

Our Lady and St Joseph School

Health and Safety Policy

Date	Review Date	Coordinator	Nominated Governor
01/09/2018	01/09/2021	Daniel Duncalf / Theresa O'Hagan	Chair

We believe this policy should be a working document that is fit for purpose, represents the school ethos, enables consistency and quality across the school and is related to the following legislation:

- Health and Safety at Work Act 1974
- Employers' Health and Safety Policy Statements (Exception) Regulations 1975
- Safety Representatives and Safety Committees Regulations 1977
- Health and Safety (Display Screen Equipment) Regulations 1992
- Health and Safety (Consultation with Employees) Regulations 1996
- Provision and Use of Work Equipment Regulations 1998
- Education (school Premises) Regulations 1999
- Management of Health and Safety at Work Regulations 1999
- Special Educational Needs and Disability Act 2001
- Health and Safety (Miscellaneous Amendments) Regulations 2002
- Control of Substances Hazardous to Health Regulations 2002
- Regulatory Reform (Fire Safety) Order 2005
- Chemicals (Hazard Information and Packaging for Supply) Regulations 2009
- Equality Act 2010
- Toys (Safety) Regulations 2011
- School Premises (England) Regulations 2012

The following documentation is also related to this policy:

- Equality Act 2010: Advice for Schools (DfE)
- Managing for Health and Safety (HSE)
- Race Disparity Audit - Summary Findings from the Ethnicity Facts and Figures Website (Cabinet Office)

We recognise our responsibilities under the above legislation to take all reasonable and practicable steps to:

- provide and maintain safe and healthy working conditions, equipment and systems of work for all our pupils, school personnel and visitors to the school;
- provide a safe, clean and hazard free working environment;
- identify and reduce hazards to a minimum by making assessments of the risks to the health and safety of employees and others by looking at all operations, activities, jobs, tasks, people, systems, machines and equipment in place so that we are able to determine whether or not we comply with Health and Safety Law;
- ensure everyone is aware of and understands their responsibilities but are aware that the maintenance of a healthy and safe school is the shared responsibility of the whole school community;
- introduce health and safety arrangements, health surveillance and procedures;

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- provide health and safety information to school personnel;
- appoint competent persons to enforce and promote health and safety;
- provide health and safety training, instruction and supervision for all school personnel;
- provide safe access and egress;
- safe plant and equipment through regular maintenance and testing;
- safe use of materials and substances;
- ensure that all predictable risks have been identified and risk assessed for all curriculum activities such as art, design and technology, ICT, music, physical education and science.

We do not wish to develop an over-cautious health and safety culture within the school. We work hard to keep children safe from harm but we will not enforce bans on conkers or yo-yos or other such activities as we want children to broaden and enrich their minds.

We need to develop a culture that distinguishes between real and imagined risk. We believe we cannot 'insulate our pupils from every bump, germ or bruise as this will limit their opportunity to take full advantage of the freedom of childhood and to explore the world around them.' (Amanda Spielman, Chief Inspector of Schools)

We wish to work closely with the School Council and to hear their views and opinions as we acknowledge and support Article 12 of the United Nations Convention on the Rights of the Child that children should be encouraged to form and to express their views.

We as a school community have a commitment to promote equality. Therefore, an equality impact assessment has been undertaken and we believe this policy is in line with the Equality Act 2010.

We all have a responsibility to ensure equality permeates in to all aspects of school life and that everyone is treated equally irrespective of age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex and sexual orientation. We want everyone connected with this school to feel safe, secure, valued and of equal worth.

We acknowledge the findings of the Race Disparity Audit that clearly shows how people of different ethnicities are treated across the public services of health, education, employment and the criminal justice system.

The educational section of the audit that covers: differences by region; attainment and economic disadvantage; exclusions and abuse; and destinations, has a significant importance for the strategic planning of this school.

We believe it is essential that this policy clearly identifies and outlines the roles and responsibilities of all those involved in the procedures and arrangements that is connected with this policy.

