

St Mary's Catholic Primary School



Health and Safety Policy



St Mary's Catholic Primary School

HEALTH AND SAFETY POLICY 2021-22



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Statement of intent

At St Mary's Catholic Primary, we are committed to the health and safety of our staff, pupils and visitors. Ensuring the safety of our community is of paramount importance and this policy reflects our dedication to creating a safe learning environment.

We are committed to:

- Providing a productive and safe learning environment.
- Preventing accidents and any work-related illnesses.
- Compliance with all statutory requirements.
- Minimising risks via assessment and policy.
- Providing safe working equipment and ensuring safe working methods.
- Including all staff and representatives in health and safety decisions.
- Monitoring and reviewing our policies to ensure effectiveness.
- Setting high targets and objectives to develop the school's culture of continuous improvement.
- Ensuring adequate welfare facilities are available throughout our school.
- Ensuring adequate resources are available to address health and safety issues, so far as is reasonably practicable.

Signed by:

Louise Price

Headteacher

Date:

5th November 2021

David Collins

Chair of Governors

Date:

5th November 2021

Legal Framework

This policy has due regard to all relevant legislation including, but not limited to, the following:

- Health and Safety at Work etc. Act 1974
- The Workplace (Health, Safety and Welfare) Regulations 1992
- The Management of Health and Safety at Work Regulations 1999
- The Control of Substances Hazardous to Health Regulations 2002
- The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013
- The Construction (Design and Management) Regulations 2015
- The Personal Protective Equipment at Work Regulations 1992
- The Education (School Premises) Regulations 1999
- The Ionising Radiation Regulations 2017 (IRR17)

This policy has due regard to national guidance including, but not limited to, the following:

- DfE (2018) 'Health and safety: responsibilities and duties for schools'
- DfE (2017) 'Safe storage and disposal of hazardous materials and chemicals'
- HSE (2014) 'Sensible health and safety management in schools'

Roles and Responsibilities

The governing body, in conjunction with the headteacher, will:

- Ensure they provide a safe place for all users of the site including staff, pupils and visitors.
- Oversee that staff receive training and instruction so that they can perform their duties in a healthy and safe manner.
- Ensure whole-school familiarity with the requirements of the appropriate legislation and codes of practice.
- Create and monitor a management structure responsible for health and safety in the school.
- Ensure there is a detailed and enforceable policy for health and safety, and that the policy is implemented by all.
- Regularly assess the effectiveness of the policy and ensure any necessary changes are made.
- Identify the risks relating to possible accidents and injuries and make reasonable adjustments to prevent them occurring.
- Ensure the school has secured safe means of entry and exit for all site users.
- Ensure the school can provide equipment, grounds and systems of work which are safe.

- Ensure safe arrangements are made for the handling, storage and transportation of any articles and substances.
- Ensure staff have safe and healthy working conditions that comply with statutory requirements, codes of practice and guidance.
- Where necessary, ensure the school can provide protective equipment and clothing, along with any necessary guidance and instruction for safe use.

The headteacher will:

- Have overall responsibility for the day-to-day development and implementation of safe working practices and conditions for all staff, pupils and visitors.
- Set the direction for effective health and safety management.
- Introduce management systems and practices that ensure risks are dealt with sensibly, responsibly and proportionately.
- Review this policy and its effectiveness annually.
- Take all reasonably practicable steps to ensure this policy is implemented by the heads of the appropriate departments and other members of staff.
- Designate a competent person who will be responsible for ensuring the school meets its health and safety duties – the competent persons will be Tracy Vincent, Strategic Business Manager and Alan Reid, Site Manager.

The competent persons will:

- Assist with the creation and implementation of this policy.
- Be consulted during the investigation of accidents and incidents and review of risk assessments as required.
- Be the designated contact with the LA and the HSE where necessary.
- Support staff with any queries or concerns regarding health and safety.

Senior Managers will:

- Be familiar with the requirements of health and safety legislation.
- Be responsible for the implementation and operation of the school's Health and Safety Policy in their phase and for areas of responsibility delegated by the headteacher.
- Be responsible for investigating accidents and incidents, to understand causes and amend risk assessments as required.
- Identify hazards by conducting risk assessments.
- Be responsible for adhering to the aspects of health and safety that are outlined in their job descriptions.
- Take a keen interest in the Health and Safety Policy and assist in ensuring all staff, pupils and visitors comply with its requirements.

