



St Francis Catholic Primary School

Health and Safety Policy

HEALTH AND SAFETY POLICY

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HEALTH AND SAFETY POLICY STATEMENT

OF

St Francis Catholic Primary School

SECTION A - STATEMENT OF INTENT

Statement of Intent:

The head teacher and governors are committed to establishing and implementing arrangements that will:

- ensure staff and pupils are safeguarded when on school premises, or engaged in off-site activities (e.g. school trips, sports events etc.).
- ensure the premises for which they are responsible have safe access and egress for all staff, pupils and visitors.
- provide adequate facilities and arrangements for welfare.
- provide and maintain safe plant and safe systems of work without risks to health.
- ensure safe use, handling, storage and transport of articles.
- provide suitable information, training, instruction and supervision to keep all staff, pupils and visitors safe.

SECTION B - ORGANISATION

B1 THE KENT COUNTY COUNCIL (KCC), as the employer, has overall responsibility for health and safety at St Francis Catholic Primary School

At school level, the Headteacher has day to day responsibility for ensuring the premises are healthy and safe. In so doing, she may delegate certain tasks and responsibilities to other members of staff and will refer appropriate matters to the Local Education Authority, either because the LEA is responsible under the Local Management Scheme, or because specialist advice is needed.

She is also responsible as a senior line manager for ensuring that staff, pupils and other visitors (including contractors) adopt safe working practices and generally conduct themselves in such a way that they will not injure themselves or others.

B2 THE HEADTEACHER IS RESPONSIBLE FOR:

- Ensuring that the school has a Health and Safety Policy Statement which is reviewed annually.
- Including issues in the School Improvement Plan(SIP), if necessary;
- Checking that the Health and Safety requirements are actually implemented e.g. risk assessments, and keeping a record of the periodic monitoring which is undertaken. This will be a requirement on members of staff who have been given delegated responsibility to report in writing on a regular basis;
- Ensuring that all staff, pupils and visitors either have a copy of the Policy Statement and the relevant supporting documents, or know where the Policy can be seen. Appropriate documents will be issued to new staff with their Contracts of Employment but the Headteacher nevertheless has a responsibility for making sure that these are properly received and understood by staff, usually as part of the induction process;
- Ensuring that each employee's responsibility regarding health and safety is included in his/her job description;
- Undertaking Risk Assessments and recording items of significance; (this is a statutory requirement under Regulation 3 of the Management of Health and Safety At Work Regulations 1999 and should be reviewed annually);
- Carrying out regular health and safety inspections (at least once a term) and reducing the risks to health and safety as appropriate;
- Receiving and dealing promptly with complaints about unsafe premises, equipment or

work practices;

- Ensuring that emergency evacuation procedures are in place;
- Ensuring that the requirements of the Health & Safety Executive (HSE) Fire Authority and Environmental Health Officers are properly addressed, and
- Ensuring that adequate first aid provision is made.

B3 ALL ACCIDENTS MUST BE REPORTED to the Headteacher (or named deputy) who will ensure that the circumstances are investigated and any appropriate action taken to prevent recurrence.

B4 Area Education Officers (AEOs) and Local Education Officers (LEOs) are responsible for monitoring health and safety matters in schools and reporting to the Assistant Director (Operations). They will raise specific health and safety issues with the Directorate's Health and Safety Unit and raise strategic issues of concern with the Directorate Health and Safety Group.

The **Personnel Section** and **Occupational Health Unit** will assist with difficult health and safety cases and health and welfare risk assessments.

B5 The Accommodation Development Manager for the School Cluster area is responsible for ensuring that regard is given to health and safety concerns in preparing programmes of major maintenance and improvement work.

B6 The Property Section are responsible for ensuring that property matters for which the Local Education Authority as employer has a statutory responsibility (e.g. regular maintenance and testing of fixed electrical wiring or fixed gas appliances) are properly dealt with (if necessary, by taking premises or fixed equipment out of use). The Headteacher is responsible for liaising with KCC Property Services and/or the building maintenance consultants and/or with contractors from KCC's Preferred Contractors List to resolve property maintenance issues.