Aims

- To provide and maintain safe and healthy working conditions, equipment and systems of work for all our pupils, school personnel and visitors to the school.

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- To provide a safe and healthy working and learning environment for all stakeholders.
- To have in place risk assessments for all operations, activities, jobs, tasks, people, systems, machines and equipment that may pose a risk to school personnel and others.
- To ensure that all predictable risks have been identified and risk assessed for curriculum activities such as art, design and technology, ICT, music, physical education and science.
- To ensure that control measures have been put in place for all identified risks.
- To encourage everyone to take responsibility for their own health and safety and that of others.
- To provide and maintain equipment.
- To establish safe operating systems within the school.
- To provide training and up dated information for all school personnel.
- To identify and outline the responsibilities of the whole school community.
- To ensure compliance with all relevant legislation connected to this policy.
- To work with other schools and the local authority to share good practice in order to improve this policy.

Responsibility for the Policy and Procedure

Role of the Governing Body

The Governing Body has responsibility for:

- delegating powers and responsibilities to the Headteacher for overseeing health and safety throughout the school and is responsible for the day to day running of the school;
- appointing a member of staff to be the Health and Safety Representative;
- ensuring the school has a current health and safety policy in place;
- delegating powers and responsibilities to the Headteacher to ensure all school personnel and stakeholders are aware of and comply with this policy;
- recognising and accepting its responsibilities for the health, safety and welfare of its employees, pupils and visitors to premises;
- ensuring compliance with local and national health and safety policies;
- establishing appropriate committees in which to consult on health and safety matters;
- managing the allocation of sufficient funds in order to ensure, so far as reasonably practicable, the working environment is safe and without risk to health;
- ensuring effective monitoring is carried out to evaluate the health and safety performance of the school by evaluation of relevant inspection reports;
- ensuring the organisation and arrangements of the school operate effectively;
- ensuring health and safety is on the agenda at Governing Body meetings;
- has the duty of establishing appropriate committees in which to consult on health and safety matters;
- will ensure arrangements are in place for the school operating effectively;
- engaging the allocation of sufficient funds in order to ensure, so far as reasonably practicable, the working environment is safe and without risk to health;
- ensuring effective monitoring is carried out to evaluate the health and safety performance of the school by involvement and evaluation of inspection reports from the local authority, Headteacher and Safety Representatives.
- ensuring that the school complies with all equalities legislation;

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- nominating a designated Equalities governor to ensure that appropriate action will be taken to deal with all prejudice related incidents or incidents which are a breach of this policy;
- ensuring funding is in place to support this policy;
- make effective use of relevant research and information to improve this policy;
- ensuring this policy and all policies are maintained and updated regularly;
- ensuring all policies are made available to parents;
- the responsibility of involving the School Council in:
 - determining this policy with the Governing Body;
 - discussing improvements to this policy during the school year;
 - organising surveys to gauge the thoughts of all pupils;
 - reviewing the effectiveness of this policy with the Governing Body
- nominated a link governor to:
 - visit the school regularly;
 - work closely with the Headteacher and the coordinator;
 - ensure this policy and other linked policies are up to date;
 - ensure that everyone connected with the school is aware of this policy;
 - attend training related to this policy;
 - report to the Governing Body every term;
 - annually report to the Governing Body on the success and development of this policy.
- the effective implementation, monitoring and evaluation of this policy.

Role of the Local Authority

In community schools where the local authority is the employer the local authority is responsible for:

- recognising and accepting its responsibilities for the health, safety and welfare of its employees, pupils and visitors to premises.
- providing advice and help to ensure schools comply with health and safety obligations and to achieve the required health and safety standards.
- undertaking periodic inspections in order to evaluate the health and safety performance of schools and to identify areas for improvement.