All members of staff will:

- Take reasonable care of their own health and safety, and that of others who may be affected by what they do at work.
- Cooperate with their employers on health and safety matters.
- Carry out their work in accordance with training and instructions.
- Inform the employer of any work situation representing a serious and immediate danger, so that remedial action can be taken.
- Familiarise themselves with the Health and Safety Policy and aspects of their work related to health and safety.
- Avoid any conduct which puts themselves or others at risk.
- Be familiar with all requirements laid down by the governing body.
- Ensure that all staff, pupils and visitors are applying health and safety regulations and adhering to any rules, routines and procedures in place.
- Ensure all machinery and equipment is in good working order and safe to use, including adequate guards. They will also not allow improper use of such equipment.
- Use the correct equipment and tools for the job and any protective clothing supplied.
- Ensure any toxic, hazardous or flammable substances are used correctly, and stored and labelled as appropriate.
- Report any defects in equipment or facilities to the Site Manager/Strategic Business Manager.
- Take an interest in health and safety matters, and suggest any changes that they feel are appropriate.
- Make suggestions as to how the school can reduce the risk of injuries, illnesses and accidents.
- Exercise good standards of housekeeping and cleanliness.
- Adhere to their common law duty to act as a prudent parent would when in charge of pupils.

Pupils will:

- Exercise personal responsibility for the health and safety of themselves and others.
- Dress in a manner that is consistent with safety and hygiene standards.
- Respond to instructions given by staff in an emergency.
- Observe the health and safety rules of the school.
- Not misuse, neglect or interfere with items supplied for their, and other pupils', health and safety.

Construction and Maintenance of the Premises

When undertaking construction or maintenance work, the school will do so in accordance with The Construction (Design and Management) (CDM) Regulations 2015.

Construction work means:

- The carrying out of any building, civil engineering or engineering construction work and includes:
 - The construction, alteration, conversion, fitting out, commission, renovation, repair, upkeep, redecoration or other maintenance, decommissioning, demolition or dismantling of a structure;
 - The preparation for an intended structure, including site clearance, exploration, investigation (but not site survey) and excavation (but not pre-construction archaeological investigations), and the clearance or preparation of the site or structure for use or occupation at its conclusion;
 - The installation, commission, maintenance, repair or removal of mechanical, electrical, gas, compressed, air, hydraulic, telecommunications, computer or similar services which are normally fixed within or to a structure;
 - The assembly on site of prefabricated elements to form a structure or the disassembly on site of the prefabricated elements which, immediately before such disassembly, formed a structure;
 - The removal of a structure, or of any product or waste resulting from demolition or dismantling of a structure, or from disassembly of prefabricated elements which immediately before such disassembly formed such a structure.

The headteacher will ensure that all construction and maintenance projects have a formally appointed principal designer and principal contractor.

The Strategic Business Manager and Site Manager will liaise with the principal contractor to identify if the scope of the project means that it should be notified to the HSE.

The Strategic Business Manager will ensure that:

- The principal designer and principal contractor are provided with a 'client brief/CDM pre-construction information' at the earliest opportunity, to contain relevant information which should, as a minimum, include the following:
 - What the school wants built or maintained
 - The site and existing structures
 - Information about hazards, such as asbestos
 - Timescales and budget for the build

- How the school expects the project to be managed
 - CDM appointments of principal contractor/principal designer
 - Welfare arrangements
 - Details of the nearest A&E department
- The principal contractor draws up a [Construction Phase Plan](#) that explains how health and safety risks will be managed – permission will not be given for construction or maintenance work to begin until this is in place.
 - The principal designer prepares a health and safety file containing information that will help the school manage risks associated with any future maintenance, repair, construction or demolition work.
 - The roles, functions and responsibilities of the project team are clearly defined in writing, e.g. in the project plan.
 - Sufficient time and resources are allocated, and effective mechanisms are in place to ensure good communication, cooperation and coordination between all members of the project team.
 - The principal contractor has made arrangements for adequate welfare facilities for their workers before the construction or maintenance work starts.
 - Following completion of the project, the health and safety file is handed over to the headteacher, kept up-to-date by the health and safety officer, and is made available to anyone who needs to alter or maintain the building.

The headteacher will hold regular progress meetings with the project team to ensure that all members are carrying out their roles as required.

Where the project is for a new workplace or alterations to an existing workplace, it must also meet the standards set out in The Workplace (Health, Safety and Welfare) Regulations 1992.

Training

The school will ensure that staff members are provided with the health and safety training they need for their job. This may not mean attendance at training courses; it may simply involve providing staff with basic instructions and information about health and safety in the school.

The headteacher will ensure that at least two staff members are suitably trained in the handling of hazardous chemicals and materials.

