

St. John the Baptist RC Primary School



Health and Safety Policy

St John the Baptist Roman Catholic Primary School Milton Lane Dartmouth TQ6 9HW Tel: 01803 832495		
Approved	Spring 16	L Hamilton
Renew	Spring 17	

St. John the Baptist Roman Catholic Primary School

Health and Safety Policy

Section 1 General Statement of Intent

Health and safety is a matter of shared concern and responsibility for all members of staff and pupils, at whatever level. Therefore, although this policy has been prepared to meet the legal requirements contained in the Health and Safety at Work etc Act 1974 and associated legislation, its primary purpose is to be a working document which will empower staff members to take ownership of health and safety issues of direct concern to themselves and to provide the support that they require.

Our policy at St. John the Baptist Roman Catholic Primary School is to provide and maintain safe and healthy working conditions, equipment and systems of work for all our staff and pupils, and to provide such information, training and supervision as they need for this purpose. We also accept our responsibility for the health and safety of other people who may be affected by our activities.

The allocation of safety duties and responsibilities to staff members, along with the particular arrangements which have been made in order to implement the policy, are outlined in the following Sections. These include, amongst other matters, the arrangements made to carry out suitable and sufficient risk assessments of the risks to employees and non-employees, the arrangements for the effective planning, organisation, control, monitoring and review of the preventive and protective measures, the procedures for dealing with serious and imminent danger and for danger areas and the arrangements for the appointment of competent persons to assist in undertaking measures needed to comply with health and safety legislation.

This policy will be kept up-to-date, particularly as the School changes in nature and size. To ensure this, the policy and the way in which it has operated will be reviewed every year. The policy, and any revision to it, will be brought to the attention of all staff and pupils.

In order to provide maximum benefit to staff in a user-friendly format, the policy has been sub-divided into 3 main sections: General Statement of Intent; Organisation and Arrangements. In this way the information that it contains is of relevance to all members of staff.

More specific arrangements, related to particular groups of staff or activities, which support the Arrangements section of this policy, will be provided to those concerned.

Health and safety matters to you! Read this policy carefully and raise any relevant queries with the Head or with the competent designated person. Let us all work together to make the School a safe and healthy place in which to work.

Head

Liz Hamilton

Signature

Date Spring 2016

Chair of Governors

Signature

Date 6th Jan 2016

Section 2- ORGANISATION

St. John the Baptist Roman Catholic Primary School Head Teacher in conjunction with the Governors has the overall responsibility for the development and updating of the health and safety policy.

To assist in health and safety matters at the School, a Health and Safety (HSO) Coordinator has been employed

The responsibility for implementation of the policy lies with the Head Teacher assisted by the HSO, who is also responsible for the rectification or reporting of any appropriate hazard to health and safety which is brought to his attention, and for defining the responsibility of other members of staff in relation to the health and safety policy.

All Staff will be made aware of this policy and of their individual responsibility to maintain a healthy and safe working environment.

It is the duty of every member of staff and pupil to take reasonable care for the health and safety of both himself/herself and of any other person who might be affected by his acts or omissions at School. As regards any duty or requirement imposed on the School, every member of staff or pupil shall co-operate in enabling that duty or requirement to be performed or complied with and, depending upon the training and information received by members of staff, shall point out any shortcomings in the way the duty or requirement is being complied with to the HSO or nominated Competent Person. The HSO and/or competent person will investigate the matter and suggest any action that needs to be taken.

Any member of staff or pupil who observes any health or safety matters of concern which cannot be remedied must immediately report these matters either to the Head Teacher or HSO.

St. John the Baptist Roman Catholic Primary School will liaise with the health and safety enforcing authorities when certain specialist advice is required.

Section 3 ARRANGEMENTS

3.1 Introduction

The School recognises and accepts its responsibility for conducting its affairs in such a way as to ensure that, as far as is reasonable and practicable, its staff and pupils and all others who may be affected in the course of the Schools activities are not put at risk. As an employer, the School will make every endeavour to meet its legal obligations under the Health and Safety at Work etc Act 1974, and associated legislation, and will ensure that its responsibilities are met. To this end, it is the policy of the School to establish arrangements that ensure:

- The provision and maintenance of a healthy and safe working environment throughout all activities.
- The appointment of competent designated persons to assist in fulfilling legal requirements relating to health and safety.
- The management of health and safety through effective planning, organisation, control, monitoring and review of the preventive and protective measures.
- The carrying out of risk assessments in order to identify the hazards to staff and pupils and others, the ranking of the risks involved into priority order and, where necessary, the introduction of further control measures and the monitoring of their effectiveness. The significant findings of these assessments being the provision and maintenance of safe systems of work, safe working practices and safe plant and equipment for all staff and pupils.
- The establishment of procedures to be followed in the event of fire or other emergency, including procedures for identifying possible danger areas and for dealing with serious and imminent danger. For appointing competent persons to implement the evacuation of premises.
- The establishment of procedures to be followed in the event of accidental injury or ill-health. These procedures to include the identification of first-aid needs and the provision of adequate first-aid facilities.
- The establishment of procedures for the recording, investigation and reporting of accidents.
- The provision of opportunities for joint consultation on health and safety matters with staff and pupils and the introduction of a method of ensuring the provision of relevant health and safety information for staff and pupils and, where necessary, others.
- The provision of adequate welfare facilities for all staff and pupils.
- The provision of such information, instruction and training for all staff and pupils as is required in health and safety matters.
- To deploy staff resources available to provide adequate standards of supervision at all levels.
- The development of safety conscious and responsible attitudes towards health and safety at work amongst all staff and pupils.
- The promotion of a positive health and safety culture.
- The co-operation and co-ordination, on health and safety matters, between other employers sharing premises, or parts of premises, with the School. Also to ensure the health and safety of staff and pupils and relevant others who visit or work in the host employers' premises.
- That the health and safety policy is brought to the attention of staff and pupils and that it is reviewed and modified from time to time in the light of experience, these modifications also being brought to the attention of all staff and pupils.