B7 The Governors are responsible for complying with their duties under the Local Management Scheme, making appropriate provision within the school's delegated budget and generally supporting and monitoring health and safety within the school. This includes a requirement under Section 4 of the Health and Safety at Work etc., Act 1974 to

take measures which are within their power to make sure that premises are safe and without risk to health to others who use the school. They may require the Headteacher to submit periodic reports to them and appoint a Governor to take an interest in health and safety (but without assuming any of the responsibilities of the Headteacher). The Governor appointed to take an interest in health and safety is Mr Daniel Clark.

B8 The Safety Representatives of a Trade Union, or the Representatives of the Professional Associations of Staff are responsible for deciding whether they wish to have a Safety Committee if one does not exist already. If that Union or Association wish to form a committee, the Headteacher is to facilitate this and allow for sufficient time and reasonable facilities the associated inspections as stated in the Personnel Handbook or the Consultation with Employees section of SafetyNet.

B9 All Staff in the School have a PERSONAL RESPONSIBILITY for the health and safety of themselves, their colleagues, pupils and visitors. These are specified more precisely in Section C below. They have also a duty in law under the Management of Health and Safety Regulations 1999 to report any shortcomings in the employer's health and safety arrangements for the protection of people at work and who may be affected by them.

SECTION C - ARRANGEMENTS

C1 GENERAL PRACTICES APPLYING TO ALL STAFF, AND FOR PUPILS OR VISITORS IN THEIR CARE.

C.1.1 Supervision of Pupils

At children will not be left alone or unsupervised at any time during activities that take place both indoors and outdoors.

If a situation occurs where the staff to children ratio falls below the legal limit the children will be moved to a space of suitable size and the programme of activities will be altered to allow for the change in staffing.

The Headteacher will ensure that a member of staff is responsible for supervising the main entrance and exit points at the beginning and end of school activities and sessions.

C1.2 Visitors

All visitors shall be directed by clear signage to the Reception and must report to the School Office.

There will be an appropriate arrangement for the signing in and out of visitors, noting vehicle registration number as appropriate, and for visitors to wear an identifying badge.

This is important for reasons of security and fire safety.

C1.3 Fire Safety

A fire risk assessment is a legal requirement and must be carried out by all schools.

(a) Fire Instructions

1. Fire Instructions are posted at: Reception, on corridors and all class rooms. Staff will also receive Fire Procedure Guidelines during their induction.
2. All staff are made aware of who the fire wardens in the school are and are listed in Appendix 3.
3. Emergency Exits, Assembly Point and Assembly Point Instructions are clearly identified by safety signs and notices.

(b) Fire Alarms

1. Instructions to employees are posted at: Main Reception, staff room, all class

rooms, entrance/exits.

2. The Alarm may be raised by any appropriate adult in the school.
3. The fire alarm is tested weekly and recorded on statlog which is monitored by the school site team and checked by members of the school leadership team and the Education Service of the Archdiocese of Southwark.

(c) Fire Drills

1. Fire drills will be carried out at least three times a year.
2. A record of the drill must be kept on statlog.

(d) Fire Fighting

1. Staff are discouraged to tackle fires and should only use fire extinguishers if trained in how to operate them safely. If trained, they should only use the extinguisher if confident to do so and not put themselves at undue risk. There should always be a clear escape available. Ensure the alarm is raised BEFORE attempting to tackle a fire. (NB: Pupils will have been taught “*Get out; stay out; call the Brigade out*”).

(e) Fire Hazards

1. ***Storage, of flammables and chemicals.***
Refer to the *Control of Substances Hazardous to Health Regulations 2004*¹, in section C3.5 below, which identifies the need for assessment for substances that are hazardous to health and/or whose risks need to be controlled.
2. ***Material Safety Data Sheets (‘Hazard sheets’) for Chemicals and flammable substances.*** These will be kept by the site management team and Science lead, as appropriate, for consultation.
3. ***Advice may be sought from the local Fire Prevention Officer.***
The Fire Safety Service may be contacted at 01622 774126.
4. ***Fire hazards are reduced by the carrying out of regular, routine inspections.***

(f) Maintenance of Fire Precautions.

The school will ensure regular maintenance of:

1. Emergency lighting, and other emergency equipment.
2. Fire extinguishers

3. Fire alarms
4. Fire doors
5. Boiler House fusible link and fuel shut-off mechanisms (if fitted).
6. Fire Safety Signs and identification of escape routes.
7. A "**Fire Risk Assessment**" will be carried out using the guidance given in the H&S section on Kent Trust Web.