The headteacher will ensure that there are an appropriate number of first-aid trained staff members working within the key stages in the classrooms and available during break times and lunch times.

Staff members will be provided with regular training opportunities and have access to support where needed.

Staff members are expected to undertake appropriate CPD in order to further contribute to the running and success of the school.

Staff will be trained on how to assess risks specific to their role.

The headteacher will ensure staff know how to meet their duties as outlined in this policy.

Where relevant to their role, staff will receive specific training in:

- Using industrial machinery.
- Managing asbestos.
- Having responsibility for the storage and accountability for potentially hazardous materials.

First Aid

See First Aid Policy

Contacting the Emergency Services

The headteacher will certify that procedures for ensuring safety precautions are properly managed and discussed, formulated and effectively disseminated to all staff.

Staff will contact the emergency services in an emergency.

Staff will alert their colleagues to the incident, if it is safe and appropriate to do so, using the internal phone system.

Where an ambulance is called for a pupil, office staff will contact the pupil's parents.

Where necessary, all pupils will be evacuated from the building and taken to the designated emergency assembly point – currently, this is the Astro Pitch

Staff will be aware of any pupils who have specific evacuation needs.

Staff will be responsible for the safety of pupils and responding to any questions from the emergency services, as best they can.

Fire Safety

All staff members fully understand and effectively implement the Fire Evacuation Plan.

The Headteacher is responsible for certifying that procedures for ensuring that safety precautions are properly managed, will be discussed, formulated and effectively disseminated to all staff.

Staff will receive fire safety training to ensure they understand the procedure for fire drills and the use of fire extinguishers.

The school will test evacuation procedures on a termly basis.

The evacuation of visitors and contractors will be the responsibility of the person they are visiting or working for.

Firefighting equipment will be checked on an annual basis by an approved contractor.

Fire alarms will be tested weekly from different 'break glass' fire points around the school, and records will be maintained and held in the school office.

Emergency lighting will be tested on a six-monthly basis, and records will be maintained and held in the school office.

Accident Reporting

All accidents and incidents, including near-misses or dangerous occurrences, involving staff will be reported as soon as possible to the Strategic Business Manager. All accidents involving staff must be reported and recorded on the Education Safety Services interactive Accident Report Form (saved in StaffCommon). The Strategic Business Manager is responsible for sending completed forms to Education Safety Services.

Accidents involving pupils will be recorded and copies kept in the main office and will include a completed First Aid treatment form. Serious accidents involving pupils will also be recorded on the on the Education Safety Services interactive Accident Report Form (saved in StaffCommon) then sent to Education Safety Services by the Strategic Business Manager.

The Strategic Business Manager will be responsible for informing the headteacher if the accident is fatal or a "major injury", as outlined by the HSE.

More in-depth information concerning reporting accidents and near-misses can be found in the following sections of this policy.

Significant Accidents

Significant accidents, as defined in the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) 2013, will be reported to the HSE at the earliest opportunity.

The 'specified injuries' which must be reported include the following:

- Accidents to employees causing either death or major injury

- Accidents resulting in employees being away from work or being unable to perform their normal work duties for more than seven consecutive days (this seven-day period does not include the day of the accident)
- Fractures, other than to fingers, thumbs and toes
- Amputation of an arm, hand, finger, thumb, leg, foot or toe
- Any injury likely to lead to permanent loss of sight or reduction in sight in one or both eyes
- Any crush injury to the head or torso, causing damage to the brain or internal organs
- Any burn injury (including scalding) which covers more than 10 percent of the whole body's surface area or causes significant damage to the eyes, respiratory system or other vital organs
- Any degree of scalping requiring hospital treatment
- Any loss of consciousness caused by head injury or asphyxia
- Any other injury arising from working in an enclosed space which leads to hypothermia or heat-induced illness, or that requires resuscitation or admittance to hospital for more than 24 hours

Additional reportable occurrences include the following:

- The collapse, overturning or failure of any load-bearing part of any lifting equipment
- The explosion, collapse or bursting of any closed vessel or pipe work
- Electrical short circuit or overload resulting in a fire or explosion
- Unintentional explosion, misfire or failure of demolition to cause the intended collapse, projection of material beyond a site boundary, or injury caused by an explosion
- Any accidental release of a biological agent likely to cause severe human illness
- Any collapse or partial collapse of scaffolding over five metres in height
- When a dangerous substance being conveyed by road is involved in a fire or is released
- The unintended collapse of any building or structure under construction, alteration or demolition, including walls or floors
- Any explosion or fire resulting in the suspension of normal work for over 24 hours
- Any sudden, uncontrolled release in a building of: 200kg or more of flammable liquid, 10kg or more of flammable liquid above its boiling point, 10kg or more of flammable gas, or 500kg or more of these substances if the release is in the open air
- Accidental release of any substances which may damage health

