



# **Health and Safety Policy**

## **St Marie's School, A Catholic Voluntary Academy**

This policy includes our Statement of Intent, our organisational structure of responsibilities and the methods by which we will achieve a safe working environment for staff, pupils, visitors and other users of our site.

February 2017

This is the Health and Safety Policy of:

St Marie's School, A Catholic Voluntary Academy

Fulwood Road

Sheffield

S10 3 DQ

## INTRODUCTION

Under the **Health and Safety at Work Act 1974**, every organisation that employs five or more people must have a written Health and Safety Policy. This policy is site specific and will run in conjunction with that of the Children and Young People's Directorate (CYPD) safety policy.

This health and safety policy will work together with other policies to ensure the staff and pupils work in a safe environment.

### **Making the Policy Work**

Everyone working in our school, from the Headteacher to new members of staff has their own role and responsibilities. It is expected that everyone understands their responsibilities and can act on them. This document will be available to all staff on the shared drive and all reminded of it at least annually.

### **Communication and Consultation**

The school has a health and safety representative who will be given time to carry out the role and report to the headteacher. Health and safety will be a regular item on staff meeting agendas and staff encouraged to feed into the process

The governors' resources subcommittee will consider health and safety as part of their remit.

### **Help and Advice**

Advice on any health and safety matter can be obtained through the Children, Young People and Families Service Health and Safety Advisers. Some useful telephone numbers are attached to the policy.

### **Policy Statement**

The Headteacher, Governors and staff at this school are committed to providing high standards of health and safety for all users of the school.

As a school, our educational priorities aim to:-

- encourage all pupils to achieve their full academic and social potential;
- provide pupils with the skills and experience which will ensure that the widest possible range of choices are open to them in their future lives;

- provide a sense of community in which individuals feel valued and are actively encouraged to value, respect and help others;
- create an atmosphere in which students enjoy and take pride in their achievements.

These educational and social priorities can only be fully realised within a physical environment that is both a safe and healthy place to work. This in turn can only be brought about by the dedicated co-operation of all within the school. Health and safety at this school is an area where Governors, the Headteacher, staff, safety representatives and parents share common objectives. It is vital that we all understand each other's duties, functions and responsibilities as well as our own because it is only by the co-operation and teamwork of everyone involved that health and safety objectives in school can be achieved.

### **Aims**

- To ensure that the school is always a safe and healthy place in which to work.
- To provide plant, equipment, resources and systems of work that are safe and without risks to health
- To raise awareness among all users of the school as to their responsibility for themselves and others.
- To provide sufficient information, instruction, training and supervision to enable all employees, authorised volunteers and third party users to avoid hazards and contribute positively to their own health and safety at work
- To ensure the dissemination of all relevant information from the CYPF and other bodies to the correct user[s].
- To regularly monitor and review safety procedures throughout the school.
- To create and update a central file containing relevant health and safety information

**This health and safety policy will be regularly reviewed and updated**


Headteacher
01/02/2017

## Responsibilities

1 Overall responsibility for the management of health and safety in the school is that of

J Fernandes	Headteacher
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2 Responsibility for the following areas is that of

Area of work	Name
Buildings Management/Maintenance	Tim Coe                      Buildings Supervisor
Educational Visits	Jenny Jones
Regular safety checks	Tim Coe                      Buildings Supervisor
Premises - Risk assessments	Tim Coe                      Buildings Supervisor
Monitoring work people on site	Tim Coe                      Buildings Supervisor
Visit risk assessments	Lead teacher
Fire practices	Tim Coe                      Buildings Supervisor
Strategic overview	Governors Resources sub committee

2 Responsibility for the following areas is that of

Area of Work Y6 toilets	
Name	Mrs A Fenton and Mrs E Lever

Area of Work ICT Suite/Library	
Name	Mr J Fernandes/Mrs M Kirkbride

Area of Work KS1 work area and infant corridor, PPA Room and Resource Room	
Name	Mrs L Garnett, Mrs P Delamere

