

St. Paul's CE VA Primary School, Chipperfield

HEALTH AND SAFETY POLICY STATEMENT *(reviewed September 2014)*

1. STATEMENT OF INTENT

The Governing Body of St. Paul's School will take steps to ensure it meets its responsibilities under the Health and Safety at Work Act and other statutory and Common Law duties, details of which are given in this statement.

This Statement includes a description of the establishment's organisation and its arrangements for dealing with different areas of risk. Details of how these areas of risk will be addressed are given in the arrangement section.

2. ORGANISATION

Responsibilities of the Governing Body

The Governing Body is responsible for:

- Formulating a Health and Safety Policy Statement detailing the responsibilities for ensuring health and safety within the establishment;
- Ensuring that this statement complies with the County Council and Children, Schools and Families codes of practice;
- Regularly reviewing health and safety arrangements and implementing new arrangements where necessary;
- Providing appropriate resources within the establishment's budget for the implementation of the attached arrangements;
- Receiving from the Headteacher or other nominated member of staff reports on health and safety matters and reporting to Hertfordshire County Council and the Diocese of St. Albans any hazards which the establishment is unable to rectify from its own budget;
- Seeking specialist advice on health and safety which the establishment may not feel competent to deal with;
- Promoting a positive H&S culture and high standards of health and safety within the establishment.

Responsibilities of the Headteacher:

These responsibilities are to:

- take overall responsibility for implementation of the school's health and safety arrangements within the school;
- supervise the Site Manager or other person/s who have been delegated with health and safety of advice where necessary;
- ensure that the establishment has emergency planning arrangements in place (*e.g. the Critical Incident Recovery Plan*);
- report to the CSF Health, Safety and Risk Manager and to the Diocese any hazards

which cannot be rectified within the establishment's budget;

- ensure there is no misuse of plant, equipment etc.;
- ensure that the premises, plant and equipment are maintained in a serviceable condition.
- act as a focal point on health and safety matters and give advice or seek sources

Responsibilities of employees

All employees of the establishment have responsibility to:

- take reasonable care for the health and safety of themselves and others in undertaking their work;
- co-operate with the employer on all matters relating to health and safety;
- not to intentionally interfere with or misuse any equipment or fittings provided in the interests of health safety and welfare;
- report immediately to their line manager any serious or immediate danger;
- report immediately to the line manager any shortcomings in the arrangements for health and safety;
- to ensure that they only use equipment or machinery that they are competent to use or have been trained to use.

Responsibilities of Outside Users

Where school premises are used by other bodies outside of school hours, the responsibility lies with the outside body to check and provide insurance arrangements.

3. ARRANGEMENTS

<h3>1. FIRE EVACUATION AND OTHER EMERGENCY ARRANGEMENTS</h3>
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LOCATION OF EMERGENCY PROCEDURE DOCUMENTS

Written emergency procedures exist covering a range of hazardous situations e.g. fire, bomb alerts, severe weather, electrical faults etc. These documents are located in the school office and carried by key personnel.

- In the event of a fire alarm all staff will evacuate pupils to the designated assembly point on the school playground.
- The Headteacher, Deputy Headteacher or Secretary will summon the emergency services as necessary;
- The safe evacuation of persons is an absolute priority. Staff may only attempt to deal with small fires, **if it is safe to do so without putting themselves at risk**, using portable fire fighting equipment.
NB. Staff should be made aware of the type and location of portable fire fighting equipment and be trained in its correct use.
- Whilst evacuating premises staff should ensure that the premises and equipment are safeguarded as far as this is possible by closing doors, and windows (or opening them in the event of a bomb alert);
- Fire drills will be undertaken termly, and fire alarm tests weekly and a record kept by the caretaker.