Role of the Headteacher

The Headteacher will:

- be responsible for the implementation of the school health and safety policy and to develop a culture of safety throughout the school;
- ensure compliance with all relevant legislation connected to this policy;
- be responsible for the day to day management of health and safety;
- be aware of and well trained in the requirements of all current health and safety legislation;
- establish high standards of health and safety throughout the school;

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- have in place risk assessments for all operations, activities, jobs, tasks, people, systems, machines and equipment that may pose a risk to school personnel and others;
- undertake risk assessments annually with the Health and Safety Representative and Site Manager;
- ensure that all stakeholders are aware of all risk assessments and safe systems of work;
- ensure daily inspections, repairs and an annual maintenance programme is in place for all equipment, apparatus, tools and machinery;
- ensure all equipment, apparatus, tools and machinery are serviced and maintained by suitably qualified contractors;
- ensure medical and first aid procedures and facilities are in place;
- periodically report to the Premises, Health, Safety and Security Sub-committee;
- ensure that all school personnel fulfil their duties to co-operate with the policy;
- make effective use of relevant research and information to improve this policy and all other health and safety policies such as:

<ul style="list-style-type: none"> ▪ Accidents and Emergencies ▪ Administering Medicines ▪ Alcohol and Drugs Misuse ▪ Allergies ▪ Anti-violence, Aggressive and Anti-social Behaviour ▪ Asbestos ▪ Asthma ▪ CCTV ▪ Communicable Diseases ▪ COSHH ▪ Diabetes ▪ Display Screen Equipment ▪ Disposal of Nappies and Personal Protective Equipment ▪ E-Safety ▪ Ebola ▪ Educational Visits ▪ Electrical Safety ▪ Epilepsy ▪ Fire Safety 	<ul style="list-style-type: none"> ▪ Food ▪ Intimate Care ▪ Intruders ▪ Head lice ▪ Health and Safety in the Curriculum ▪ Health and Safety Inspections ▪ Health and Wellbeing of School Personnel ▪ Hygiene ▪ Lone Workers ▪ Management of Health and Safety Regulations ▪ Manual Handling ▪ Medical and First Aid ▪ New and Expectant ▪ No Smoking ▪ PAT Testing ▪ Photographic and Video Images ▪ PE Safety ▪ Positive Handling ▪ Premises Manager 	<ul style="list-style-type: none"> ▪ Reporting of Injuries, Diseases and Dangerous Occurrences ▪ Risk Management and Risk Assessment ▪ Road Safety ▪ Sick Child ▪ School Security ▪ School Toilets ▪ Sharps and Needles ▪ Slip, Trip and Fall Accidents ▪ Smoke Free School Environment ▪ Stress Management ▪ Sun Protection ▪ Swimming Safety ▪ Visitors and Contractors ▪ Voice Care ▪ Working at Height ▪ Worklife Balance ▪ Workplace Environment
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- work closely with the link governor and coordinator;
- provide leadership and vision in respect of equality;
- report any accidents or dangerous occurrences;
- investigate the causes of any accident, dangerous occurrence or near miss;
- put into place a safe system to prevent any accident, dangerous occurrence or near miss happening again;
- ensure that the emergency evacuation procedure is carried out every term;

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- have in place an emergency plan to cover any major incident;
- have in place:
 - fire precautions and an emergency evacuation plan in the event of fire
 - procedures for first aid provision
 - procedures for the control of substances hazardous to health
 - an electrical maintenance plan
 - an annual plan for Portable Appliance Testing
 - procedures to deal with asbestos and Legionella
- have in place an Educational Visits Coordinator to ensure the health and safety of all educational visits;
- ensure that new school personnel will undertake appropriate induction training;
- identify the training needs of school personnel, pupil and governors;
- ensure that established school personnel receive training when required;
- attend health and safety training with the local authority;
- ensure the health and safety coordinator attends regular training;
- undertake regular health and safety inspections with relevant school personnel;
- undertake an annual health and safety audit;
- communicate to parents the health and safety procedures of the school;
- monitor the effectiveness of this policy by speaking with pupils, school personnel, parents, visitors and governors;
- report regularly health and safety matters to the Governing Body;
- annually report to the Governing Body on the success and development of this policy.