Area of Work Y1 Work area and toilets	
Name	Miss M Koszler

Area of Work Y4/Y5 Girls toilets
Name Mrs M Kirkbride

Area of Work Y4/5 Boys toilets, cloakrooms and Y4/5 Work Area
Name Mr J Park

Area of Work Hall and PE store and Hall Toilets
Name Mrs A Fenton/Mrs E Lever/Miss K Healy

Area of Work Foundation stage Playground and ramp area
Name Mrs D Walton/Mrs S Thomas/Mrs H Grant

Area of Work Headteacher's office, Main Entrance, Staff toilets
Name Mr J Fernandes/Miss L Holmes

Area of Work Staff Room /Staff Toilets
Name Mr J Fernandes/Miss L Holmes

Area of Work Medical Room
Name Mr J Fernandes/Miss L Holmes

## General Responsibilities

### **The Governors will:**

- Ensure that adequate funding is provided from the school budget to enable the school to be organised and run in a safe and healthy manner.
- Deal with any health and safety problems brought to them by the Head Teacher, staff or parents, through their meetings or any emergency meetings, which may be called due to unforeseen circumstances.
- Ensure that the school's Health and Safety Policy is brought to the attention of all staff and implemented in school.
- Help prepare, implement and monitor a "site-specific" health and safety policy
- Confirm compliance with Statutory and Local Authority policies and procedures and monitor health and safety management within school
  - Ensure that appropriate risk assessments have been carried out
  - Ensure that all members of staff receive appropriate training
  - Ensure that the Headteacher has an appropriate workload in support of a reasonable work/life balance
  - Ensure adequate consultation takes place to allow everyone to contribute to safe working. This will be done in the following way:

Through the resource subcommittee meetings and staff meetings.

- Through health and safety audits
- Regular monitoring
- Governor resources meetings
- Involving the buildings supervisor
- Following up issues with the local authority
- Reporting to full governing body

### **The Headteacher will:**

- Take overall responsibility for day to day management of health and safety issues
- Ensure that health and safety is incorporated into the planning and organisation of all school functions

- Ensure that suitable and sufficient assessments of hazards and risks to staff members, pupils and other visitors and users of the school are carried out. Further, to act upon those assessments in order to reduce risk
- Attend health and safety training courses as appropriate
- Ensure the provision of adequate training, communication, instruction and supervision for all members of staff (including supply staff and volunteers)
- Provide necessary information to staff members and their representatives on health and safety matters
- Ensure that staff members who are delegated to carry out particular tasks are competent and fully aware of their responsibilities
- Ensure staff have an appropriate workload in support of a reasonable work/life balance
- Investigate any accidents or near misses and bring these, along with any other health and safety problems, to the attention of staff and the governors
- Ensure adequate consultation and communication takes place to allow everyone to contribute to safe working. This will be done in the following way:
  - Through staff meetings
  - Through health and safety audits
  - Day to day reports
  - Regular monitoring
  - Attend governor resources meetings
  - training

All Staff Members will:

- Ensure that they are fully aware of their roles and responsibilities, co-operate with the school's policies and procedures and follow any guidance, policies and procedures issued by the Governors.
- Ensure that safe working practices are adopted at all times and comply with the findings/other outcomes of risk assessments, whether in school, on school business or on educational visits.
- Attend health and safety training courses as appropriate.
- Undertake relevant risk assessments and share findings and preventative measures with all appropriate stakeholders.

- Bring to the attention of the Headteacher information about accidents, near misses, dangerous equipment or situations which may occur whilst in school or on educational visits.
- Report to the Headteacher any problems that they feel that they cannot deal with themselves.
- Take responsibility to do what they can to take care of themselves, their colleagues, pupils and visitors. In particular employees should co-operate with the health and safety policy of their employer.

