

Name of School	St Edward's Catholic Primary School
Policy review date	September 2024
Date of next review	September 2025
Who reviewed this policy?	Ms L Wrench (School Business Manager)



INTRODUCTION



This policy is written within the framework of the Health and Safety at Work Act 1974 and its subsequent Regulations. It is to be read in conjunction with St Edward's Catholic Primary School's Health and Safety Management System and advice and guidance provided by Newham Partnership Working (NPW) who supports school health and safety arrangements.

It will be reviewed, added to, or modified from time to time and may be supplemented in appropriate cases by further statements related to the work of the school. Copies and subsequent amendments will be made available to all employees. The phrase 'employee' includes all staff whatever their management function.

The success of this policy depends on the active support of all employees to achieve its objectives.

THE POLICY STATEMENT

The Headteacher will be responsible for the implementation, management and monitoring of the health and safety policies and procedures provided by the Department for Education (DfE), NPW, the Diocese and those of the School.

The Headteacher recognise and accept his responsibility to, as far as is reasonably practicable, provide a safe and healthy workplace and working environment for all employees, pupils, visitors and others who may be affected by the work of the school, i.e. parents, volunteer helpers, school meals.

In discharging responsibilities, the Headteacher will pay due regard to relevant Regulations, Codes of Practice, Guidance Notes and professional advice.

The Headteacher similarly require all employees to recognise their responsibilities to take care for the safety of themselves, other workers, pupils, visitors and others who may be affected by the work of the school and to co-operate fully with the Headteacher in achieving this policy.

The Headteacher accepts responsibility as far as is reasonably practicable for the effect of the school's activities on the safety of contractors and others whilst working on school premises.

The Headteacher similarly requires contractors and others, when working on school premises, to take all reasonable care for the protection of their own employees, school staff, pupils, visitors and others who may be affected by their work.

The Headteacher will co-operate fully in the appointment of Safety Representatives by recognised Trade Unions as set out in the Safety Representatives and Safety Committees Regulations 1978. (Within the current staff).



GENERAL RESPONSIBILITIES



The Headteacher will be responsible for the implementation, management and monitoring of the relevant policies and procedures. The Headteacher will approve and monitor any arrangements made by school/senior leadership team (SLT) to discharge their responsibilities, as well as monitoring the outcome of any arrangements they may make. Line managers will take all reasonable measures to assist the Headteacher in carrying out this health and safety policy. So far as is reasonably practicable, they will ensure that those under their control and the areas in which they work are safe and that those employees under their control fulfil their responsibilities.

Employees have the duty to take reasonable care for their own health and safety and of others who may be affected by their actions and/or omissions; they are to co-operate with the Headteacher and SLT and relevant line managers to enable them to maintain a safe and healthy workplace. Disregarding or failure to comply with safety instructions shall be a breach of disciplinary rules and dealt with accordingly. The Headteacher will liaise with Governing Body in matters where its responsibilities relate to the Health and Safety at Work Act. The Governing Body must comply so far as it is within their power to do so.

ADVICE AND TRAINING

The Headteacher note that Newham Partnership Working provide a range of professional advice, information and training in support of health and safety issues and will make available such advice, information and training to appropriate members of staff.

GOVERNING BODY STATEMENT

The Governing Body will, so far as is reasonably practicable, ensure that all activities under its control are carried out in accordance with the Health and Safety at Work etc. Act 1974, relevant regulations, approved codes of practice, guidance notes, of Newham Partnership Working and paying due regard to advice and information provided by relevant advisers.

The Governing Body will ensure, so far as is reasonably practicable, that all means of entering or leaving the premises available for use are safe and without risks to health and, that any plant or substances in the premises or provided for use there are similarly safe and without risks to health.

The Governing Body will review this statement annually or if circumstances change in the interim. It will ensure that the schools maintain, monitor and review their Health and Safety policy including the necessary items of organisation, arrangements and procedures.

In order to assist in the discharge of its responsibilities, the Governing Body will receive copies of all Health and Safety reports made by relevant agencies from the Headteacher from time to time.