C1.4 First Aid/Illness (See also C1.7 below)

- (a) The school has an appropriate number of designated and trained First Aiders. Their names, and locations are named in Appendix 3.
- (b) The school holds an appropriate number of First Aid boxes, First aid Instructions and Instructions for the logging of treatments.
- (d) The school will follow the procedure for completion of incident/accident records in accordance with the **KCC Accident Form HS157** (See C1.6 below).
- (e) If the First Aider or Headteacher considers it necessary, the injured person will be sent directly to hospital (normally by ambulance). The injured person will be chaperoned by an agreed member of staff until a Parent or other family member can attend.
- (f) The school will follow the procedure for reporting of injuries as described in C1.6 below:
 - (i) removal of injured person(s) to hospital (normally by ambulance) and
 - (ii) in the case of reportable accidents, telephone HSE immediately on 0845 300 9923, or Fax: 0845 300 9924 (See guidance in C 1.6).
- (g) Parents will be invited to complete the Consent Form for medical treatment in accordance with school policy and the document in C1.5 below.

C1.5 Administration of Medicines/Medical Treatment

See additional school policies.

C1.6 Accident Reporting and Recording

All accidents, must be reported immediately and entered into the **Accident Book**, and any accident/incident deemed **significant** should also complete **Accident/Incident Report Form**) which is located in the first aid room. This book will be checked by the Headteacher

every month and a report made to the Governors, as necessary. The Head or a member of the school's management team must investigate all accidents immediately and, in the case of all significant injury to staff or pupils, will submit an Accident Report Form HS157 to the Health A Safety Unit, Room M3.26 Sessions House, Maidstone. (As of 6th April 2012). A **KCC Accident Investigation Form HS160** (Oct 2005), to be found on Kelsi, may be used to assist with an investigation.

Certain types of accidents that rise of work (school) activity are reportable to the HSE. Examples include pupils or other non-employees taken to hospital, and major injury to employees. Both categories require immediate notification to the HSE by fax or telephone. A copy of form F2508 should also be faxed to the HSU on 01622 221582.

The Forms HS157 and F2508 and the results of an investigation to prevent recurrence (e.g., on Form HS160) should be forwarded to the Local Education Officer, CFE Health and Safety Unit and, if a claim is possible, the Insurance & Risk Manager at Sessions House.

C1.7 Blood Spillages

Blood spillages should be reported immediately to the caretaker or duty first aider. Only trained first aiders and persons HSWA and COSHH trained should be responsible for the cleaning of blood spillages. Personal Protective Equipment (PPE) should be worn when dealing with any kind of blood spillage.

C1.8 Electrical Safety

All staff should monitor the condition of plugs, cables and electrical equipment.

All staff are required to report to the school office any damaged electrical apparatus or wiring - including portable equipment and permanent wiring.

C1.9 Housekeeping

(a) Cleanliness (See also C1.13)

The school buildings will be cleaned by CCS Contractors, supplemented as necessary by pupils/staff as part of practical lessons (for example, after craft work and cookery).

Cleaning associated with the provision of school meals will be undertaken by the Catering Contractor as specified in the appropriate contract.

The surrounds to the buildings will be kept clean by the caretakers

(b) Waste Disposal

Normal, small amounts of clinical waste can be disposed of as ordinary household waste i.e. placed in appropriate bins within the building and its surrounds, and removed each day by the cleaners to the designated storage area prior to removal by a Refuse Service Contractor.

Large amounts of Hazardous Waste such as sanitary towels, disposable nappies, incontinence pads, will be removed by a specialist contractor.

(c) Stacking and Storage

Materials, equipment and any other items will be kept in appropriate storage areas. Where this is not possible for temporary reasons, the staff responsible for those materials will ensure that they are stacked tidily, to a height which does not constitute a hazard and in such a way that they do not impede the movement of staff, pupils or visitors.

(d) Pedestrian Routes

Stairs, Corridors, Cloakrooms and Exits etc., will be kept clear of obstructions (including electrical cables).