- Regular inspections of the premises and grounds should be undertaken each term using the fire check list.
- Details of service isolation points (i.e. gas, water, electricity) are located in:
- Emergency procedures for incidents outside normal working hours are held by: the Headteacher, the Chair of Governors, the Deputy Head, the Secretary and the Caretaker.
- These procedures will be reviewed at least annually.

2. MAINTENANCE OF EMERGENCY EQUIPMENT

The arrangements for fire prevention inspections, testing of equipment etc are given below.

TESTING OF THE FIRE ALARM

The fire alarm will be tested weekly, (using a different call-point each time) by the caretaker and a record kept.

INSPECTION OF FIRE FIGHTING EQUIPMENT

The County Council's contractor, Chubb, undertakes an annual maintenance service of all extinguishers in County establishments.

The school secretary will check that this has been done.

Defective equipment or extinguishers that need recharging should be reported direct to: Chubb.

3. FIRST AID

THE FOLLOWING STAFF ARE TRAINED TO FIRST AID AT WORK LEVEL:

All teaching staff and teaching assistants were trained in March 2013.

The Headteacher or Manager should ensure that First Aiders have a current certificate and that new persons are trained should first aiders leave.

FIRST AID BOXES ARE LOCATED AT THE FOLLOWING POINTS:

School Office cupboard and in Foundation Stage

Marie Riley is responsible for regularly checking that the contents of first aid boxes are complete and replenished as necessary. A check should be made at least once termly. First aid treatment record book is located in the school office as are the list of emergency contact numbers. A separate first aid kit is available for off site visits.

The school policy on medication and first aid is available as a separate policy and details the procedures and documentation needed for the safe administration of medicines in school.

4.REPORTING PROCEDURES

- Employees must report all accidents, incidents, dangerous occurrences, violence incidents, verbal abuse and near misses. All accidents, dangerous occurrences, and near misses must be reported on the standard County Council Incident and Dangerous Occurrence Report (IDOR) form. Violent incidents and verbal abuse should be reported on the standard Violent Incident Report (VIR) Form.
- The Headteacher must countersign the report form before the original copy is sent to the County Hall. A copy should be kept at the establishment and either centrally filed or held on the personal file of a staff member or pupil/child. NB Faulty systems of work, plant, equipment, fittings etc, must be reported and attended to as soon as possible.
- The Headteacher must investigate accidents and take remedial steps to avoid similar instances recurring. Faulty equipment etc. must be taken out of use when necessary and should be clearly labelled to that effect.
- All deaths and major injuries must be reported immediately to the Health and Safety Executive (HSE) on-line at their web site or by telephone on 0845 3009923. If completed by telephone a 'hard copy' of the Health and Safety Executive Form, F2508, must be completed and sent to the HSE within ten days of the incident occurring. The CSF Health, Safety and Risk Management Team should also be informed by telephone immediately on 01992 555741 and a copy of the F2508 sent to them at County Hall.
- Health and Safety Executive Form F2508 must be completed and sent to the HSE for absences through accident for periods of 3 days or more (including W/E's and holidays) or when a non-employee attends hospital following an accident whilst at work. Please refer to the Accident Report Book for full details of reportable incidents. Full guidance and copies of the form are located in the County Health and Safety Policies and Guidance Manual.

5. LONE WORKING

LONE WORKING means working alone after hours or at weekends.

All staff should:

- Obtain the Headteacher's permission on each occasion when lone working will occur and inform a friend or family member where they are and when they will be back.
- Take all appropriate steps to keep themselves safe when working alone. (Refer to Guidance on Personal Safety for Staff in the CSF Health and Safety Manual).
- Ensure they have means to summon help in an emergency e.g. access to a telephone or mobile telephone etc.
- Key holders attending empty premises where there has been an incident or suspected crime should do so with a colleague if possible. They should not enter the premises unless they are sure it is safe to do so.
- Ensure they do not put themselves or others at risk.
- Report any incidents or situations where they may have felt "uncomfortable". Good communication between colleagues, in terms of personal safety is essential.
- Caretakers working alone after hours or at weekends should ensure they always have a means to summon assistance close to hand.