HEALTH, SAFETY & WELFARE AT WORK ORGANISATION AND RESPONSIBILITIES



INDUCTION

Training and guidance will be given to all new staff. Revision and updating of information will be given to existing staff as and when necessary.

Risk assessments will be carried out regularly for those activities which attach a degree of risk and where there are hazards identified. Risk Assessments will also be carried out for individuals where appropriate. Health and Safety audits are carried out by the schools regularly by the School Business Manager.

RESPONSIBILITIES

1. The Headteacher will be responsible to the Governing Body for all aspects of Health and Safety of the school and will delegate to particular individuals specific functions for which they will be responsible to the Headteacher. In particular he/she will ensure the following in each school:

- There are arrangements for playground supervision, before and after sessions, break times and lunchtimes.
- There are procedures for educational visits and learning outside the classroom including the appointment of an Educational Visits Co-ordinator.

There are arrangements for personal safety and security. That regular evacuation, lock downs and fire drills are arranged.

- That all incidents, accidents and assaults to pupils, staff and any other individuals are reported as per the school procedure.
- That all dangerous incidents are reported to the Governing Body.
- That, in the event of a bomb warning/terrorist emergency, the building is evacuated or locked down and the emergency services are called, that the police are met and informed of the situation and that the Governing Body is informed of the incident.
- That repairs needed to the building and equipment are reported and acted upon.
- That major aspects of school policy relating to Health and Safety at Work are reported to the Governing Body.
- A safety audit will be conducted once a term and ensure that new members of staff including students on teaching practice and work experience students are inducted into the Safety Policy of the school, and that volunteers who frequently visit the school are appraised of the relevant parts of the School's Health and Safety Policy. They will keep a record of all such training.
- That the School Safety Policy statement is reviewed annually or as and when appropriate, that members of staff are notified of any changes to it during the year and that they are issued with an updated copy when necessary. Staff are given appropriate training and guidance.

In general, the head teacher will be finally responsible for the maintenance of a safe working environment and safe practice within the school in accordance with guidance received from the Health and Safety Executive, Department for Education and Newham Partnership Working.

2. Every Teacher will be responsible for:

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- a) The general safety of furniture and equipment in use in their own classroom;
- b) Deficiencies must be reported to the member of staff with responsibility for the defective item.
- c) The safe storage of equipment in their room when not in use; deficiencies should be reported to the site supervisor or other appropriate member of school staff
- d) The safe use of equipment and furniture in whichever area they may be working; this includes checking PE. Equipment before the large apparatus lesson.
- e) Ensuring equipment is stored away safely as appropriate in whichever area s/he may be working.
- f) Ensuring that any materials etc. that have been used during a lesson are cleared away.
- g) Training pupils in the safe use, movement and storage of equipment where appropriate.
- h) Ensuring that work is displayed safely.
- i) Ensuring that pupils in their class know and understand the sections of this policy statement and any other instructions that are relevant to them.
- j) Know the procedures in an emergency, evacuation or accident, etc. see Staff Handbook, etc.
- k) Completing appropriate risk assessments for activities where there are significant hazards present

3. Designated Staff are as follows:

4.

- P.E., Science & D&T equipment ..all staff, subject co-ordinator
- Art equipmentall staff, subject co-ordinator
- AV & IT equipmentall staff, subject co-ordinator, IT Technician
- Furniture.....class teacher, Headteacher, Deputy Head Teacher, Assistant Heads, Cleaning staff, Site Supervisor
- First Aid.....designated 3-day trained, Appointed Persons, Paediatric & other certificated First Aiders
- Buildings and Grounds Site Supervisor
- Kitchens.....Kitchen staff, contractors or other staff using cooking appliances across the school.

It will be their responsibility to ensure that: -

- a) By regular inspection equipment has no obvious faults
- b) If faults are found, equipment is withdrawn and repaired in accordance with procedures.
- c) New equipment is inspected on receipt to confirm that it is in working order.
- d) All staff are aware of safe practices concerned with such equipment and follow manufacturer's instructions where appropriate.
- e) Where equipment is checked regularly by a contractor (as distinct from a day to day usage basis), this is done and a record kept of such checks - this record will involve noting the date of the inspection in the Health and Safety file and keeping details of the inspection.

