i) Gathering information and implementing at a local level current health and safety policy/guidelines and procedures produced by the LA (e.g. the requirement to carry out risk assessments for school activities in accordance with the Management of Health and Safety Regulations 1999).

ii) Ensuring that staff and others are given appropriate information, instruction and training where necessary in respect of health and safety, and are implementing safe working procedures at a local level.

iii) Ensuring that adequate resources (money, time) are made available for health and safety issues at a local level (in liaison with the School Governing Body - who have responsibility for delegated budgets for the school).

iv) Establish procedures within the school for the reporting of health and safety hazards, clearly detailing course of action to contact the appropriate body (e.g. Property Services) for remedial works.

v) To ensure that accident and incidents of violence reporting procedures are adhered to by school staff and that all accidents are recorded and reported whenever necessary in accordance with the LA procedure, in order to comply with requirements of legislation.

vi) To ensure adequate provision for first aid; the recommended number of trained first aiders, appointed persons, first aid boxes and supplies, etc. in accordance with LA guidance, and in order to comply with Health and Safety (First Aid) Regulations 1981.

vii) Establish emergency evacuation procedures at a local level, ensuring that all concerned (staff, pupils, visitors) are given the appropriate information and instruction.

viii) To ensure that all fire fighting equipment is in place and properly inspected and tested and that fire drills are carried out on a regular basis (at least once a term, and a fire log book is used to record data.

ix) Establish monitoring procedures to ensure compliance at all levels (all school staff, pupils) with LA policies, procedures and guidance and with local school site health and safety procedures.

x) To ensure that health and safety issues are discussed at School Governor Meetings, and appropriate action taken in respect of ensuring continuous compliance with LA policies, procedures and guidance.

xi) To request health and safety advice from health and safety professionals when there are areas of great concern, where a degree of expertise is required to ensure that staff and others are not put at risk.

xii) To ensure that all contractors on site liaise with the Headteacher and follow the Authority and LA guidance on the "Control of Contractors".

xiii) Ensure that the Headteacher participates in health and safety training courses arranged by the LA.

2.3 ADMINISTRATIVE STAFF

Administrative staff (including staff dealing with dinner monies) are responsible for implementing safe working procedures in respect of their activities at St Anne's Catholic Primary School which should comply with the LA policies, procedures and guidance as appropriate and with the school's health and safety procedures.

2.4 CARETAKER

The caretaker is responsible for ensuring that he implements safe working practice in respect of their activities on and around and St Anne's Catholic Primary School complies with LA policies, procedures and guidance as appropriate.

N.B. In general the caretaker's sphere of activities is quite broad and in some instances failure to implement safe working practises could affect all persons on the school site. Work activities including the changing of light fittings, external and internal maintenance, general labouring, security, movement of furniture, etc. are activities with a degree of risk and appropriate controlled measures should be taken to reduce risk, and to ensure that staff, pupils and visitors to St Anne's Catholic Primary School are safe and without risk.

2.5 GENERAL

This policy incorporates the aspects of the LA health and safety policy that are relevant to the school. However, the requirements of the LA policy should be regarded as minimum requirements.

After the joint consultative process of the school involving the school governors, the Head, school staff and trade union safety representatives and/or staff representatives, the governing body or a sub-committee of governors should ratify the policy.

The policy should address those matters over which the school has control, and cover local issues such as movement of traffic, provision of first aid, and emergency procedures.

Arrangements

This is the largest section of the policy, and details how the commitment given in the policy statement is to be carried out.

The governing body has to plan for the school to be able to implement health and safety policy by setting health and safety objectives and performance standards for their school.

The following is a list of arrangements from the LA policy, and these can be adopted to suit local needs. This list is not exhaustive, and can be added to if there are issues pertinent to the school. The LA policy will be reviewed and amended, as necessary and such amendments should then be reflected in the school policy.

The following is a list of arrangements which the governors of St Anne's Catholic Primary School will implement in order to ensure the health, safety and welfare of all staff, pupils, contractors and visitors as far as reasonably practicable.

Section 3 ARRANGEMENTS

Accident Reporting

- The school will ensure that all accidents, incidents of ill health and dangerous occurrences are reported in accordance with the LA Accident Reporting procedure.

Administration of Medication

- The school will comply fully with the LA policy / guidance on the "Administration of Medication".
- The Governors and Headteacher will produce a school safety policy on the administration of medication.
- The LA will monitor compliance.

Asbestos

- It is the responsibility of the County Borough Council to ensure a survey / risk assessment is carried out in each school.
- The school must hold a central register of asbestos and kept accessible at all times.
- The Headteacher is responsible for ensuring that reference is made to the register where the school commissions maintenance and repair works. The school secretary has a file in the office and shows it to the workman on site.
- Reference must be made to the LA guidance on managing asbestos.