## Safeguarding

All staff and governors have a responsibility to make sure the school's health and safety obligations are met. Safeguarding the children is an item on the agenda of the governors' pupil committee minutes and the Safeguarding governor will ensure they bring the committees attention to any matters which have arisen relating to the safeguarding of children.

## General Arrangements to Keep People Safe

### 1 Risk Assessment

Risk Assessments are a legal requirement mainly under the **Management of Health and Safety at Work Regulations 1999**, although most health and safety legislation require a risk assessment approach.

All of our Risk Assessments are recorded. We usually use the CYPF Generic Risk Assessment booklets as a starting point but, where there are no generic assessments we carry out our own assessments using the blank assessment form which can be found in the Health Safety and Risk area of Schoolpoint). Risks are assessed periodically (usually on an annual basis), following an accident, on the introduction of any new process/equipment and also any change in circumstances.

We share the findings of our risk assessments with all members of staff

Risk assessments are usually kept:

Document	Location
Fire Risk Assessment	School Office
Generic Premises Risk Assessment	School Office
Foundation Stage Risk Assessment	School Office
Educational Visits Risk Assessments	School Office
Hazardous Substances Risk Assessments	School Office
Task / activity based Risk Assessments	School Office

Shown below are the name(s) of the staff assisting with the assessment process as well as details on when they will be carried out and our updating systems.

The following people assist with the assessment process for their individual area of work:

Staff member	Assessment Task	Date
J Fernandes/ Tim Coe /Lindsay Holmes	Generic risk assessments	Annually
J Fernandes/ Tim Coe /Lindsay Holmes	Risk assessments following accident	As necessary
J Jones	Educational visits risk assessments	On going
HSA	Events	As necessary

**NB** It is the Headteachers responsibility to ensure that risk assessments are carried out. However the Headteacher may delegate the function or request the assistance of competent staff in carrying out a risk assessment.

## **2**     **Fire**

An outbreak of fire in a school can be extremely serious. The **Regulatory Reform (Fire Safety) Order 2005** makes it a legal requirement for each building to have an up to date fire risk assessment. Our Fire Risk assessment identifies all sources of heat with the potential to cause fire e.g. gas heaters, Bunsen burners, cookers etc. and it also consider the storage of combustible materials.

Ongoing monitoring is carried out to ensure that combustible materials (liquids, solids or gases) do not come into contact with sources of heat.

Internal fire doors are kept closed to stop fire spreading. Hydraulic door closers are checked regularly and maintained as necessary to ensure correct operation (damage to these closers is very common in schools).

All documentation relating to fire safety is kept:

Document	Location
Fire Risk Assessment (including Arson Assessment)	Buildings Supervisors File
Fire Precautions Log Book	Buildings Supervisors File
Fire Safety Training Records	Safeguarding File

The following people have a role to play in ensuring fire safety issues are adequately dealt with

Name	Responsible for:
J Fernandes/A Wallace	Named Responsible Person
Tim Coe	Ensuring there is a current fire risk assessment in place and a process for reviewing / updating on a regular basis
Lindsay Holmes	Inducting new members of staff and supply / agency staff, contractors etc
J Fernandes	Making sure that staff receive regular refresher training
J Fernandes/Lindsay Holmes	Making sure relevant information is shared with other users of the premises such as lettings, breakfast and after school clubs etc
Tim Coe/Lindsay Holmes	Ensuring regular fire drills are carried out and recorded
Tim Coe/Lindsay Holmes	Keeping the Fire Precautions Log Book up to date

The following people have carried out fire training in November 2016

Title	Surname
Mrs	Borland
Mr	Coe
Mrs	Fenton
Mrs	Fernandes
Mrs	Furniss
Mrs	Jones
Miss	Hanson
Miss	Healy
Mrs	Lamb
Mrs	Outram
Miss	Scriven

### 3 Permission to Work

Name	Responsible for:
Tim Coe	Ensuring that the Headteacher/Deputy Headteacher and the Diocese are informed at the planning stage of any work that is <b>intrusive</b> to the fabric of the building
Mr J Fernandes Miss L Holmes	Inducting new members of staff in the process
Tim Coe	Ensuring that all <b>non-intrusive</b> work is risk assessed
Tim Coe	Keeping an up to date log of all <b>non intrusive</b> work

## 4 Asbestos

Asbestos is a naturally occurring mineral that has been used for many years in the construction of buildings and in many products. It was used mainly because of its fire proofing and insulation qualities.

