



Health and Safety Policy

St Dunstan's RC Primary
School

Approved January 2018
Next Review January 2020

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A. <u>School Structure/Organization</u>	

1. GENERAL STATEMENT OF POLICY

The health, safety and welfare of all the people who work or learn at our school are of fundamental importance. We aim to provide a safe, secure and pleasant working environment for everyone. The governing body, along with the LA, takes responsibility for protecting the health and safety of all children and members of staff.

It is our Policy, so far as is reasonably practical, to provide and maintain safe and healthy working conditions, equipment and systems of work for all employees and pupils of **St Dunstan's RC Primary School** and to provide such information, training and supervision as necessary for this to be achieved.

Responsibility is also accepted for all others who may be affected by our activities actions or omissions.

The allocation of duties in respect of Health and Safety matters and the particular arrangements made to implement the requirements of this policy are as detailed in Part 2 of this policy document.

The Policy will be reviewed periodically so as to ensure, so far as is reasonably practicable, that all legislative changes which may affect our activities have been incorporated and are being observed throughout **St Dunstan's School**. Further to the above, the Health and Safety Policies of both the Manchester City Council and the Manchester City Council Education Authority are acknowledged and observed.

1.1 School Structure/Organisation.

Please see Appendix A

2. RESPONSIBILITIES

2.1 The overall and final responsibility for Health and Safety within the City Council is:

THE CHIEF EXECUTIVE OFFICER

2.2 The responsibility for ensuring that the requirements details in this policy are being carried out throughout the Education Department is that of

THE ASSISTANT DIRECTOR OF CHILDREN'S SERVICES

2.3 The responsibility for ensuring that the requirements detailed in the policy are carried out is that of the

HEAD TEACHER.

In the event of his/her absence then this responsibility becomes that of the

DEPUTY HEAD TEACHER

2.4 The following listed members of staff are responsible for Health and Safety matters in particular specialist areas.

a) General Matters	HEADTEACHER
b) Catering Matters	HEADTEACHER
c) Cleaning Matters	SITE MANAGER
d) Play Equipment	PE COORDINATOR

2.5 All employees have responsibility to co-operate with the management team so as to achieve a healthy and safe workplace and to take reasonable care for themselves and others who may be affected by their actions and/or omissions.

2.6 Any employees observing health and safety situations which require attention **shall as soon as possible** notify the situation to the person designated as having responsibility for that particular area as detailed in 2.4 above.

2.7 Consultation between management and employees is provided for by **Regular Staff Meetings & Briefings**

2.8 Others areas of responsibility

- | | |
|---------------------------------------|---------------------|
| a) Safety Training | GOVERNORS |
| b) Safety Inspections | HEADTEACHER |
| c) Accident Investigation (Initial) | HEADTEACHER |
| d) Maintenance of plant and equipment | SITE MANAGER |

3. GENERAL ARRANGEMENTS

3.1. FIRST AID

First Aid Boxes are available in the following locations:

- a) Foyer – Main Building
- b) Kitchen unit – Foundation

The following listed members of staff are holders of current Paediatric First Aid Certificates as per the requirements of the Health and Safety (First Aid) Regulations 1981 and as such are designated First Aiders.

Miss E. Whittle
Miss J. Jackson
Miss M. Morning
Miss A. Ryder
Miss L. Ogley
Miss S. Worthington
Mrs S. Maddocks
Miss V. Aldred
Miss L. Sutherland
Mrs C. McNeil
Mrs R. Palmer
Miss G. Blakey
Miss K. Hatton
Miss A. Mora-Rodriguez
Mrs A. Rayner
Mrs G. Agyeman
Mrs Y. Berhane
Miss S. Laidler
Miss K. Gibson
Miss L. Derench

Mrs S.Stevens
Mrs D.Prescott
Mr A.Eppleston

First Aid At Work
Mrs S Stevens

The following listed members are 'Appointed Persons' as per the above regulations and as such are responsible for the upkeep of First Aid Box contents.

Mrs S. Stevens

Defibrillator. There is a defibrillator in the School Office, suitably trained staff are:

Mrs S. Stevens
Mr W. Isles
Mrs D. Prescott
Mrs M. Morning
Miss E. Whittle

The responsibility for ensuring the reporting of accidents/injuries as per the requirements of the Reporting of Injuries Diseases, and Dangerous Occurrences regulations (RIDDOR) 1995 and as detailed in LMS Health and Safety Guidance Note No. 51 is the HEADTEACHER.

3.2 GENERAL FIRE SAFETY

Evacuation of the establishments must be carried out at least once per term as detailed in Handbook for Heads Guidance Note R030 – 10. Test Fire Drills so as to ensure that all persons (employees and pupils) are fully aware of the procedures to observe in the event of emergency evacuation of the premises being required.