4. First Aiders Current First Aid qualifications are held by members of staff. (see first aid policy for names) All accidents to, or serious illnesses of pupils must be reported to them, and it will be their responsibility: -

- a) To inform the Headteacher or other senior member of staff at once, if necessary.
- b) To deal with the accident or illness in accordance with any appropriate NPW guidance "First Aid in Schools".
- c) To log all incidents, accidents or assaults to, or serious illnesses of pupils and staff in the appropriate book as set out in the School Incident and Accident Procedure.
- d) To report incidents as set out in the School Incident and Accident Procedure.

5. will be responsible for the following:-

- a) Giving advice on the safe use and storage of equipment in the school.
- b) The Health and Safety files.
- c) Providing advice on risk assessment



- d) Advising on appropriate health and safety training.
- e)



The School Business Manager as Health and Safety Co-ordinator will be responsible for:

1. Giving advice on the safe use and storage of equipment in the school.
2. The Health and Safety files.
3. Providing advice on risk assessment
4. Advising on appropriate health and safety training.

The School Business Manager will be responsible to the Head Teacher for the following:-

- a) Ordering replacement items for first aid boxes as requested by the persons with current first aid qualifications.
- b) The maintenance of an up to date inventory of clerical equipment. This must be available when required for inspection.
- c) Knowing the location of first aid equipment in the school and ensuring that staff and contractors are aware of its availability and who the first aiders are.
- d) Preparing and making available plans showing the location of all fire appliances in the school.

7. **The Site Supervisor** will be responsible to the Business Manager for the following:-

- a) The cleanliness of the site. In the event of a breakage, the site supervisor will come and remove it as soon as possible. It will be cleared, wrapped up and disposed of. This also applies to the spillage of body fluids.
- b) Any maintenance needs must be reported to the site supervisor immediately. The site supervisor can be contacted through the office if anything dangerously hazardous occurs. Any broken furniture is dismantled and taken away. During a substantial cleaning period, furniture is checked by the cleaning staff for safety.
- c) Maintenance services, fire equipment, frost danger, clearing snow from paths
- d) Ensuring that all points of access and egress are clear at all times throughout the site.
- e) Maintaining an up to date inventory of plant, including all forms of heating and ventilation and of electrical and caretaking equipment - this to be available when required for inspection
- f) Training staff in relevant safety precautions i.e. handling materials, equipment etc.

7. **Midday Assistants** will be responsible for the general safety of pupils in:

- (a) The dining areas throughout lunchtime.
- (b) The playground during lunchtime, or classroom in the event of wet dinner times.
- (c) At times as directed by the Headteacher or other SLT member.

8. **All employees** are responsible for the following:

- (a) Completing the appropriate incident/accident/assault form if they sustain an accident / assault in the course of their employment with their line manager and handing it to the Headteacher who will sign it and arrange for it to be processed by the School Business Manager.
- (b) Entering into the school inventory details of any dangerous substance they may order.
- (c) Exercising their own judgement in determining what is safe whenever there are no relevant regulations or advice.
- (d) Making themselves aware of Health and Safety at Work Act and other legislation, regulations, advice and safety principles relevant to their work, and observing recognised codes or practice etc.
- (e) Making themselves familiar with the relevant safety policies of the School.
- (f) Ensure a safe working environment is maintained in the classroom.

Finally all employees must have regard to Section 7 and 8 of the health and Safety at Work etc. Act 1974, viz. -



Section 7

“It shall be the duty of every employee while at work:-

- a) **To take reasonable care for the health and safety of himself and other persons who may be affected by his acts or omissions at work;**
- 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 is necessary to enable that duty or requirement to be performed or complied with.”**



Section 8

“No person shall intentionally or recklessly interfere with or misuse anything provided in the interests of health, safety or welfare in pursuance of any statutory provision.”

Links with other policies

Educational Visits
Policy
Fire Procedures Policy
SEND/Inclusion Policy

Medical Conditions in School Policy
Intimate Care

Lock Down Policy
Staff Handbook

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