- Serious gas incidents
- Poisonings
- Skin diseases including, but not limited to: occupational dermatitis, skin cancer, chrome ulcer, oil folliculitis/acne
- Lung diseases including, but not limited to: occupational asthma, farmer's lung, asbestosis, mesothelioma
- Infections including, but not limited to: leptospirosis, hepatitis, anthrax, legionellosis, tetanus
- Other conditions such as occupational cancer, certain musculoskeletal disorders, decompression illness and hand-arm vibration syndrome

Reporting Procedures

The school subscribes to Education Safety Services Support Package. As part of this package ESS provides an Accident Management Service and deals with all Health and Safety Executive (HSE) Reporting on behalf of school upon receipt of fully completed accident, incident and near miss form or notification by phone in more serious cases.

Should an incident require reporting to the Incident Control Centre (ICC) (part of the HSE), ESS will file a report as soon as is reasonably possible.

ESS will complete the relevant report on the HSE website: <http://www.hse.gov.uk/riddor/report.htm>.

The HSE no longer accepts written accident reports, except for in exceptional circumstances. ESS will report all accidents and injuries online where possible (using the above link/web address).

Fatal and specified injuries, as outlined in 9.2, may only be reported using the telephone service on 0845 300 9923 (open Monday to Friday 8.30am to 5pm).

Reporting Hazards

Staff, pupils, contractors and visitors have a legal duty to report any condition or practice they deem to be a hazard.

In the main, reporting should be conducted verbally to the Strategic Business Manager or Site Manager as soon as possible, who will then inform the headteacher as appropriate.

Serious hazards will be reported using the appropriate form available in the school office.

Accident Investigation

All accidents, however small, will be investigated by the Senior Management Team and the outcomes recorded.

The length of time dedicated to each investigation will vary on the seriousness of the accident.

After an investigation takes place, a risk assessment will be carried out, or the existing assessment amended, to avoid reoccurrence of the accident.

The Strategic Business Manager will undertake termly evaluations of all reported incidents. They will then identify patterns and trends in order to take corrective action and minimise the reoccurrence of any incident/illness.

Our Active Monitoring System

It is good practice to actively monitor systems prior to accidents, ill health or incidents taking place; this involves regularly checking compliance procedures and the achievement of objectives. Our procedure for actively monitoring our system includes:

- Annual audits, including fire risk assessments and health and safety audits.
- **Termly** examination of documents to ensure compliance with standards.
- **Termly** inspection of premises, plants and equipment.
- **Monthly** reports and updates to the headteacher.
- External measures, such as surveys by contractors and service providers, along with visits from Environmental Health and Ofsted.

Bomb Threat Procedure

All staff members fully understand and effectively implement the school's **Bomb Threat Policy**.

In the event of an emergency, the procedures outlined in the **Bomb Threat Policy, Invacuation, Lockdown and Evacuation Policy** and **Lockdown Procedure** will be followed.

All staff members are trained in handling bomb threats and have easy access to instructions of the procedure, which can be found in the **Bomb Threat Policy**.

Upon receipt of a bomb threat or a suspicious package, staff members will ask the following types of questions, regardless of the call's source (including if the call is from the police):

- Where is it?
- In which building is it and on what floor?

- What time will the bomb go off?
- What does the bomb look like and what colour is it?
- What type of bomb is it and what type of explosive?
- Who are you?
- Why are you doing this?
- Do you have a code word?

The appropriate evacuation procedure will be followed whether staff members believe the threat to be a hoax or not.

Where possible, caller ID or dialling the 1471 service will be used to identify where the call has come from.

Staff should note the time of the call and write down exactly what was said by the person calling, as this may be useful for the police.

Where possible, recording devices will be used whilst receiving a bomb threat.

The staff member receiving the call will contact the headteacher immediately, who will then alert the police and the LA.

The headteacher will decide whether or not to evacuate the building.

Evacuation

The school will follow the procedure outlined in the [Personal Emergency Evacuation Plan](#) in the event of a crisis.

In the event of a fire, the [Fire Evacuation Plan](#) will be implemented.