We have got an Asbestos Management survey on site and this has been shared with all members of staff. Staff are aware that as long as the asbestos is in good condition and is not disturbed or damaged there is no risk to individuals. However, if it becomes damaged or disturbed, it can become a danger to health as asbestos fibres can become released into the atmosphere and therefore people can inhale the fibres.

All documentation relating to asbestos is kept:

Document	Location
Asbestos Register	Building Supervisors File
Asbestos management survey and risk assessment	Building Supervisors File
Asbestos survey review documentation	Building Supervisors File

NB. The location of the register is important, as it must be readily available to all who need to consult and sign it. Old documents relating to asbestos can be found on the Technology Forge site [Sheffield Technology Forge Web Site](#)

Name	Responsible for:
Mr J Fernandes/Governors	Overall responsibility as Named Duty Holder
Tim Coe and School office	Bringing the asbestos register to the attention of anyone likely to disturb asbestos fibres in the course of daily routines or proposing to plan or carry out work. e.g. other school / site staff, surveyors, contractors, computer technicians, visitors, helpers etc
Tim Coe	Making sure more detailed surveys (covering the full scope of works) are in place for invasive work e.g. wiring, refurbishment, plumbing, demolition etc
Tim Coe	Regularly reviewing the condition of asbestos material and recording the findings
Tim Coe	Regularly reviewing asbestos risk assessments and recording findings
Tim Coe	Making sure that floor plan changes are recorded and updated

The following people have attended Asbestos training in November 2016

Title	Surname
Mrs	Borland
Mr	Coe
Mrs	Fenton
Mrs	Fernandes
Mrs	Furniss
Mrs	Jones
Miss	Hanson
Miss	Healy
Miss	L. Holmes
Mrs	Lamb
Mrs	Outram
Miss	Scriven

## 5 Legionella Risk Management

Legionnaires' disease is a type of pneumonia. It is an uncommon, but serious disease.

People can catch Legionnaires disease by inhaling small droplets of water suspended in the air which contain the Legionella bacterium.

Legionnaires' disease does not spread from person to person.

We have had a full Legionella audit of the school which has been shared with all members of staff. Key members of staff have a role to play in ensuring that the findings of the audit are actioned and making sure that regular monitoring is carried out on site

Document	Location
Legionella Survey	Building Supervisors File and Technology forge site
Legionella Log Book	Building Supervisors File and Technology forge site

The following people have a role to play in ensuring the procedure in place for managing Legionella issues:

Name	Responsible for:
Mr T Coe	Overall responsibility as Named Duty Holder
Mr T Coe	Ensuring that the recommendations of the Legionella risk assessment are carried out
Mr T Coe	Ensuring that the Legionella risk assessment is reviewed on a regular basis
Mr T Coe	Ensuring that all activities identified in the maintenance programme are carried out and recorded
Mr T Coe	Keeping the Log Book up to date

The following people have attended Legionella training November 2017

Name
Mr T Coe
Mr J Fernandes
Mrs M Fernandes
Mrs L Outram

## 6 Accidents

Even in a safety conscious school, accidents may still occur. This is how we deal with them.

All accidents involving staff, pupils or visitors will be recorded and investigated, as appropriate to find out what happened and how any similar incident can be avoided. Copies of accident report forms are recorded under Riddor if needed and are kept in the school office for viewing upon request.