(e) Classrooms

Teachers will be alert on a daily basis to the following and will report any hazards to the site manager or Headteacher. Teachers have a responsibility to:

- Check that classroom and work area is safe.
- Check equipment is safe before use.
- Ensure safe procedures are followed.
- Ensure any accidents are reported and recorded.
- Ensure protective equipment is used.
- Ensure health and safety issues are reported.
- Ensure guidelines and training are followed.

C1.10 External Access

The children's and parent's access shall be kept clear of vehicles.

The access from the road shall be kept clear for emergency vehicles.

The vehicle access gate must not normally be used for children's pedestrian access.

If an event is being held outside of normal school activities for which this is the sole access, then all due care must be taken to ensure the safety of those passing through this entrance.

C1.11 Moving and Handling

Injuries can be caused by incorrect moving and handling of objects, (which need not be large or heavy), or people.

Generic Risk Assessments are undertaken and staff engaged in the specified activities will be required to adopt the particular safe working practices outlined, after the appropriate training.

C1.12 Outside Play Equipment

The external play equipment will only be used when supervised. Such equipment will be checked daily by caretakers for any apparent defects, and particularly for contamination by animals in areas covered by bark chippings or soft sand. An annual independent inspection will also be carried out.

C2 MORE SPECIFIC/FOCUSED/PARTICULAR ARRANGEMENTS

C2.1 Inspection of Premises, Plant and Equipment

The Headteacher will arrange for regular visual inspection of the premises, plant and equipment each term.

Managers and Officers in Charge of Premises².

These routine checks may be undertaken by a combination of class teachers, governors,

caretaking staff and the Headteacher/deputy head using the checklists.

If the Professional Associations have appointed Health and Safety Representatives, they may be involved in inspections, investigations, etc.

Access to store rooms, boiler rooms, tank and plant rooms should also be checked, including ladders or other equipment. These should also be suitable for the use of caretaking staff.

C2.2 Control of Dust and Fumes

All practical equipment will be installed and used as recommended in ***“Safety and Risk Assessment in School Technology Rooms and Practical Areas”***³. KCC will undertake regular inspection and testing of fixed fume extraction systems at least every 14 months as per COSHH Regulations. (Schools will be responsible for mobile fume extraction plant).

C2.3 Bank Runs

Arrangements will be reviewed with the Headteacher from time to time so that the day, time, route etc., are varied as much as possible and money banked frequently. The member of staff involved will report to the headteacher/finance person when he/she has returned from the bank.

C2.4 Electrical Plant and Equipment

The school caretaker will arrange for all portable electrical equipment to be pat tested annually and a record kept in the office. Warning “Electric Shock” signs are displayed in ICT area. Building maintenance consultants will arrange for the major fixed wiring circuits to be checked periodically by KCC as Landlord, every 5 years.

No machine may be used unless appropriate training or refresher training has been satisfactorily completed.

C2.5 Activities Outside the School Site

Approval must be gained for some categories of Offsite Visits. The school will have an

appointed Educational Offsite Visits Co-ordinator who has undergone training. See also the Outdoor Education section of Kelsi.

C3 MISCELLANEOUS PROCEDURES

The following should be followed as and when appropriate:

C3.1 Stress

Counselling arrangements can be made via the Headteacher or by a member of the SLT. He/she will contact the Area Personnel Manager (in the case of staff) or the Educational Psychologist (for pupils). KCC's 'Supportline' counsellors can be contacted by telephoning 01622 605539.

The KCC "***Stress Management Policy and Risk Assessment***"⁴ document is available on Kelsi. All schools should carry out a stress risk assessment for staff.

C3.2 Alcohol and Drugs

The abuse of alcohol or drugs is a safety and health hazard and if there is any suspicion that a member of staff, pupil or visitor is incapacitated, this must be reported to the Headteacher.

C3.3 Home Visits

Home visits shall only be made in consultation with the Headteacher and will follow guidance given in KCC E&L "***Guidelines for the health, safety and welfare of staff working alone***" (February 2000), available on Kent Trust Web.

C3.4 Display Screen Equipment (DSE)

- Advice on the use of DSE is available on Kelsi. Ill health and injury can result from incorrect use of DSE. Assessments for users of Display Screen Equipment (DSE) will be carried out in accordance with the Health and Safety (DSE) Regulations 1992 (as amended in 2002).