If an evacuation is deemed necessary, the following procedure will take place:

- All senior staff will be informed of the situation either in person or via the internal computer system, not by the use of radios or mobile phones. The evacuation will then take place as per fire drill procedures, except staff will be instructed to:
 - Leave all doors and windows open (excluding the area in which the bomb or suspicious package is positioned; this room should be sealed with all windows and doors closed).
 - Take all essential personal items with them, to avoid unnecessary searching.
- Staff and pupils will be asked to make their way to the normal fire assembly area (the area should be moved if close to the area of the bomb or suspicious package).
- Staff will be positioned at all gates leading into the school and nobody will be allowed in or out except for emergency personnel.

- Once the police have arrived, staff will await further instruction from the emergency services.

Visitors to the School

The procedures outlined in the [Visitor Policy](#) and the [Contractors Policy](#) will be implemented by relevant staff when receiving visitors to the school.

All visitors and contractors will sign in at reception.

Once signed in, visitors and contractors will be collected from reception by the member of staff they are visiting, or escorted to the area of the school concerned.

No contractor will carry out work on the school site without the express permission of the headteacher, other than in an emergency or to make the site safe following theft or vandalism.

Contractors will be responsible for the health and safety of their employees and for ensuring safe working practices. They will not constitute a hazard to staff, pupils or visitors to the school.

Anyone hiring the premises will be made aware of their health and safety obligations when making the booking.

Visitors and contractors will wear a visitor's badge at all times while on school grounds.

Cleaning contractors will wear an easily identifiable uniform or badge at all times.

Temporary teaching staff and assistants will inform reception of their presence by reporting to reception on arrival and signing in via our electronic system.

Staff members who encounter an unidentifiable visitor will enquire if they require assistance and direct them to reception or off site.

Staff members who encounter uncooperative visitors threatening violence, refusing to leave the site, or carrying out physical or verbal abuse will seek immediate help by calling 999.

Personal Protective Equipment (PPE)

PPE means all equipment worn, or held, by staff or pupils which is designed to protect them from specified hazards e.g. COVID 19.

The school will provide employees with PPE.

Visitors will also be supplied with PPE when appropriate.

Staff will use the PPE provided, and care for it according to the instructions and training given.

The PPE will fit the wearer properly. Where more than one item of PPE must be worn, they should be compatible and remain effective.

PPE will not be worn if the hazard is caused by wearing it that is greater than the hazard it is intended to protect the wearer from.

Staff will receive health and safety training in order to ensure they know how to properly use, maintain and store PPE, and how to detect and report faults.

The Strategic Business Manager will keep a record of all expenses related to PPE for finance purposes.

Maintaining Equipment

When not in use, PPE will be properly stored, kept clean, and in good repair. Inspectors, or a trained health and safety technician, will inspect the following equipment for health and safety issues annually:

- All electrical appliances
- All fixed gymnasium equipment
- Any workshop equipment, e.g. lathes and kilns
- All fume cupboards

It is the responsibility of the Site Manager to ensure new equipment meets the appropriate standards and conforms to all health and safety requirements.

Hazardous Materials

The school will act in accordance with the school's [COSHH Policy](#) at all times.

No chemicals or other hazardous materials will be used without the permission of the Governors/Headteacher.

The school will only purchase hazardous materials from a reputable source, making sure that the relevant material safety data sheet (MSDS) is provided by the retailer on delivery.

The school will only order supplies of hazardous materials when existing stocks are no longer adequate, and in quantities that are no larger than necessary.

The Site Manager is responsible for ensuring all products that may be hazardous to health are risk assessed before being used, taking into account the advice on the relevant MSDS or Hazcard – the latter is provided from CLEAPPS, recognised by Ofsted and HSE as a definitive basis for undertaking practical work safely.

The Site Manager in liaison with the Headteacher will ensure that the relevant control measures and appropriate guidelines are put in place to manage the risks identified in risk assessments.

Control measures will be checked and reviewed by the Site Manager on a termly basis to ensure continued effectiveness, even when they are known to be reliable.

All equipment, materials and chemicals will be held in appropriate containers and areas conforming to health and safety regulations.

Hazardous substances will be labelled with the correct hazard sign and contents label.

Storage life will be considered by the Site Manager. All COSHH and ionising radiations regulations will be adhered to.

Low-toxic products, such as corrective fluid and aerosol paints, will be stored securely and only used under supervision in a well-ventilated area.

Dust and fumes will be safely controlled by local exhaust ventilation equipment.

No staff member or pupil should ever be put at risk through exposure to any hazardous substance used in our practical curriculum.

No potentially hazardous materials will be used in lessons.

Where a substance has a workplace exposure limit, control measures will ensure that exposure is below the limit.

The Site Manager will keep an up-to-date inventory of all the hazardous chemicals and materials held at the school.

