

St Bede C of E Primary Academy



Health & Safety Policy

General Statement

The general aim of this policy statement is accepted and the arrangements set out below are designed to implement the general aims of St Bede Academy. The Directors recognise their responsibility to the health, safety and welfare of all staff, pupils and other persons visiting the school premises.

It is the policy of the Governing Body/Headteacher, so far as is reasonably practicable:

- To maintain all areas under the control of the Governors and Headteacher in a condition that is safe and without risk to health ;
- To establish and maintain a safe and healthy environment throughout the school;
- To establish and maintain safe working procedures among staff and pupils;
- To ensure that risk assessments are carried out by competent staff;
- To consult with employees on matters affecting their health and safety;
- To provide and maintain safe plant and equipment;
- To provide and maintain means of access to and egress from that place of work that are safe and without risk;
- To make arrangements for ensuring safety and absence of risks to health in connection with the use, handling, storage and transport of articles and substances;
- To ensure the provision of sufficient information, instruction and supervision to enable all employees and pupils to avoid hazards and contribute positively to their own health and safety and to ensure that they have access to health and safety training as appropriate or as and when provided;
- To prevent accidents and cases of work related ill health;
- To provide and maintain safe, healthy and adequate welfare facilities.

SCHOOL RESPONSIBILITIES

Headteacher and Governors.

Headteachers are responsible for the day-to-day Health and Safety management of schools and all staff directly employed by the school. Mr K. Barton, Director and site Manager, is the nominated Governor to make any relevant reports to the Governing Body. This responsibility will include ensuring that staff are aware of the safety rules and procedures which apply and also that they have access to detailed and specific regulations affecting their work. In particular Headteachers must be aware of the arrangements governing visits and general contractors whilst on the school premises. They must:

- Monitor the effectiveness of the safety policy;
- Make arrangements to ensure that all staff employed by the school, and all other persons working on the premises, are aware of all policies, risk assessments and all other relevant health and safety information;
- Understand Headteachers and governors responsibilities under the Health and Safety at Work Act,
- Ensure that staff are aware of, and seek advice in, the event of an unusual situation which is likely to be a health and safety hazard;

- Make arrangements and implement the Academy's accident reporting procedure and ensure that staff are aware of the system;
- Ensure accidents are reported and investigated where necessary, and ensure control measures are implemented;
- Develop and maintain safe working practices;
- Ensure that all staff are aware of the first aid arrangements and who the first aiders are;
- Ensure the implementation of procedures in the event of fire and ensure that all staff are aware of their roles and responsibilities;
- Provide suitable induction training for all new staff;
- Identify health and safety training needs;
- Ensure staff have an awareness of relevant health and safety legislation and their responsibilities as employees;
- Where personal protective equipment is identified as necessary, ensure it is provided and maintained;
- Ensure there are suitable provisions for contractors working on site;
- Understand the organisation, role and powers of Health and Safety Executive Inspectors;
- Recognise that the policy, risk assessments and practices are not static, and ensure that the schools health and safety policies and procedures are updated and amended where necessary.

Employees

The Health and Safety at Work Act 1974 states - "It shall be the duty of every employee whilst at work - (a) to take reasonable care for the health and safety of himself and of any other persons who may be affected by his acts or omissions at work: and (b) as regards any duty or requirement imposed on his employer or any other person by or under any of the relevant statutory provisions, to co-operate with him so far as it is necessary to enable that duty or requirement to be performed or complied with".

The Act also states "No person shall intentionally or recklessly interfere with or misuse anything provided in the interest of health, safety or welfare in pursuance of any of the relevant statutory provisions".

All employees have a general responsibility for the application of the Academy's Safety Policy and are directly responsible to the Headteacher for the application of existing safety measures and procedures within that department/area of work.

Royal Bolton Hospital is used as our occupational health advisers and staff can be referred there if necessary.

Advice or instructions given by the Headteacher, including the relevant parts of this statement, shall be observed. Employees will:

- where necessary, establish and maintain safe working procedures including arrangements for ensuring, as far as is reasonably practicable, safety and absence or risk to health in connection with the use, handling storage and transport of articles and substances, (e.g. chemicals, boiling water, duplicating fluid, paper cutters); they should also refer to documents produced for these products under the COSHH Regulations;
- resolve any health and safety problems any member of staff may refer to them and refer to the Head any of these problems for which they cannot achieve a satisfactory solution within the resources available to them;
- carry out a regular safety inspection of the activities for which they are responsible and, where necessary, submit a report to the Headteacher;
- ensure, as far as is reasonably practicable, the provision of sufficient information, instruction, training and supervision to enable other employees and pupils to avoid hazards and contribute positively to their own safety and health at work;
- propose to the Head requirements for safety equipment and additions or improvements to plant, tools, equipment or machinery which are dangerous or potentially so. It is recognised that the disciplinary

procedure would be relevant in circumstances where employees choose to disregard these responsibilities.

Class Teachers and Teaching Assistants.

The class teacher is responsible for the safety of pupils whilst in classrooms, workshops and laboratories, this has been a statutory duty since 1987.

Where class teachers or teaching assistants have concerns regarding the various safety issues for example class sizes, condition of equipment etc they should discuss the problems with the Headteacher before the lesson. Class Teachers and teaching assistants should:

- Liaise with and recommend to the Headteacher any safety issues and hazards such as class sizes, condition of equipment and also recommend additions and discuss improvements that can be implemented.
- personally follow safe procedures and working practices;
- know the various safety procedures in their teaching areas including the location of any safety equipment, they should ensure that all the procedures are followed;
- control and supervise the pupils and ensure that safety rules and protective equipment are followed and used;
- ensure that safety instructions are clear and understood and check frequently that they are being followed:
- Undertake risk assessments for activities carried out off site. Training for risk assessments is given by Assistant Heads.