The responsibility for the testing and checking of fire safety procedures and equipment is as listed.

a) Escape Routes	Daily Check	Site Manager
b) Fire Extinguishers	Weekly Visual	Site Manager
c) Fire Extinguishers and Hose Reels	Annual Maintenance	External Contractor, arranged by Site Manager
d) Fire Alarms	Weekly Test	Site Manager

Records are kept in the Site Manager's Filing Cabinet

3.3 ADVICE AND CONSULTANCY

Health and Safety Executive	0845 300 9923 (major injuries)
Environmental Health Department	0161 234 5004
Greater Manchester Fire and Rescue Service	0161 736 5866
Greater Manchester Police	Non Emergency Call 101
One Education	0844 967 1111
Occupational Health Clinic	0161 831 9701

4. HAZARDS

4.1 The Control Of Substances Hazardous to Health Regulations 1994 (COSHH) requires that all hazardous substances be identified and procedures for the storage - handling - use - control and disposal be fully documented.

C.O.S.H.H. files have been produced to cover substances in the following areas, as and when required,

a) Caretaking/Cleaning

- b) Catering
- c) General Areas

Records are kept in the Site Manager's Filing Cabinet.

These files contain - manufacturers/suppliers data sheets. Working practices/precautions to be taken. Monitoring and test results for local exhaust ventilation/extraction equipment. The responsibility for ensuring that these files are maintained lies with the HEADTEACHER.

4.2 HOUSEKEEPING RESPONSIBILITIES

- | | |
|-------------------------------------|--------------|
| a) Cleanliness | SITE MANAGER |
| b) Waste Disposal | SITE MANAGER |
| c) Storage of materials (General) | SITE MANAGER |
| d) Storage of materials (Hazardous) | SITE MANAGER |

4.3 ELECTRICAL EQUIPMENT

a) The testing of portable electrical and electronic equipment is carried out annually by **Corlett Electrical** or other nominated contractor and as per Handbook for Heads Guidance Note R051/LMS Note 19.

b) All portable electrical and electronic equipment must be visually checked by users on a daily basis so as to ensure that cables are in good condition and secured in the cord grip and that the plug is not damaged. This check to be carried out prior to equipment being brought into use each day.

c) The testing and checking of the electrical installation throughout the establishment is carried out on a 5 yearly basis as per the requirements of the Electricity at Work Regulations 1989 and to the standards of the Institute of Electrical Engineers. It is the responsibility of the Headteacher in discussion with the Caretaker to ensure that a suitable contractor is secured for the job.

Staff should not bring their own electrical equipment into school.

4.4 The testing - checking and maintenance of all fixed indoor/outdoor play equipment is carried out by **SPORTSAFE**.

4.5 The checking and maintenance of all loose/portable play equipment is carried out by **School Staff**.

5. TRAINING

5.1 The responsibility for the arranging of training for all staff is that of: **The Head Teacher**

The policy forms part of the induction process for all staff.

6. CONTRACTORS AND VISITORS

6.1 The control of contractors and visitors on site is of paramount importance in ensuring that good safety practices are observed at all times and this is carried out by:-

a) **Contractors**

1. Pre-Contract meetings when work methods and safety precautions to be observed whilst on site are fully discussed and agreed upon.
2. The responsibilities for ensuring that contractors are in fact complying with agreed practices is that of **The Head Teacher or any other designated Project Officer as may be appropriate to the work being undertaken.**

b) **Visitors**

All visitors entering the premises shall report to the main office, sign in, and await collection/guidance to person/persons being visited. Further details are given in the **Security Policy**.

7. WELFARE AND CURRICULUM

7.1 Our school promotes the spiritual growth and welfare of the children through our ethos; through our RE curriculum; and through the many assemblies, Masses, and daily acts of collective worship.

7.2 We teach the children about health and safety in order to equip them with the skills, knowledge and understanding to enable them to live positive, successful and healthy lives. Teachers take every opportunity to educate children in this regard in the normal school curriculum. For example, through topic work we teach about the work of the police and fire service; children learn about the danger of fire, and how to avoid accidents. Through the science curriculum we teach children about hazardous materials, and how to handle equipment safely.

7.3 We teach children respect for their bodies, and how to look after themselves. We discuss these issues with the children in PSHE lessons and we reinforce these points when children learn about healthy eating and hygiene. We also show them how to move and play safely in PE lessons.

7.4 Health and safety issues also arise when we teach care for the environment and awareness of the dangers of litter. Key Stage 2 children receive sex relationships and drugs education. (See the Drugs Education Policy and the SRE Policy.)

7.5 Each class has the opportunity to discuss problems or issues of concern with their teacher. Teachers use circle time to help children discuss and overcome any fears and worries that they may have. Teachers handle these concerns with sensitivity.

8. SCHOOL MEALS

8.1 Our school provides the opportunity for parents to purchase lunchtime meals for their children via our online payment system (Parentpay). This is agreed in advance with the office staff. If parents are in receipt of income support, they may claim free school meals for their children. The school provides meals from its in-house catering team, overseen by Food Service Options, and we ensure that the meals provided have a suitable nutritional value, in line with the requirements of the School Standards and Framework Act of 1998.