6. HEALTH AND SAFETY TRAINING

The Senior Leadership team is responsible for identifying the health and safety training needs of staff. Subject leaders should ensure that all staff are given appropriate training and guidance in the use of new equipment and materials. Areas of knowledge should include:

- Emergency evacuation, e.g. fire drills and routines, etc
- First Aid
- Accident, incident reporting (including violent incidents and verbal abuse)
- Safety inspections
- Good housekeeping including defect reporting
- Lifting and Handling procedures
- Asbestos safety and Log
- Safe use of work equipment (tools, machinery and other equipment)

- Personal safety and security, including lone working policy
- Handling of chemicals, safe systems of work etc
- Offsite visits and journeys and working off site with pupils/students/young people etc.
- Use of Display Screen Equipment

7. WORK EQUIPMENT

The following equipment has been identified as likely to involve a specific health and safety risk and details are given below on inspection, use and repair.

EQUIPMENT	RESPONSIBLE PERSON (WHO CAN ASSESS RISK)	AUTHORISED USERS OF THE EQUIPMENT	AUTHORISED PERSON FOR INSPECTION AND REPAIR	INSPECTION PERIOD (E.G. TERMLY, ANNUALLY)
Access equipment e.g. ladders, mobile access platform	Steven Kelly Stephen Morrill	Steven Kelly	Stephen Morrill	Annual
Caretaking/cleaning equipment including hand tools	Steven Kelly	Cleaning Staff	Stephen Morrill and Steven Kelly	“
PE and play equipment	Headteacher and Teaching Staff	All	Contractor	
Technology Equipment	Nick Fanshaw	All	Nick Fanshaw Steven Kelly	“
Art/Design Equipment	Diane Dunne	All	Diane Dunne and Steven Kelly	
Portable electrical equipment	Stephen Morrill	Staff	Contractor	“

8.FLAMMABLE AND HAZARDOUS SUBSTANCES

Inventories of flammable and hazardous substances and risk assessments for their use are maintained by the caretaker. Hazardous substances are stored away from combustible sources in the caretaker’s store.

He will ensure the safe use of these chemicals or substances and will ensure that adequate warning notices are properly displayed especially in storage areas.

9. LIFTING AND HANDLING

MANUAL HANDLING OF LOADS

All manual handling activities which present a significant risk to the health and safety of staff whether they involve the manual handling of people or objects will be identified by the establishment's health and safety co-ordinator.

These activities must be eliminated where it is reasonably practical to do so. Where it is not reasonably practicable to do so a risk assessment should be made and the risk reduced as far as is reasonably practicable.

Staff should be provided with appropriate equipment to reach items that are stored at height. Note - heavy items should never be stored at height.

All work activities that involve the manual handling of loads which present a significant risk to the health and safety of any persons must be reported to the head teacher.

Note: This includes activities where the load is quite small but the activity is of a highly repetitive nature.

The written risk assessment will be provided to employees who must follow the instruction given when carrying out the task.

The written risk assessment will take into account the task, load, environment and individual and other factors that might affect the risk to the health and safety of employers or other persons.

Staff should ensure they are not lifting heavy items and equipment unless they have received training and/or equipment in order to do so safely.

10. HEALTH AND SAFETY INSPECTIONS

Health and Safety inspections will take place at least once each term

They will be initiated by: the Governor's Resource Committee

1. The nominated person will conduct the inspection jointly with the caretaker.
2. The person undertaking the inspection will complete a report in writing using the agreed format.
3. Responsibility for following up items detailed in the safety inspection report will rest with the people designated on the form. On going reviews will be carried out by the Resource Committee.

11. ASBESTOS

The Establishment's Authorising Officer is Stephen Morrill.

The premises asbestos log is kept in the school office

Any damage to materials known or suspected to contain asbestos should be reported to the head teacher or caretaker who will contact the Asbestos Helpline on 0845 6030369.