A termly audit of hazardous materials will be undertaken by the Site Manager with routine surveillance to ensure that they remain safe to store. Unwanted or surplus chemicals and materials, including those that have become unsafe, will be disposed of by a registered waste carrier, in accordance with school procedures.

Asbestos Management

In accordance with HSE guidance, an asbestos management survey was undertaken on **date** by **name of surveying organisation**, which is a United Kingdom Accreditation Service accredited surveying organisation.

This survey will be undertaken following any changes of use to a location or prior to any significant building work.

As a result of the asbestos management survey, risks were identified and dealt with on a priority basis.

The Asbestos Management Survey has been consulted and a management plan has been developed to determine the likelihood of exposure during normal day-to-day activities or maintenance.

Medicine and Drugs

The school will obtain notification from parents regarding any medication that pupils are required to take.

The school prefers not to administer medicines and invites parents in to carry out this role. However, in the event of ongoing prescribed medication for specific needs, only trained staff will administer medication.

Staff will receive annual training in supporting pupils with medical conditions.

A record will be kept of any medication that pupils take – this will be checked prior to administering any prescription medication.

Smoking

The school is a no-smoking premises and smoking will NOT be permitted anywhere within the grounds.

Cleanliness

Employed cleaners will be monitored by the Site Manager.

Special consideration will be given to hygiene areas.

Waste collection services will be monitored by the Site Manager.

Special consideration will be given to the disposal of laboratory materials and clinical waste.

The headteacher is responsible for ensuring that the school is at a safe temperature for staff and pupils to work in. The school will adhere to the provisions as outlined in The Education (School Premises) Regulations 1999, which state:

| Areas | Temperature |
|--|-------------|
| Where there is a below-normal level of physical activity due to ill health or a physical disability, e.g. isolation rooms; however, this does not include sleeping accommodation | 21°C |

| | |
|---|-------------|
| Where there is a normal level of physical activity associated with teaching, private study or examinations | 18°C |
| Where there is a high level of physical activity, e.g. PE sports halls, washrooms, sleeping accommodation and circulation spaces | 15°C |

Infection Control including COVID 19

The school actively prevents the spread of infection through the following measures:

- Routine immunisation
- Maintaining high standards of personal hygiene and practice
- Maintaining a clean environment

The school employs good hygiene practices in the following ways:

- Displaying posters throughout the school, encouraging all pupils, staff members and visitors to wash their hands after using the toilet, before eating or handling food, after touching animals, and following any other actions that increase the risk of the spread of infection, such as coughing or sneezing.
- Ensuring there is sufficient liquid soap, warm water and paper towels available for everyone to wash their hands throughout the school
- Employing cleaners to carry out thorough and frequent cleaning that follows national guidance
- Providing PPE as and when necessary.
- Immediately cleaning any spillages of bodily fluids with a combination of detergent and disinfectant, and always wearing PPE. Mops will not be used to clean up body fluid spillages; instead, paper towels will be used and discarded properly, following the procedures for clinical waste
- Washing all laundry in a separate dedicated facility and washing any soiled linens separately
- Hygienically bagging any pupils' soiled clothing to go home and never rinsing it by hand
- Storing all clinical waste in clinical waste bags and in a secure, dedicated area, before it is removed by a registered waste contractor
- If required, providing a secure sharps bin, out of reach of pupils, for the disposal of sharps
- Discouraging pupils, staff members and visitors from touching any stray animals that may come onto the school premises

Staff and pupils displaying signs of infection, such as rashes, vomiting, diarrhoea, etc., will be sent home and recommended to see a doctor. We will insist that anyone with these symptoms will need to follow the 48 hour rule.

All COVID related symptoms must be followed up with a test and absence until a negative test result/appropriate isolation has been followed.

All staff are subject to a full occupational health check before starting employment at the school.

The school keeps up-to-date with national and local immunisation scheduling and advice. All pupils' immunisation status is checked at school entry and at the time of any vaccination.

The school encourages parents to have their children immunised.

All cuts and abrasions will be covered with waterproof dressings.

The school will ensure that arrangements are in place to minimise any pupil health risks, e.g. flu, by ensuring hygiene standards are maintained and pupils and staff are not permitted in school if they are unwell.

Wall-mounted hand sanitiser is available in all toilets, classrooms & offices around the school.

Risk Assessment

The headteacher has overall responsibility for ensuring potential hazards are identified and risk assessments are completed for all areas in the school. The Strategic Business Manager and Site Manager will be consulted when risk assessments are being carried out.

Termly assessments of high-risks areas, such as laboratories, will be undertaken.

Annual risk assessments will be conducted for all other areas of the school.