Document	Location
Accident Report Forms	School Office
RIDDOR report forms	School Office (online)

The following people have responsibilities for:

Name	Responsible for:
Person on duty	Recording all accidents to staff / pupils
Miss L Holmes/Mrs A Wallace	Ensuring that accidents are investigated and that major accidents, which are reportable to the Health and Safety Executive (under the RIDDOR regulations), are reported to the incident call centre (0845 300 9923) or recorded online.
Miss L Holmes / Mr J Fernandes	Ensuring risk assessments are reviewed in light of lessons learned
J Fernandes	Periodically reviewing accident reports to identify trends
J Fernandes	Reporting serious incidents / accidents to Governors

## 7 First Aid

This school will follow the statutory requirement for first aid equipment and provide suitably trained first aid staff. Where there are young children on site i.e. Nursery's / Breakfast and after school clubs, key members of staff hold an additional paediatric first aid certificate. NB There is sufficient paediatric first aiders to ensure cover on all off site activities involving young children.

Our school risk assessment identifies the actual number of first aiders required.

(As a rough guide the recommendation is 1 first aider for every 100 people on site. This is

usually made up of 2 fully qualified first aiders, with the remainder holding the 1 day emergency first aid certificate)

The following people hold a relevant first aid qualification.

See appendix

The following people have responsibilities for:

Name	Responsible for:
L Holmes	Ensuring that a risk assessment is in place to determine the appropriate level of first aid cover throughout the whole of the school day (including off site activities)
L Holmes	Keeping records of First Aid Qualifications and ensuring these are re validated
E Lever	Ensuring First Aid boxes are checked and restocked on a regular basis

The school has a separate policy on the administration of First Aid.

## 8 Electricity

Electricity has the potential to cause serious harm, or even death and is treated as a priority with regard to maintenance and repair. The **Electricity at Work Regulations 1989** requires that all electrical systems and appliances are periodically inspected and maintained.

The visual checking, maintenance and repair of portable and transportable electrical equipment is the responsibility of the school.

Fixed installations i.e. sockets, light fittings and general wiring throughout the school will be tested at least every five years by a competent electrician. (This is carried out automatically for those that subscribe to the **Premises Package**).

Document	Location
Inventory of Portable appliances	School Office and FMS
PAT testing Certificate	Certificate file in office
Fixed installation test certificate	School Office

The following people have responsibilities for:

Name	Responsible for:
All Staff	Visually checking portable electrical appliances
Tim Coe	Arranging the testing of portable appliances
Tim Coe	Ensuring the five yearly checks are carried out on the fixed installation
Tim Coe	Arranging repairs / remedial work
Tim Coe	Showing key members of staff how to isolate the electrical supply in an emergency situation

## 9 Gas

Under the **Gas (Installation and Use) Regulations 1994**, there is a requirement for all gas appliances (central heating boilers, gas water heaters etc) to be checked, serviced and maintained by a competent (Gas Safe) contractor on an annual basis.

Document	Location
Gas Servicing Certificates	Building Supervisors File Office and Technology forge

The following people have responsibilities for:

Name	Responsible for:
Tim Coe	Arranging the testing and maintenance of gas appliances
Tim Coe	Arranging repairs / remedial work
Tim Coe	Ensuring any work to gas appliances is carried out by a competent contractor (Gas safe)
Tim Coe	Showing key members of staff how to isolate the gas supply when it is not in use or in an emergency situation

## 10 Substances

The **Control of Substances Hazardous to Health Regulations** require an assessment to be made of the work processes that involve the use of substances that are hazardous to health.

At our school we ensure that all substances that fall within the COSHH regulations are kept to a minimum and are stored safely and securely out of reach of children. Hazard data sheets are available for all substances and a documented risk assessment is available for all work processes.