Building / Premises defects

- The school will ensure that regular formal inspections of buildings, premises (including walls and fences) are undertaken and written records of defects noted and a programme for remedial measures drawn up.
- The school will maintain a defect book where all members of staff can enter defects noted. The defect book will be regularly monitored to ensure defects are remedied.

Particular matters requiring attention:

- School will ensure that all steps, stairs, and thoroughfare (hard-based areas and grassed areas) are maintained in a condition which is safe.
- Regular inspections of the school site will be carried out (defects noted and remedial measures put in place)
- Matters such as e.g. spillage / wet floors / trailing cables etc. must be identified and rectified.
- Maintenance regimes must ensure a standard of adequate lighting particular to stairwells, external steps etc.
- Arrangements will be in place for treating pedestrian thoroughfares when ice, snow, leaves, surface water etc. pose a slipping risk.
- The LEA will monitor for compliance.

Cleaning & the Use of Substances Hazardous to Health

- School will ensure that only approved cleaning materials are used and premises are kept in a clean, hygienic condition.
- All cleaning materials will be kept under locked storage.

Contractors

- Shown a copy of asbestos record when on site
- School will ensure that all small works commissioned by the school or otherwise will be monitored and liaison with the contractors by the school to ensure a safe interface between school and contractor.
- The school will refer any problems regarding health and safety of the works to the LA Safety Officer.
- Large-scale works will be undertaken under the control of the Property Services Department.
- The LA will monitor for compliance.

Design & Technology

- The schools will have a current edition of "Make It Safe" (NAAIDT) and will ensure full compliance with the document.

Display Screen Equipment

- The school will ensure full compliance with WCBC guidance.

Electricity

- The school will comply with the LA H&S policy on Electricity at Work and will periodically monitor compliance.
- School will ensure only "approved" appliances are used and a competent person carries out all repairs and maintenance.

Emergency Situations

- School must ensure that their emergency plan is current and that the plan is tailored to the specific school site.

Finger traps in doors and gates

- All doors / gates will be risk assessed and appropriate safeguards put in as necessary.

Fire

- The school will ensure a competent person (Property Services) has carried out a Fire Safety Risk Assessment.
- The school will action any shortfalls resulting from the Risk Assessment
- The school will ensure compliance with termly fire drills in accordance with LA guidance.

Lock Down

- The school will ensure that there is an explicit procedure for lockdown in the event of any serious breaches of security. All staff will be informed of the procedure and point of contact.

First Aid

- The schools first aid requirements are based on risk assessment, and include:
 - • Designated workplace First Aiders (names displayed on posters in school);
 - • Adequate numbers of suitably qualified staff providing first aid provision for pupils;
 - • Identified locations of first aid boxes with complete and "in date" contents;
 - • A designated area for medical emergencies near to, or containing, toilet, wash basin etc.;
 - • Travelling first aid kits are taken on educational visits.

If there are any concerns about a pupil's health or wellbeing, appropriate action will be taken dependent on the circumstances, e.g. contacting the emergency services or parents/carers to collect the pupil. If parents/carers cannot be contacted, a staff member will take the pupil to the nearest Accident and Emergency department.

Furniture / Equipment

- School will ensure that all new furniture is purchased in consultation with the LA Support Service staff to ensure compliance with the relevant British Standards etc.
- The School will ensure that formal checks are made on the condition of furniture / equipment and any defects found rectified / taken out of use.

Gas

Manually Operated Gas Boilers:

- The school will ensure in the event of flame failure, re-ignition must not be

attempted by the cleaner / caretaker but referred to Property Services / Competent Gas Engineer.

Other Gas Equipment:

- School will ensure that all gas equipment is regularly inspected by a competent engineer e.g. CORGI engineer as per LA policies.

Gas Leaks:

- The school will ensure that clear instructions are in place for the procedures to be taken in the event of a gas leak.

Glazing

- A glazing survey / risk assessment will be arranged through the LA and a programme put in place by Property Services.
- The school (in liaison with the LA) will attend to any shortfalls identified.

Hot Surfaces (Radiators, heaters, pipe-work etc.)

- All hot surfaces will be risk assessed in accordance with the Model Risk Assessment and appropriate safeguards put in place as necessary.

Inadequate Heating

- School will ensure compliance with temperature and ventilation requirements as prescribed in the Education (School Premises) Regulations 1999 and other relevant legislation.

Kitchen Safety / Hygiene

- School will ensure in liaison with Area Catering Supervisors that the kitchens are maintained in a safe and hygienic condition.