8.2 If children choose to bring their own packed lunch, we provide them with a suitable place to eat their lunch, and we supervise them during this time.

8.3 Our school promotes a healthy lifestyle.

9. SCHOOL UNIFORM

9.1 It is our school policy that all children wear the school uniform when attending school, or when participating in a school-organized event outside normal school hours (unless advised otherwise-i.e own clothes days). We agree the requirements for school uniform with parents and we review these regularly.

9.2 Our school uniform policy has due regard to issues of equal opportunity and sex discrimination.

9.3 It is the responsibility of all staff to ensure that the school uniform policy is enforced. It is not our school policy to exclude children from the school if they, for whatever reason, do not have the proper school uniform.

9.4 We ask parents to equip their children with the necessary uniform and school equipment, so that they are able to participate fully in all school activities.

9.5 On grounds of health and safety we do not allow children to wear jewellery in our school. The exception to this rule is ear-ring studs in pierced ears and a wristwatch. We ask children either to remove these during PE and games or to cover ear-rings with a plaster.

10. CHILD PROTECTION

10.1 There is a three named people responsible for child protection in the school. These are the Headteacher, Assistant Headteacher, and Deputy Head.

10.2 If any teacher suspects that a child in their class may be the victim of abuse, they should immediately inform the named person about their concerns.

10.3 The school's named child protection officers work closely with social services when investigating such incidents. We handle all such cases with sensitivity and we place paramount importance on the interests of the child. See further details in the Safeguarding Policy.

10.4 The school rigorously adheres to safer recruitment guidelines.

11. SCHOOL SECURITY

11.1 We do all we can to ensure the school is a safe environment for all who work or learn here.

11.2 Entry to the school during the hours when the children are on site is only possible through the office, where visitors can be vetted appropriately.

11.3 Visitors unaccompanied and not wearing a visitors badge will be challenged by any member of the school community.

11.4 The Headteacher, or senior leader in her absence, will call the police if any unidentified or unwelcome person enters the premises if it is believed that the safety of the children may be compromised.

12. SAFETY OF CHILDREN

12.1 It is the responsibility of each teacher to ensure that all curriculum activities are safe. If a teacher does have any concerns about pupil safety, they should draw them to the attention of the Headteacher before the activity takes place.

12.2 Parents will be fully informed of any off-site visit and permission will be sought as appropriate.

12.3 If an accident does happen, resulting in an injury to a child, the teacher will do all s/he can to aid the child concerned. We keep a first aid box in the Foyer – main building.

12.4 Should any incident involving injury to a child take place, one of the members of staff trained in first aid will be called to assist. If necessary, the office staff will telephone for emergency assistance.

12.5 We record all incidents involving injury in the school logbook, and we inform parents in all cases via a note home. Should a child be quite seriously hurt, or a bang to the head is sustained we will attempt to contact the parents immediately through the emergency telephone number that we keep on the school files.

13. SEAT BELTS

13.1 We only use coaches and mini-buses where seat belts are provided. We instruct the children to use seat belts at all times when the bus is moving. (see also Minibus Policy and Mini Bus Risk assessment)

14. THEFT OR CRIMINAL ACTS

14.1 The teacher or Headteacher will investigate any incidents of theft involving children.

14.2 If there are serious incidents of theft from the school site, the Headteacher will inform the police and record the incident in the incident book.

14.3 Should any incident involve physical violence against a teacher, we will report this to the Health and Safety Executive and support the teacher in question if he or she wishes the matter to be reported to the police.

15. LONE WORKING

15.1 By the nature of the roles in school staff will be lone workers from time to time. They should make themselves aware of the Lone Working Policy.

16. WORKING AT HEIGHT

16.1 Staff who are required to work at height should not do so by themselves and are governed by the Working At Height Policy

17. MONITORING AND REVIEW

17.1 The governing body has a named governor with responsibility for health and safety matters. It is this governor's responsibility to keep the governing body informed of new regulations regarding health and safety, and to ensure that the school regularly reviews its processes and procedures with regard to health and safety matters. The governor in question also liaises with the LA and other external agencies, to ensure that the school procedures are in line with those of the LA.

17.2 The governing body, in consultation with professional advisors, carries out regular risk assessments to ensure that the school is a safe environment.

17.3 The Headteacher implements the school health, safety and welfare policy on a day-to-day basis, and ensures that all staff are aware of the details of the policy as it applies to them.

17.4 The Headteacher reports to governors annually on health and safety issues.

17.5 This policy will be reviewed at any time at the request of the governors, or at least once every two years.

Signed:

Date:

NOTES

1. Guidance on individual Health and Safety Regulations can be found by reference to the Education Departments Health and Safety Manual which is available in each establishment.