Risk assessments will consider the needs of staff, pupils, visitors and contractors.

Risk assessments will identify all defects and potential risks along with the necessary solutions or control measures.

Risk assessments will be reviewed if:

- There is any reason to suspect that they are no longer valid.
- There has been a significant change in related matters.

The governing body will be informed of risk assessments, allowing issues to be prioritised and actions to be authorised, along with funds and resources.

The school will record any significant findings of any risk assessments, including the following:

- The identified hazards
- How people might be harmed by them
- What the school has implemented to control the risk

The Deputy Head will ensure risk assessments are completed by staff leading day trips or residential stays.

Slips and Trips

In line with HSE guidance, control measures are in place to effectively control slip and trip risks. The school utilises the following procedure:

- Identify the hazards – risk factors considered include:
 - **Environmental (floor, steps, slopes, etc.)**
 - **Contamination (water, food, litter, etc.)**

Organisational (task, safety, culture, etc.)

- **Individual factors (rain, supervision, pedestrian behaviour, etc.)**
- Decide who might be harmed and how
- Consider the risks and decide if existing precautions are sufficient, or if further measures need to be introduced
- Record the findings
- Review the assessment regularly and revise if necessary

Security and Theft

Money will be held in a safe and banked on a regular basis to ensure large amounts are not held on-site.

Money will be counted in an appropriate location, such as the school office, and staff should not be placed at risk of robbery.

Staff and pupils are responsible for their personal belongings and the school accepts no responsibility for loss or damage.

Thefts may be reported to the police and staff members are expected to assist police with their investigation.

All members of staff are expected to take reasonable measures to ensure the security of school equipment being used.

Missing or believed stolen equipment will be reported immediately to a senior staff member.

The school will install access control and security measures to ensure the safety of the school, e.g. security glazing on windows.

The school will ban individuals from the premises if they pose a risk to any member of the school community.

The school will consider any risks that are posed by their local context, e.g. recent arson attacks.

Severe Weather

The headteacher, in liaison with the Governing Body, via the Chair of Governors, will make a decision on any school closures on the grounds of health and safety.

If a closure takes place, the Governing Body will be promptly informed.

The school will act in accordance with the Adverse Weather Policy at all times.

School Trips and Visits

Health and safety policy and procedures concerning school trips and visits, including trips abroad, are contained in the school's [Educational Visits Policy](#).

Manual Handling

Manual handling can prove hazardous when it has the potential to cause a musculoskeletal disorder. This can be due to repetition of the action, the force and/or posture involved in the completion of a handling task, and/or a person's ability to hold/grasp the particular item in a safe and balanced manner.

In order to manage these risks, we have adopted policies and procedures. Further information concerning the safe management of manual handling can be found in the [Manual Handling Policy](#).

Working at Heights

Policy and procedures concerning employees working at heights are addressed in the [Working at Heights Policy](#).

Staff members are required to sign statements confirming that they have received, read and understood the policy, prior to being allowed to work at heights.

Lone Working

Policy and procedures concerning employees' lone working are addressed in the [Lone Working Policy](#).

Staff members are required to sign statements confirming that they have received, read and understood the relevant policies, prior to being allowed to undertake lone working.

Workplace Health and Safety: Stress Management

Staff will be aware of the symptoms of stress, including sleeping problems, dietary problems, mood swings, feeling lethargic, fatigue, emotional problems, chest pains and elevated heart rate, lack of focus, inability to concentrate and increased sweating. Staff members who suffer from any of these symptoms are advised to consult their GP as soon as possible.

All staff wellbeing matters are managed in line with the [Staff Wellbeing Policy](#).

Workplace Health and Safety: Display Equipment

Display screen assessments will be carried out by the School Technician for teaching staff and administrative staff who regularly use laptops or desktops computers.

Monitoring and Review

The effectiveness of this policy will be monitored continually by the headteacher and the Governing Body. Any necessary amendments may be made immediately.

The school will establish a monitoring system that is backed up by performance measures and this will be reviewed following an incident.