Role of the Senior Leadership Team

The Senior Leadership Team will:

- implement the school health and safety policy and to assist in developing a culture of safety throughout the school;
- assist in the day to day management of health and safety;
- ensure they are up to date with all current health and safety legislation;
- work with the Headteacher to ensure all stakeholders are aware of and comply with this policy.

Role of the Bursar

The Bursar will:

- be familiar with this policy and will keep up to date with all Statutory Instruments and Regulations;
- with the Headteacher be responsible for the day to day implementation of all health and safety procedures and safe systems of work;
- ensure school personnel attend induction and refresher training when appropriate;
- ensure risk assessments are in place and kept up to date;
- ensure an inspection schedule is in place and up to date for all plant, buildings and electrical equipment;
- ensure inspection records are kept of all inspections;

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- ensure all reported incidents and highlighted concerns are dealt with immediately;
- be responsible for supervising contractors on site;
- ensure all relevant insurances are in place;
- organise health and safety inspection walks of the school premises with the Headteacher, Site Manager and the Health and Safety coordinator once every half term;
- write and present an annual health and safety report to the Governing Body.

Site Manager

The Site Manager will:

- comply with the school's Health and Safety Policy, safety procedures and risk assessments;
- conduct regular health and safety surveys with the Headteacher and Safety Representative;
- ensure daily inspections, repairs and an annual maintenance programme is in place for all equipment, apparatus, tools and machinery;
- ensure all electrical equipment, physical education apparatus and equipment, tools and machinery are serviced and maintained by suitably qualified contractors;
- ensure all maintenance records are kept up to date and readily available for any health and safety inspections;
- ensure all chemicals and hazardous substances are clearly labelled, stored and disposed under the correct COSHH guidelines;
- ensure the water system is well maintained in order to prevent Legionnaire's disease;
- ensure that all cleaning staff are aware of the Health and Safety Policy and its implications such as storage arrangements for materials, use of equipment, substances etc;
- report immediately and defects or hazards;
- ensure that all new equipment is supplied with the appropriate documentation;
- test the fire alarm system each week;
- maintain a record of hazardous substances used for cleaning and similar purposes.

Role of the Health and Safety Representative

The Health and Safety Representative will:

- carry out regular inspections of premises and school activities;
- assist in carrying risk assessments;
- investigate potential hazards, employee complaints, accidents and dangerous occurrences;
- make representation to employers and others on health and safety matters arising;
- provide information and guidance to school personnel;
- lead the development of this policy throughout the school;
- work closely with the Headteacher and the nominated governor;
- provide guidance and support to all staff;
- provide training for all staff on induction and when the need arises regarding;
- keep up to date with new developments and resources;
- review and monitor;
- annually report to the Governing Body on the success and development of this policy.

Role of School Personnel

School personnel will:

- carry out their duties in accordance with this policy;
- co-operate with the Headteacher and others in school to comply with legislation;
- take reasonable care of themselves and others whilst at work;
- co-operate with the Headteacher and others in school to comply with legislation;
- attend appropriate training;
- report accidents, incidents, defects, damage to equipment and safety hazards to the Bursar and Health and Safety Representative;
- follow safe work procedures;
- ensure classrooms and other work areas are safe before they are used;
- ensure all equipment is safe to use;
- ensure personal protective equipment is used when appropriate;
- be familiar with the fire emergency evacuation procedures of the school building;
- use all machinery and equipment in accordance with information, training and instruction received;
- make everyone aware of any work situation where there are serious and immediate health and safety risks;
- inform the Headteacher of any concerns regarding any health and safety procedures;
- ensure pupils:
 - wear appropriate clothing in art and D&T lessons;
 - tie their hair back when undertaking art, D&T and science lessons
 - wear appropriate clothing and footwear in PE;
 - do not wear jewelry or watches during PE or swimming;
 - wear sun protection when taking part in summer PE field activities;
 - consume sufficient water to prevent hydration during PE activities;
 - wash their hands before and after handling food;
 - tie their hair back when handling food;
 - sit correctly when using computers;
 - pupils are not affected by loud music.
- teach pupils about hazards, risks and control in science, design and technology, information technology, art and design, physical education and swimming so that risk awareness forms an integral part of their learning and development;
- attend appropriate training;
- report accidents, incidents, defects, damage to equipment and safety hazards to the Health and Safety Representative;
- implement the school's equalities policy and schemes;
- report and deal with all incidents of discrimination;
- attend appropriate training sessions on equality;
- report any concerns they have on any aspect of the school community.