ALL staff hold enhanced DBS checks and statements are required and signed twice a year at professional development meetings to ensure there have been no changes in domestic circumstances.

Site Managers

Site managers are key members of the school staff in that they are often the first person to notice health and safety hazards and are, in a large number of schools, the 'contact person' for reporting faults and liaising with contractors on site. Their role within the schools safety arrangements should be clearly defined and all staff made aware of this role. They should follow the health and safety and methods of working detailed in the Section 3 of the health and safety manual.

Caretakers undertake daily litter picks, and children from the Eco committee often support this activity.

First Aiders

We have two First Aiders to provide trained support in the event of an accident or illness to any employee or non-employee. Where the risk of injury is identified as significant, such as during PE lessons, access to a First Aider and first aid equipment must be readily available. All children having additional medical needs are identified in Senior Managers' office, with details of how to look after them.

All accidents on the school premises are either recorded in accident books by the relevant staff or, if more serious, recorded on an official form, signed by all parties, and kept on file in the Office. These forms are reviewed from time to time to check whether any control measures are necessary.

Pupils

In general, if pupils are on medication from the doctor, they should not be in school. However, if being in school is advisable, adults need to make arrangements to medicate their child as staff cannot undertake this responsibility. Non-prescribed medication is not allowed in school.

Pupils are expected to:

- exercise personal responsibility for the safety of self and class-mates;
- wear the correct clothing consistent with safety and/or hygiene (this would preclude unsuitable footwear, knives and other items considered dangerous);
- follow all the safety rules of the school and in particular the instructions of teaching staff given in an emergency;
- only use, and not wilfully misuse, neglect or interfere with things provided for his/her safety.

NB: It is essential that all pupils and parents are made aware of the requirements of this section.

Kitchen staff

The kitchen manager holds her own Health and safety manual, specific to the kitchen.

- 'Safer food better business' is the food safety check and an EHO rating of 5 is currently held.
- Specific COSHH training manual with dedicated products is kept.
- Risk assessments for the kitchen and dining room with appropriate daily check lists are undertaken.
- Kitchen fans are professionally cleaned to a level of competence twice a year.

Cleaning materials.

The cleaning manager holds a separate COSHH file for all cleaning materials used. 'hazard signs' are always used for spillages or when cleaning is in operation.

RIDDOR

Any reportable incidents under RIDDOR will be reported by one of the responsible officers, depending on the nature of the incident. All incidents can be reported online but a telephone service is also provided for reporting fatal/specified, and major incidents **only** - call the Incident Contact Centre on 0345 300 9923 (opening hours Monday to Friday 8.30 am to 5 pm).

Medical emergencies – dial 999. Contact Public Health England for guidance on reportable diseases, acting according to their guidance. Receptionist holds guidance on making contact.

There is no longer a paper form for RIDDOR reporting, since the online system is the preferred reporting mechanism.

Visitors

The Health and Safety at Work Act, 1974 imposes a general duty of care on most people associated with work activities. Everyone employed in educational establishments is protected by the Act and employers have an obligation to ensure, as far as is reasonably practicable, that persons NOT EMPLOYED by them who may be affected by their activities are not exposed by their actions to health or safety risks within the school premises (Health and Safety at work Act, 1974 Section 3.)

Secure access to school is in operation, with visitors' book and instructions to report to main office.

Visitors should report to the Office on arrival at the school, they should be required to observe the safety rules of the school, in particular parents helping out in school should be made aware of the health and safety arrangements applicable to them. Any visitor working with children should show their DBS checks to the Office. Anyone without an enhanced check and working with children will be refused entry.

In addition the 'Occupiers Liability Act 1957' introduced a 'common duty of care' which an occupier owes to all visitors other than trespassers. This duty required him/her to see that visitors were reasonably safe in using the premises for the purpose for which they were invited, or permitted to be there. In 1984 the Occupiers Liability Act was updated and occupiers must also take reasonable care to see that trespassers do not suffer personal injury whilst on the premises.

R.E.S.P.E.C.T. signs are displayed around school to encourage everyone to treat others how they would like to be treated.

Contractors

All contracts are managed and monitored by our building consultants and quantity surveyors, Lancaster Maloney (Stockport). They provide lists of all contractors on site and their DBS details as well as a comprehensive list of risk assessments. Lancaster Maloney are also our property consultants, offering a service to ensure we are fully compliant with asbestos / legionella / glazing etc checks. Contractors should report to the Office on arrival at the school and are required to ensure safe working practices by their employers under the provision of the Health and Safety at Work Act and must pay due regard to the safety of all persons using those premises in accordance with Section 3 and 4 of the Health and Safety at Work Act. They should also inform the school of any hazardous operations they intend to carry out and liaise with the appropriate person on site regarding this work. They should also have available COSHH assessments for any substances they intend to use.

The school operates a service level agreement for pest control.

School Security

The school's alarm and fire systems are serviced regularly (biannually or annually respectively) and Key Control Systems are the designated company for any activations out of school hours. Fire procedures are updated annually for all staff and distributed and discussed during the training days before the Autumn term begins. These procedures identify evacuations for all possibilities, areas of staff responsibilities, plan of fire escapes and firepoint identification points. Regular fire practices are undertaken and, more recently, invacuation practices have been held.

The nominated representative for St Bede Academy is Mrs June Roberts, COO. Any problems, potential or otherwise, should be reported to the Headteacher, Mrs Rostron, Mrs Roberts or Mr Barton.