Register of Appointed Persons

Below is a list of all staff members who have a role in ensuring the effective implementation of this Health and Safety Policy – schools should ensure that the register is kept up-to-date.

| Role | Appointed person | Telephone number | Email address |
|---|--|------------------|--|
| Health and safety link governor | David Collins | 0121 464 2141 | d.collins@stmaryrc.bham.sch.uk |
| Headteacher | Louise Price | As above | head@stmaryrc.bham.sch.uk |
| Competent person/Site Manager | Alan Reid | As above | a.reid@stmaryrc.bham.sch.uk |
| Competent Person/Strategic Business Manager | Tracy Vincent | As above | t.vincent@stmaryrc.bham.sch.uk |
| Deputy Headteacher | Amy Davis | As above | amydavis@stmaryrc.bham.sch.uk |
| SLT | Louise Price Amy Davis Rachel Jones Tracy Vincent | As above | slt@stmaryrc.bham.sch.uk |

**SUPPLEMENTARY HEALTH & SAFETY POLICY
FOR
St Mary's Catholic Primary School 2021**

***APPROVED BY GOVERNORS (David Collins, Chair)
(This may be done as a Chair action)***



| | NAME | CONTACT DETAILS |
|---|----------------------------|------------------------|
| HEADTEACHER: | Louise Price | 0121 464 2141 |
| HEALTH & SAFETY CO-ORDINATOR(S): | Tracy Vincent Alan Reid | 0121 464 2141 |
| DESIGNATED HEALTH & SAFETY GOVERNOR: | David Collins | 0121 464 2141 |

1. Introduction

The school recognises the requirements of the Health & Safety at Work Act 1974 (and associated Regulations) and has an existing Health, Safety and Wellbeing Policy which sets out how we do this. However, in recognition of the current circumstances due to COVID-19, this supplementary document sets out the arrangements in relation to the health and safety of our children, staff and the wider school community during this time. This document has been written in accordance with guidance from the DfE and the Local Authority in relation to managing risk associated with COVID-19.

In order to ensure the school continues to operate in a safe way, thorough risk assessments are undertaken and any necessary adjustments to ensure the safety of children, staff and the wider community are implemented.

2. Risk assessment

The school has continued to undertake risk assessments during the periods of partial closure due to COVID-19. As part of the preparation for wider opening of our school (from September 2020) a detailed risk assessment has been undertaken and an action plan to make any necessary adjustments to mitigate risk has been produced. The risk assessment and accompanying action plan cover the following Health and Safety elements:

| | |
|---|--|
| <ul style="list-style-type: none"> • Buildings & Facilities • Emergency Evacuation • Cleaning & Waste Disposal • Classrooms • Staffing • Group Sizes • Social Distancing | <ul style="list-style-type: none"> • Catering • PPE • Response to suspected/confirmed Covid-19 cases • Curriculum/learning environment • Communication • Governance • School events (including trips) |
|---|--|

The risk assessment and action plan are dynamic and are regularly reviewed to ensure they meet current need. All appropriate documentation is shared with staff and any necessary training to support implementation of the plan is provided.

3. Roles and responsibilities

a. The Governing Body will:

- Regularly assess the effectiveness of the policy, risk assessment and action plan
- Ensure all documentation is regularly reviewed to meet current need and any updated guidance from the Government or Local Authority
- Ensure staff have access to any training or instruction required to implement the action plan
- Prioritise the wellbeing of all pupils and staff and ensure there is appropriate support in place

b. The Headteacher will:

- Have overall responsibility for the development and implementation of the policy, risk assessment and action plan
- Ensure all documentation is regularly reviewed to meet current need and any updated guidance from the Government or Local Authority
- Prioritise the wellbeing of all pupils and staff and ensure there is appropriate support in place

c. All staff will:

- Carry out all work in accordance with the policy, risk assessment and action plan, including additional tasks as part of the response to COVID-19
- Take the opportunity to contribute to the risk assessment and action planning process
- Be responsible for reporting any (potential or actual) Health and Safety risks related to COVID-19 to the Headteacher
- Undertake any training to support implementation of the action plan and to identify any individual needs which may impact on the delivery of the plan
- Prioritise the wellbeing of all pupils and other staff

d. Parents will:

- Adhere to any recommendations from the school to help reduce the risk of transmission
- Keep their child at home if they or anyone within the household is displaying symptoms of COVID-19, or if otherwise advised to by the school or another appropriate Body (GP or NHS Track and Trace, for example)
- Adhere to drop-off and collection arrangements set by the school
- Ensure their child is aware of any protective measures put in place by the school and to encourage them to comply
- Adhere to government guidance at all times to reduce the risk of transmission
- Ensure their child does not mix socially outside of school, other than as permitted by current Government guidance

e. Pupils will:

- Observe the Health and Safety rules of the school, including new arrangements in response to COVID-19 set out in the current school Behaviour Policy
- Make staff aware if feeling unwell
- Report any Health and Safety concerns to a member of staff

Relevant Health and Safety information has been communicated to all staff via staff briefings, emails, staff meetings, noticeboards, shared drive/folders, one to one follow up; and the wider school community via Twitter, newsletters, website, emails, text messages.