Manual Handling

- School will ensure that any problem areas (in relation to Manual handling) are risk assessed and appropriate control measures put in place. Further advice on the subject may be obtained from the Safety Officer and the model Risk Assessment for Primary schools.
- The LA will arrange for periodic training for caretakers / cleaners in charge re safe lifting practices.
- School will ensure that a Care Plan / Individual Action Plan is in place, which has

carefully risk assessed the moving and positioning of pupils and all the necessary control measures in place.

Out of School Visits

The school uses the EVOLVE online system for educational visits approval. WCBC Outdoor Learning and Educational Visits Advisor assesses and approves school visits involving adventurous activities, residential stays and trips abroad, as well as providing advice to the school.

Physical Education

- The school will ensure that all PE activities fully comply with the standard as set out in the current BAALPE (British Association of Advisers and Lecturers in Physical Education) Safe Practice in Physical Education Guidance, (Millennium Ed.) and that this be brought to the attention of all staff.
- These standards are generic in nature and the school will ensure that site conditions are taken into consideration during the Risk Assessment process.

Playground Equipment

- All playground equipment must be maintained to relevant British Standards and approved by the LA.
- A maintenance regime must be in place to ensure equipment is kept in a safe and serviceable condition (refer to model Risk Assessment for Primary schools).

Pregnant / Nursing mothers / staff undergoing I.V.F. (Invitro fertilisation treatment)

- The school will ensure that in the event of an employee notifying the headteacher of being pregnant or undergoing I.V.F. treatment a full pregnancy risk assessment will be undertaken and the necessary control measures put in place.

Science

- School must ensure full membership of CLEAPSS and is in receipt of all their information updates. (as per LA policy)
- School must ensure that they adhere to the standards as set out in the ASE guidance "Be Safe".
- In the event of a health and safety issue school should refer the matter to the Science Advisors CSS / Cynnal and/or the Safety Officer.

Smoking

- Schools will comply with the Authority and LA policy and meet requirements of any new legislative changes (e.g. Approved Code of Practice)

Stress

- Schools to comply with the advice and guidance package produced by the LA. Any specific problem regarding stress should be referred to the Staffing Office of the LA.

Swimming

- School must ensure that a copy of the Risk Assessment for pupils attending the local swimming baths has been obtained from the pool manager and that all relevant staff are aware of the division of responsibilities between the school and the pool staff.
- A copy of HSE document "Safety in Swimming Pools" is held by the Safety Officer.

Traffic on School Sites

- School must comply with the requirements of the LA Policy and compile a specific risk assessment on the management of traffic at the school site.
- School must ensure as a major component of the school policy a safe interface between vehicular traffic and pedestrians.

Vermin / pests on site

- Action to control vermin and pests must be in strict compliance with the requirements of the Model Risk Assessment.

Violence

- School will ensure that the information contained in the Authority policy "Violence at Work" is followed and brought to the attention of all employees.
- School will ensure that the LA guidance document "Securing the Future" is followed and where appropriate implemented.

Volunteers

- Schools will ensure the safety of all volunteers on site and where volunteers are to be supervising pupils, DBS will be required.

Window Cleaning

- School must ensure that only competent window cleaners are engaged, and will ensure that the window cleaners supply risk assessment / method statements detailing how the windows will be cleaned safely.
- Schools should refer to the Authority guidance on Control of Contractors.

Working at Heights

- School must ensure that all persons working off floor level are carefully risk assessed and appropriate control measures in place.
- Where high level access is necessary e.g. (light tube changing multi-purpose halls) schools should contact Property Services who will arrange for competent staff to carry out the necessary works.

Young Persons on Work Experience

- Where the school has a work experience placement then a specific Risk Assessment must be undertaken by the employer offering the work placement and the hazards to the individual identified and the risk controls measures put in place.
- Copies of the risk assessment must be made available to the parent or guardian of young person.

Monitoring the health and safety policy

The LA has a legal duty to monitor its safety policy, and this will be done by receiving the results of health and safety audits. The audit will produce an overall summary of health and safety arrangements within the school, and governors may wish to nominate a governor (or sub-committee) to complete the audit at a convenient time in the year. (The LA has provided the Audit proforma for the school to use, a copy of which must be readily available for monitoring by the LA).

Governors may also wish to monitor the policy as follows -

- a. As an agenda item during governing body meetings.

- b. Monitoring the accident reports.
- c. Carrying out health and safety inspections (this may be done jointly with the trades union health and safety representatives if so desired).
- d. Checking maintenance reports e.g. gas appliances, electrical equipment inspection etc.
- e. Investigating complaints from staff, pupils, visitors, and parents and taking appropriate action.

Governors may also wish to review reports from enforcing authorities (e.g. HSE Inspector)

Further information regarding monitoring of the health and safety policy is given on page 7 of the HSE publication "The Responsibilities of School Governors for Health and Safety".

Policy Reviewed in September 2022

Signed by Chair of Governors

Signed by Headteacher