Role of the Health and Safety Committee

The Health and Safety committee will:

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- consist of the Headteacher, nominated governor, health and safety representative, site manager, teacher representative and a member of the school council;
- meet every term to discuss all health and safety matters.

Role of the Educational Visits Coordinator

The Educational Visits Coordinator will:

- ensure all educational visits comply with all current legislation and procedures;
- ensure risk assessments are in place for all educational visits.

Role of Pupils

Pupils are expected to:

- follow the safety rules of the school and in particular the instructions of teaching staff given in an emergency;
- use and not willfully misuse, neglect or interfere with things provided for their safety;
- exercise personal responsibility for the safety of themselves and others;
- observe standards of dress consistent with safety and or / or hygiene
- treat others, their work and equipment with respect;
- support the school Code of Conduct and guidance necessary to ensure the smooth running of the school;
- liaise with the school council;
- take part in questionnaires and surveys.

Role of Parents

Parents are expected to:

- support the school in any health and safety matters reported to them on newsletters;
- speak with their children about health and safety;
- be aware of and comply with this policy;
- be asked to take part periodic surveys conducted by the school;
- support the school Code of Conduct and guidance necessary to ensure smooth running of the school.

Role of Visitors and People Working on Site

Visitors and contractors are expected to:

- take reasonable care of themselves and others while on the school premises;
- co-operate with the safety rules and procedures of the school;
- ensure compliance with risk management when working on the premises;
- report defects or damage to equipment;
- report all accidents and incidents.

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Training for School Personnel

All school personnel:

- have equal chances of training, career development and promotion
- receive training on this policy on induction which specifically covers:

<input type="checkbox"/> All aspects of this policy	<input type="checkbox"/> Manual Handling
<input type="checkbox"/> Health and Safety at Work	<input type="checkbox"/> Medical Conditions and Communicable Diseases
<input type="checkbox"/> Health and Safety in the Curriculum	<input type="checkbox"/> PE Safety Guidelines
<input type="checkbox"/> Identifying Hazards	<input type="checkbox"/> Physical Restraint
<input type="checkbox"/> Risk Management and Risk Assessment	<input type="checkbox"/> Risk Assessment
<input type="checkbox"/> Health and Safety - Responsibilities	<input type="checkbox"/> Security
<input type="checkbox"/> Accidents and Emergencies	<input type="checkbox"/> Slips, Trips and Falls
<input type="checkbox"/> Electrical Safety	<input type="checkbox"/> Violence in Schools
<input type="checkbox"/> Fire Safety	<input type="checkbox"/> Working at Height
<input type="checkbox"/> First Aid	<input type="checkbox"/> Work-life Balance
<input type="checkbox"/> Health and Safety in the Curriculum	<input type="checkbox"/> Equal opportunities
<input type="checkbox"/> Health and Well-Being	<input type="checkbox"/> Inclusion
<input type="checkbox"/> Lone Workers	

- receive periodic training so that they are kept up to date with new information
- receive equal opportunities training on induction in order to improve their understanding of the Equality Act 2010 and its implications.

Risk Assessments / Safe Operating Systems

- We believe that Risk Assessment applies to everyone and is the key factor in relation to Health and Safety.
- Risk Assessment is something we all do every day and most activities have some form of risk attached to them.
- The object is to assess the level of risk, determine whether it is acceptable and introduce measures to minimise or eliminate the risk by:
 - Preparing and implementing safe working practices
 - Monitoring, inspecting and reporting regularly
 - Identifying potential hazards and knowing what to do to minimise risk and respond if something goes wrong.
- We are aware that we may need specialist advice to assess some risks, but many require a common-sense approach and continued diligence.
- We are of the opinion that if something is not acceptable at home then it should not be acceptable in school.
- All of us have a legal responsibility for the safety of our colleagues.

