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HEALTH AND SAFETY POLICY

Version	Date	Amended by	Recipients	Purpose
4	March 2021	No Amendments	All Staff	Update

This document requires approval by governors

Name	Position	Date Approved	Version
Mike Aston	Chair of Governors	10/03/2021	4

Distribution

This document has been distributed to:

Name	Position	Date	Version
	All Staff	11/03/2021	4
	Governors	11/03/2021	4
	School Website	11/03/2021	4

Introduction

This policy outlines the school's organisational arrangements for health, safety and welfare. It covers roles and responsibilities and details the safety arrangements within the school and in respect of staff, pupils, visitors, other employees working in the school and any outside contractors.

General Statement

The Governing Body is responsible overall within the terms of the Education Department Health and Safety Policy Statement for the School's Health and Safety Policy and it is the aim of this policy to work within the information, procedures and codes of practice contained in the Education Department's Health and Safety Manual.

1. The Headteacher is responsible for advising the Governing Body and for the implementation of the Health and Safety Policy within the school. The Headteacher is also responsible for ensuring that teachers and other employees carry out their duties and co-operate with the policy and that the school community, as well as visitors, are aware of relevant sections of the policy.
2. The Governing Body recognises the need to consult staff and trade union safety representatives on health matters and the need to consult individuals before allocating specific health and safety functions.
3. The Governing Body will consider, in addition to any specific Health and Safety matter, an annual report from the Headteacher on Health and Safety monitoring and performance. This will be considered at the summer term meeting of the Premises Committee.
4. The policy of the Governing Body is to ensure that:
 - a. All reasonable and practical steps are taken to ensure the health, safety and welfare of all persons using the premises.
 - b. To establish and maintain a safe and healthy environment throughout the School.
 - c. To establish and maintain safe working procedures among staff and pupils.
 - d. To provide plant, equipment and systems of work which are safe and without risk to health.
 - e. To make arrangements for ensuring, so far as is reasonably practicable and without risk to health, storage and transportation of articles and substances.
 - f. To ensure the provision of sufficient information, instruction, training and supervision to enable all people working on site, and pupils to avoid hazards and to contribute to health and safety.
 - g. To promote the development and maintenance of sound safety, health and welfare practices.
 - h. To maintain a safe and healthy place of work and study with safe access and egress from the premises.
 - i. To formulate effective evacuation procedures for use in case of fire or other emergencies.
 - j. To make arrangements within the School for the reporting of all accidents, including those covered by the Reporting of Injuries, Diseases, Accidents and Dangerous Occurrences Regulations [RIDDOR 1995] as detailed in Section 3 of the LA's Health and Safety Manual.

5. This Policy will be updated regularly by the Governing Body in their cyclic reviews of School Policy Statements.

THE SCHOOL'S ARRANGEMENTS

1. Accidents and Near Misses

- ❑ **All staff** are responsible for the upkeep of the accident book.
- ❑ All serious accidents and near misses are to be reported to the **Headteacher/Deputy Headteacher/Business Manager**.
- ❑ **All staff** are responsible for completing Accident Reports.
- ❑ The person/s responsible for notifying the LA of any accidents or near misses falling within RIDDOR [1995] is the **Headteacher/Deputy Headteacher/Business Manager**.
- ❑ The person responsible for undertaking accident/near miss investigation is the **Headteacher/Deputy Headteacher/Site Manager**.
- ❑ Procedures to be followed are outlined in Section 3 of the LA's Health and Safety Manual.

2. First Aid

- ❑ The person/s responsible for First Aid are **See list under First Aid boxes**.
- ❑ The First Aid Boxes are located in reception, nursery, outside Year 2, outside Year 1, junior hall and staff room.
- ❑ The person responsible for maintaining the stocks of First Aid equipment is **Teaching Assistant (SS-L)**.
- ❑ In the event of an injury occurring which requires hospital treatment any member of staff can summon an ambulance or arranging transport to hospital.
- ❑ The person/s responsible for accompanying injured persons to hospital is **Headteacher/Deputy Headteacher or an appointed member of staff**.
- ❑ Parents or Carers are informed as soon as possible.
- ❑ Procedures to be followed are outlined in the LEA's Health and Safety Manual.