Under **no circumstances** must staff carry out work, however minor, to the fabric of the building unless it has been authorised.

Please note that even drilling a hole or pushing a drawing pin into asbestos containing materials may result in the release of fibres into the air.

12. PREGNANT WORKERS AND NEW MOTHERS

Any risk assessment undertaken on pregnant workers should be completed with reference to the Pregnant Workers and Nursing Mothers guidance in the County Health and Safety Manual.

The definition of 'new or expectant mother' means a worker who is pregnant, who has given birth within the previous six months, or who is breastfeeding. 'Given birth' is defined in the regulations as 'delivered a living child or, after 24 weeks of pregnancy, a stillborn child'.

It is the responsibility of staff to inform their line manager as soon as they know they are (or are no longer) pregnant.

A risk assessment will be carried out to ensure that there are no risks to the expectant mother or baby from the employee's duties or environment. (It is important that the pregnant worker is involved in the risk assessment process to ensure all the relevant facts and issues are covered.)

The risk assessment will be reviewed on a regular basis, and this may have to be increased as the pregnancy progresses.

If the risk assessment identifies hazards that cannot be eliminated or reduced sufficiently the pregnant worker's duties will be adjusted appropriately to ensure they are. If that cannot be achieved locally, the pregnant worker may be re-deployed for the duration of the pregnancy to a safer environment. If this cannot be achieved the legislation requires the pregnant worker to be suspended from work on maternity grounds.

13. RISK ASSESSMENTS

RISK ASSESSMENT

It is a legal requirement to carry out risk assessments. All staff should ensure they are familiar with the HCC and CSF guidance regarding risk assessments. Risk

assessments should only be carried out by a competent person, i.e. someone who has knowledge and experience.

All workplace activities have been given general assessments and these generic risk assessments are held in a central file on the teachers' common area file on the computer network.

Specific risk assessments relate to individual persons, e.g. staff member or young person/pupil, or a specific, one off activity. Assessments relating to individuals should be held on that person's file.

All Offsite Visit activities must be risk assessed.

14. WORK AT HEIGHT

WORK AT HEIGHT

Work at height activities from where a person could fall a distance liable to cause personal injury present a significant risk, all such activities should be avoided where it is reasonably practicable to do so.

Where this is not possible a risk assessment must be conducted and the risk reduced as far as is reasonably practicable.

A copy of this assessment will be provided to employees authorised to work at height.

The nominated person responsible for work at height is Steven Kelly.

The nominated person shall ensure:

- all work at height is properly planned and organised;
- the use of access equipment is restricted to authorised users;
- all those involved in work at height are trained and competent to do so;
- the risks from working at height are assessed and appropriate equipment selected;
- a register of access equipment is maintained;
- all access equipment is inspected and maintained;
- the risks from fragile surfaces is properly controlled.

15. SECURITY ISSUES

External doors should be kept closed during the school day. Visitors wishing to enter the building must do so using the security buzzer. Where appropriate they will be asked to sign the visitor's book and wear a visitor's badge.

Children should not be left in the classroom or playground unsupervised.

All children must be sent in pairs to the office, never alone.

Fire doors must be kept unlocked but not wedged open or blocked.

16. STRESS

The Governing Body have a duty of care for school employees.

What is stressful to one person is not stressful to another and it is therefore difficult to measure.

Stress can be caused by many factors, but in the workplace is normally brought on by an unbalance between expectations imposed by oneself or others and the ability to meet these expectations.

The school has enrolled in the Hertfordshire Well Being programme to support staff in minimising stress and maintaining a work life balance.

Staff and their managers should be alert to signs of stress and take steps to minimise it by:

- taking regular exercise and eating sensibly
- ensuring adequate sleep
- sharing concerns with a friend or their wellbeing facilitator
- discussing their concerns with their line manager