Health and Safety Inspections

- A daily inspection is undertaken by the caretaker who reports to the Headteacher.

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- Weekly checks are undertaken by the relevant personnel.
- The Local Authority Health and Safety section undertakes an annual inspection.
- Annual inspection by the Governor with responsibility for Health and Safety.

Reporting

- The Headteacher receives a daily report from the caretaker.
- The Headteacher provides a termly report to the Governing Body.
- The Headteacher provides an annual report to the Governors and to the Local Authority.
- The Governing Body receives a periodic inspection report from the Health and Safety section of the Local Authority.

Raising Awareness of this Policy

We will raise awareness of this policy via:

- the School Handbook/Prospectus
- the school website
- the Staff Handbook
- meetings with parents such as introductory, transition, parent-teacher consultations and periodic curriculum workshops
- school events
- meetings with school personnel
- communications with home such as weekly newsletters and of end of half term newsletters
- reports such annual report to parents and Headteacher reports to the Governing Body
- information displays in the main school entrance.

Equality Impact Assessment

Under the Equality Act 2010 we have a duty not to discriminate against people on the basis of their age, disability, gender, gender identity, pregnancy or maternity, race, religion or belief and sexual orientation.

This policy has been equality impact assessed and we believe that it is in line with the Equality Act 2010 as it is fair, it does not prioritise or disadvantage any pupil and it helps to promote equality at this school.

Monitoring the Implementation and Effectiveness of the Policy

The practical application of this policy will be reviewed annually or when the need arises by the coordinator, the Headteacher and the nominated governor.

A statement of the policy's effectiveness and the necessary recommendations for improvement will be presented to the Governing Body for further discussion and endorsement.

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Linked Policies

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| <ul style="list-style-type: none"> ▪ Accidents and Emergencies ▪ Administering Medicines ▪ Alcohol and Drugs Misuse ▪ Allergies ▪ Anti-violence, Aggressive and Anti-social Behaviour ▪ Asbestos ▪ Asthma ▪ CCTV ▪ Communicable Diseases ▪ COSHH ▪ Diabetes ▪ Display Screen Equipment ▪ Disposal of Nappies and Personal Protective Equipment ▪ E-Safety ▪ Ebola ▪ Educational Visits ▪ Electrical Safety ▪ Epilepsy ▪ Fire Safety | <ul style="list-style-type: none"> ▪ Food ▪ Intimate Care ▪ Intruders ▪ Head lice ▪ Health and Safety in the Curriculum ▪ Health and Safety Inspections ▪ Health and Wellbeing of School Personnel ▪ Hygiene ▪ Lone Workers ▪ Management of Health and Safety Regulations ▪ Manual Handling ▪ Medical and First Aid ▪ New and Expectant ▪ No Smoking ▪ PAT Testing ▪ Photographic and Video Images ▪ PE Safety ▪ Positive Handling ▪ Premises Manager | <ul style="list-style-type: none"> ▪ Reporting of Injuries, Diseases and Dangerous Occurrences ▪ Risk Management and Risk Assessment ▪ Road Safety ▪ Sick Child ▪ School Security ▪ School Toilets ▪ Sharps and Needles ▪ Slip, Trip and Fall Accidents ▪ Smoke Free School Environment ▪ Stress Management ▪ Sun Protection ▪ Swimming Safety ▪ Visitors and Contractors ▪ Voice Care ▪ Working at Height ▪ Worklife Balance ▪ Workplace Environment |
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See Appendices Documents section on Policies for Schools Website

- Frequency of Policy Monitoring
- Monitoring Implementation and Policy Effectiveness Action Plan
- Initial Equality Impact Assessment
- Policy Evaluation
- Policy Approval Form

Headteacher:	Sean Flood	Date:	September 2018
Chair of Governing Body:	Derek Vitali	Date:	September 2018