Document	Location
Hazardous substances inventory i.e. cleaning/janitorial substances, science chemicals, glues and paints for art etc	Building Supervisors File ; Enviroserve File; Dolce File
Hazard Data Sheets	Building Supervisors File ; Enviroserve File; Dolce
Documented risk assessments	Building Supervisors File ; Enviroserve File; Dolce

The following people have responsibilities for:

Name	Responsible for:
J Fernandes/T Coe/ Enviroserve/Dolce	Keeping the inventory up to date
J Fernandes/T Coe/ Enviroserve/Dolce	Ensuring hazard data sheets are available
J Fernandes/T Coe/ Enviroserve/Dolce	Making sure that risk assessments are documented
J Fernandes/T Coe/ Enviroserve/Dolce	Making sure Personal Protective Equipment (where necessary) is provided and worn

J Fernandes/T Coe/ Enviroserve/Dolce	Training staff in the safe use and handling of substances
J Fernandes/T Coe/ Enviroserve/Dolce	Disposing of surplus substances safely

## 11 **Educational Visits and Off-site Activities**

The school complies with Local Authority guidance on educational visits. Plans for all off site visits are reported to the Governors on a regular basis. Specific approval is given by Governors for all residential visits and visits abroad.

Document	Location
Educational Visits Documentation	School Office
Educational Visits Generic Risk Assessments	School Office

The following people have responsibilities for:

Name	Responsible for:
J Jones	Educational Visits Co-ordinator
Miss L Holmes/Mr J Fernandes	Reporting Educational Visits to Governors
J Jones	Ensuring staff receive induction training in educational visits
J Jones	Ensuring post visit evaluation is completed

## 12 **Medical Needs**

There is no legal obligation requiring school staff to administer medication. However, this school recognises that children with medical needs have the same right of admission to a school setting as other children.

There is a clearly documented policy in place in school for dealing with medication and medical needs of children and this has been communicated to all staff. Some members of staff have received specific training to enable them to administer medication.

Document	Location
Medicines Policy	School Office
Pupils individual care plans	Medical Room
Consent Forms	School Office

## 13 **Curriculum Safety**

All teachers are aware of and familiar with the need to carry out risk assessment in their own area of work. They must ensure that they are aware of the risks which might arise from the tools, equipment, materials and processes that they plan for children to use. All guidance material from CLEAPSS (Consortium of Local Education Authorities for the Provision of Science Services), DATA (Design and Technology Association) and AfPE (Association for Physical Education – formerly BAALPE) will be available for staff.

The following people have responsibilities for:

Name	Responsible for:
J Fernandes/M Fernandes	Ensuring risk assessments are in place for all tasks / activities

The following people have attended training

Name	Date of Training	Type of training i.e. Woodworking machines; Radiation Protection Supervisor, Trampoline Coaching etc
T Coe	2010	Health safety & Risk Management
T Coe	2011	Risk Assessment Training
T Coe	Dec 2013	COSHH Training
T Coe	Dec 2013	Working At Height Training
Ke.Hanson/S.Frith	2016	Low Ropes training

### 13 Work Experience

The Schools Work Experience Co-ordinators will ensure that there is clear communication and co-ordination between placement providers, students and parents. All work experience placements will be vetted by a competent person and the co-ordinator will ensure that specific risk assessments have been carried out. They will also carry out on- site monitoring of placements

Document	Location
Safety on Work Experience	School office
Risk Assessments	School office

The following people have responsibilities for:

Name	Responsible for:
L Holmes	Work Experience Co-Coordinator
L Holmes	Ensuring work experience placements have been vetted
L Holmes	Making sure risk assessments are available and have been shared with students / parents
L Holmes	Carrying out monitoring visits during work experience placements

### 14 Monitor and Review

Measuring health and safety performance is important as we need to know how effectively we are controlling risk in our school. The arrangements that have been put into place will be monitored and reviewed on a regular basis to ensure that they remain effective.

Monitoring will include checking that where responsibilities are delegated that individuals clearly understand their roles and responsibilities. Management information (which includes both active and reactive data) will also be considered to improve performance.