C3.5 COSHH

Every attempt will be made to avoid, or choose the least harmful of, substances which fall under the *“Control of Substances Hazardous to Health Regulations 2004”*⁵ (the “COSHH” Regulations).

Care will be taken in ordering supplies of hazardous substances and contractors will be asked to refrain from their use if safer alternatives are available. Where hazardous materials must be used, only the smallest practicable quantities will be brought onto the site, where they will be stored securely under the personal responsibility of a member of staff or contractor. If the substances have been brought on to site for a specific "one-off" purpose, any remaining quantities will be removed from site as quickly as possible and disposed of safely. The substances as supplied by the current *“KCC County Supplies Catalogue”*⁶ will have been vetted for safety and should be safe when properly used.

Regular checks will be made by the Headteacher to ensure that no substances have been brought on to the site without his/her prior knowledge. Particular attention will be paid to cleaners' stores, technology areas and, if appropriate, caretaker's stores and kitchens.

*Safety Data Sheets*⁷ for approved chemicals and cleaning agents used by site manager

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⁷Appendix 3

Names of Persons referred to in Section B, Organisation, of this School Health and Safety Policy.

Headteacher: **Victoria Ebdon**

Chair of Governors: **A Trigg**

Governor for Health & Safety: **A Trigg**

Site Manager: **Mr C Winmill**

may be obtained from the supplier.

C3.6 ASBESTOS MANAGEMENT

The Asbestos Management book is held at the Reception for visiting contractors to read. This is irrespective of whether or not asbestos is known to be present in the school. The location of asbestos containing materials will be drawn to the attention of a contractor working on the fabric of the building at the planning stage. All staff who deal with contractors will understand their responsibilities with regard to the management of asbestos.

C3.7 WORKING ALONE

Lone workers are those who work by themselves, without close or direct supervision, in a wide range of situations.

Managers should be made aware of the potential risks associated with lone working and risk assessments are carried out to minimise those risks. Adequate precautions and safe systems of work are put into place following a risk assessment so that staff are not adversely affected by lone working.

C3.8 RISK ASSESSMENTS

Risk assessments shall be undertaken and recorded for all tasks with a possibility of significant risk. The responsibility for ensuring that risk assessments are carried out rests with the Headteacher. The results of the risk assessments must be brought to the

Caretaker: Mr T Sullivan

PE Coordinator; K Bull

The fire wardens are: Mrs V Ebdon, Miss J Butler, Mr C Winmill, Mrs L Herron, Mrs H Hoare, Mrs T Sales, Mrs N Pennell, Mrs C Buckley, Mr T Sullivan

The Fire Prevention Officer is Mr C Winmill

The First Aiders are:

C Kenny, D Martin, E Morales, S Selvarajah, C Kieffer, K Carnegie, S Lavery, S Bromley, N Cazac, B Nankervis, K Gray, M Hale, H Cripps, E Gore, J Butler, K Page

attention of those employees to whom they relate.

Several other generic risk assessments are provided to help schools, such as the premises-related ones in the Caretakers' Manual, and the Educational visit ones on the Outdoor Education section of Kelsi.

C3.9 TRAINING

The responsibility for safety training and/or refresher training rests with the employer, which in the case of community schools, is delegated to the Headteacher and Governing Body. The Headteacher is responsible for ensuring that he/she is sufficiently trained and that appropriate staff receive the necessary training.

Each member of staff is also responsible for drawing the Headteacher's attention to their own personal needs for training and for not undertaking duties unless they are confident that they have the necessary competence. All staff need some understanding of health and safety issues even if they do not go on specific courses but information can be cascaded down from others who do know. Staff will be expected to have knowledge on what to do when an accident or violent incident occurs, know the fire and first aid procedures and understand the basics of infection control and manual handling.

The Headteacher is responsible for keeping records of the training which has been undertaken and having a system for ensuring that refresher training (for example in first aid) is undertaken within the prescribed time limits.

Periodic examination of training records of all staff will be made by the Headteacher and, if training needs are identified, then appropriate training should be provided. This may be particularly urgent for those who need to work with dangerous parts of machinery, handle dangerous chemicals or undertake risky processes.

