

St. Peter's Catholic Primary School

Health and Safety Policy



Policy	Health and Safety
Date	June 2018
Date of review	June 2019
Signed Chair of Governors	<i>George Lopez</i>
Signed Headteacher	<i>Clare Scott</i>

We, the family of St Peter's, united in faith by God strive to learn and grow together to be the best we possibly can every day.

Statement of Intent

We, the Governors of St Peter's RC Primary School, recognise and accept our responsibilities for the establishment and maintenance of a Health & Safety management System as outlined by London Borough of Barking and Dagenham. We shall ensure, so far as it is reasonable practicable, the health & safety and welfare of our staff, pupils and any visitors to our premises, and will adopt and incorporate the Health & Safety Policies and Procedures of the LA. To this end we have prepared this written Policy, Organisation and Arrangements which sets out clearly the Health, Safety and Welfare procedures applicable to everyone in the school, which are necessary if we are to discharge our responsibilities effectively.

Responsibility for the day-to-day implementation and monitoring of this Health & Safety Policy rests with the Headteacher, who will work in collaboration with the staff and the appointed safety representative, to ensure compliance. The Governors will, guided by advice from the school's School Improvement Committee, update this Policy as is considered necessary.

Roles and Responsibilities

Whilst the Governing Body has overall responsibility for ensuring that the Health & Safety Policies of the LA and for this establishment are adhered to, in practical terms this will be managed for them on day-to-day basis by the Headteacher of the school.

The Governing Body:-

- has overall responsibility for the general health and safety of the school; its children, staff and visitors together with the fabric of the building;
- has responsibility to monitor and action any issues related to Health & Safety that come to their attention.

The Headteacher:-

- has responsibility for the day-to-day health and safety of the school, its children, staff and visitors together with the fabric of the building;
- has responsibility to monitor and pass on for further action any incidents that are reported;
- must ensure that on a termly basis a full and formal inspection of the school is undertaken in relation to all H&S matters. This inspection needs to be formally recorded and any matters which can be resolved immediately, should be and any others will be taken by the Headteacher to the SIP for resolution.

Teachers:-

- have responsibility to ensure their own and Health & Safety and that of the children they are responsible for;
- have responsibility to report any H&S issue that cannot be readily dealt with to the Headteacher.

Support Staff:-

- have responsibility to ensure their own and Health and Safety and that of the children they are responsible for;
- have responsibility to report any H&S issue that cannot be readily dealt with to the Headteacher.

Midday Supervisors:-

- have responsibility to ensure their own and Health & Safety and that of the children they are responsible for;
- have responsibility to report any H&S issue that cannot be readily dealt with to the Headteacher.
- will be responsible for ensuring that any spills within the dining area are cleared immediately they are detected;

The Caretaker:-

- has responsibility on a daily basis to monitor the H&S of the school by walking around the site both internally and externally and noting any issues which require either immediate or longer term action. Any issue, which requires immediate action, must be reported to the School Business Manager/Headteacher with a summary of action taken. The Headteacher will take any longer term issues to the SIP;
- will be responsible for the COSHH register for the school, ensuring that all substances have the correct and most up-to-date information available for those persons using the substance;
- will be responsible for conducting weekly fire alarm test and recording them in the appropriate document;
- will ensure that nothing is done which will adversely affect the children, staff or fabric of the school;
- will ensure that he/she is adequately trained to use the substances he/she are supplied with and any machinery used.

Office Staff

- will be responsible for ensuring that all visitors the 'Visitor Guide' which details all Fire and H & S Policy and Procedure and ensure that if there are any queries concerning the information in the guide that they are brought the attention of the Headteacher.

Kitchen Staff

- will be responsible for ensuring that the kitchen remains in a hygienic condition, this includes all walls, floors and other surfaces;
- will be responsible for ensuring that the extractor system is maintained on a daily basis to ensure that there is no build-up of fats or grease of other materials on or within the filters or the hood;
- will be responsible for ensuring that any spills within the kitchen are cleared immediately they are detected;
- will be responsible for ensuring that all food is stored in an appropriate way both within the dry storage, freezer or fridge areas;

All sectors of staff have a day-to-day responsibility for ensuring that safe methods of work exist and are implemented. They should also ensure that Health & Safety rules and procedures are applied effectively, that personal leadership is given with these issues and that to impart to children that accidents can be prevented.

The SIP Committee will act as the Safety Committee by virtue of a standard agenda item. The agenda item will cover:

- regular visits the school;
- speaking with staff;
- liaising with the appointed safety representative.

Arrangements and Procedures

All new employees are given a Staff Handbook upon taking up a post in the school. As part of the staff induction general Health & Safety issues are brought to their attention, as well as emergency procedures, e.g. fire and first aid, and they are informed of the name and responsibilities the appointed safety representative.

Emergency Evacuation for Fire etc.

The full fire routine and drill procedures are posted beside each fire exit and in the school hall and other relevant areas. On appointment these are pointed out and staff are encouraged to familiarise themselves with them.

First Aid

There are First Aid boxes in the office. Office staff, teaching assistants and the Headteacher are trained in basic First Aid, and issues of concern are referred to the Headteacher or the Deputy Headteacher.

Risk Assessments

It is a legal requirement, and one that this school supports, that written risk assessments are undertaken for all tasks where there is any kind of risk incurred. Generic risk assessments need to be undertaken for tasks which are easily repeated, and the control measures are agreed.

Risk assessments will be reviewed and as necessary revised at least on an annual basis.

Hazardous substances

All substances covered by the 'Control of Substances Hazardous to Health' regulations must be purchased used and stored in accordance with the above regulations.

A technical data sheet from which an assessment for the register can be made must accompany all substances purchased for use at the school.

A register of all such substances will be established and maintained by the caretaker and must be available to all staff who may use the substances mentioned in the register.

All staff who use any substance mentioned in the register must have appropriate training to use that substance.

Machinery/ equipment/ mains services

Any utility services will be the responsibility of the Headteacher; any problems with any utility must be reported to the caretaker for the appropriate action to be taken.

PE equipment is inspected and maintained annually by an outside contractor.

Climbing ladders and manual handling etc

Staff who have to perform these functions and cannot avoid them, may need training. Staff who have not been trained should not climb ladders or use scaffolding.

At no time should tables or chairs be used for climbing. Ladders need to meet safety requirements and be used correctly. The caretaker can advise about this.

Occupational Health

There is access to an Occupational Health Service. Should staff require this service they may contact the Headteacher in confidence.

Records, manuals and further information

All accidents must be reported using the record sheet that is kept in the school office. The Headteacher will decide which incidents are to be reported, using the appropriate LA accident report form.

The fire alarm system will be tested by the caretaker on a weekly basis, using different alarm call points on each occasion and will be recorded together with any drills that take place in the relevant book.

Monitoring and Evaluation

As with all policies, it is the responsibility of the Governors to evaluate the effectiveness of this policy and the practice that it describes. On a day-to-day basis, this responsibility is delegated to the Headteacher, who will report back to the Governing body as appropriate.

Policy Review

This policy is a working document and will be formally reviewed annually.