3. Fire Precautions and Emergency Evacuation Procedures

- ❑ Regular Fire Drills are organised by the **Headteacher/Site Manager**. The Site Manager keeps a log and monitoring is carried out by Governors.
- ❑ Fire Wardens for the school are the listed in the Fire and Emergency Evacuation Policy.
- ❑ Procedures to be followed are outlined in the Fire and Emergency Evacuation Policy.

4. Risk Assessment

- The person/s responsible for the co-ordination and recording of risk assessment procedures is **Site Manager**. Risk Assessment for classrooms are carried out by Teachers.

5. Environment

- Any defects or occurrences in or on the premises which might constitute a health and safety hazard are to be reported to the **Site Manager**.

6. Safety Representatives and Safety Committee

- The safety representative for the school is **Site Manager**.
- The Committee responsible for all Health and Safety matters is **The Resources Committee of the Governing Body**.
- The membership and constitution of this committee is outlined in the Governors' Handbook.

7. Inspections

- Inspections are carried out by the **Site Manager and Nominated Governor** at termly intervals.
- The school subscribes to Service Level Agreements to carry out various Health and Safety equipment inspections:-
 - Fire alarm and fire extinguisher inspections.
 - Electrical appliance inspection.
 - P.E. Equipment.
 - Technical Inspections.

7. Information

- Staff can obtain advice and information about health and safety implications of their activities, and about substances and equipment used by liaising with **Site Manager**.

8. Substances

- Assessments for all hazardous substances in school will be undertaken by the **Site Manager** [with advice from the LA caretaking section] in accordance with the Control of Substances Hazardous to Health Regulations 1998 [COSHH].

9. New Staff

- New staff will on appointment receive a copy of this policy and sign to say it has been received.

10. Infectious Diseases

- ❑ Any infectious diseases are to be reported to the **Headteacher/Deputy Headteacher**.
- ❑ The person/s responsible for notifying the LEA of any infectious diseases falling within the R.I.D.D.O.R. Regulations [Reporting of Injuries, Diseases and dangerous Occurrences] is the **Headteacher/Deputy Headteacher/Business Manager**.

11. Training

- ❑ The person responsible for the co-ordination of all health and safety training is the **Headteacher/Site Manager/Business Manager**.

12. Housekeeping

- ❑ Individuals shall be responsible for ensuring good housekeeping practices in their own work areas.
- ❑ The **Site Manager** will, in addition, be responsible for the housekeeping of areas of common usage. These exclude the staffroom, and shared teaching/resource areas which are to be maintained by each user in a safe and tidy condition.

13. School Trips

- ❑ School trips are planned and organised strictly in accordance national guidelines laid out in Evolve.

14. Purchasing

- ❑ School ensures that all items purchased are be suitable and sufficient for the purpose for which they are intended and used only for that purpose. They are maintained in an efficient state and good working order and repair. Staff are appropriately instructed and trained in the safe use of any new equipment where necessary.

15. Hot Drinks

- ❑ The school eliminates the risk of pupils sustaining burns and scalds as a result of hot drinks in school by ensuring all hot drinks taken out of the staff room into school are in a sealed drinking cup.
- ❑ If a pupil should inadvertently be brought into a room where hot drinks are being consumed, then every effort will be taken to minimise potential risk to the pupil.
- ❑ All staff on playground duty who do not get a break may have a hot drink, provided that the drink is in a sealed drinking cup and it is not left unattended in an area where pupils are present.

16. Contractors and Visitors

- ❑ Contractors to the school site have a duty to safeguard non employees which would include pupils, staff and visitors. Contractors are supervised by **Site Manager**.
- ❑ Contractors working in the school liaise with the **Site Manager** on arrival and any hazards such as asbestos on the school site are discussed.
- ❑ All necessary measures must be taken to ensure that visitors to school are reasonably safe when using the premises for the agreed purpose of the visit. Visitors therefore must sign in on arrival at school, indicating the purpose of their visit, and sign out on departure.
- ❑ Contractors and visitors must hand mobile telephones to the school office on arrival for safeguarding purposes.