This section of the policy covers the following general arrangements which have been made and which apply to the majority of staff. Specific arrangements, relative to particular groups of staff and activities, will be provided to the relevant staff to support this framework.

3.2 Accident Investigation and Reporting

It is the responsibility of staff and pupils to ensure that all accidents (including cases of work-related ill-health), incidents ("near-miss" accidents), injuries, fires and dangerous occurrences, however trivial they may appear, are reported immediately to Reception

- Details of all accidents must be entered into the accident book which will be kept by Reception.
- Reportable accidents, diseases and dangerous occurrences, as defined in the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995, will be reported to the enforcing authority by the HSO.
- Accidents, incidents etc. occurring to staff engaged in work away from their normal place of employment must be recorded at their normal place of employment.
- It is the responsibility of the Head or HSO to investigate as soon as possible, the circumstances of each accident, incident or dangerous occurrence that the School becomes aware of, and to take appropriate action to try to ensure that there is no re-occurrence of similar accidents or incidents etc.

3.3 Active and Reactive Monitoring

Health and safety management within the School will be integrated into other management responsibilities and active and reactive monitoring techniques will be utilised accordingly. Monitoring will aim primarily at the prevention of accidents, ill-health and other forms of incident which present a potential loss to both individual members of staff and to the School.

Active monitoring techniques include: safety tours, safety inspections and safety audits. Reactive monitoring techniques include: accident, ill-health and incident investigations, investigations into trends in accident, ill-health and incident figures and investigations into trends in first-aid treatments.

3.4 Appointment of Competent Designated Person (HSO)

The nominated competent person for the School is the HSO Coordinator . This appointment is made to meet the requirements of Regulation 7 of the Management of Health and Safety at Work Regulations 1999. The role of the competent person is to assist the School in undertaking the measures required to comply with the requirements and prohibitions imposed upon it by or under the relevant statutory provisions.

The School has identified that the competent person needs to be trained to the standard recognised by the (IOSH Managing Safely or NEBOSH Certificate/NEBOSH Diploma course.

In addition, it is recognised that the competent person must have the experience or knowledge and other qualities, including the ability to recognise his own limitations and the willingness to call upon other assistance where necessary, to enable them to properly assist in undertaking the measures referred to above. To this end, the competent person will have direct access to the Head, and other trained personnel i.e.: PAT and Legionella coordinators. Where necessary, he will also be able to call upon health and safety specialist advice from outside of the School.

The School will ensure that the competent persons have the time available to fulfil their functions and the means at their disposal, having regard to the size of the undertaking and the nature, complexity and distribution of risks to which staff are exposed, are adequate. The functions to be performed by the competent person will include:

- Identifying health and safety problems.
- Assessing the need for action.
- Designing and developing strategies and plans.
- Implementing strategies and plans.
- Evaluating the effectiveness of strategies and plans.
- Co-ordination of health and safety arrangements with employers sharing premises with the School.

3.5 Control of Substances Hazardous to Health

The School will only use substances deemed to be "hazardous" in accordance with the requirements contained within the Control of Substances Hazardous to Health Regulations 2002.

In effect this will involve: identification of hazardous substances used within the School, assessment of the risks involved taking into account the circumstances of actual use, introduction of the necessary control measures required to reduce the risk to an acceptable level and monitoring of the effectiveness of the control measures.

3.6 Co-operation with Other Employers

As the School is located on a shared campus, it is recognised that co-operation and co-ordination, on health and safety matters, is required between the School and other employers.

This will primarily be achieved through liaison between the School designated HSO and the designated person nominated by the other employers.

3.7 Display Screen Equipment

The School recognises its obligations under the Health and Safety (Display Screen Equipment) Regulations 1992 and to this end will:

- Analyse workstations used by staff and pupils who meet the criteria for being classed as "users" under the Regulations in order to assess and reduce risks.
- Ensure that workstations meet the minimum requirements.
- Encourage "users" to plan their work so there are breaks or changes of activity.
- On request, arrange eye and eyesight tests for "users" and provide corrective appliances where the eye and eyesight tests suggest that these are required for display screen equipment work.
- Provide information and safety training where required.

3.8 Electrical Safety

The School will ensure that all electrical systems and equipment are suitable for their intended purpose, conform to the Electricity at Work Regulations 1989 and guidance such as relevant British Standards and the current edition of the Institution of Electrical Engineers I.E.E. Wiring Regulations. In addition, the School will ensure that all such systems and equipment are kept in good repair and well maintained. All staff will be instructed to visually inspect the leads of plugs of electrical equipment before use for signs of damage or loose connections and report any defects to the Head or HSO.

The HSO will make arrangements with an electrically competent person for periodic thorough checks to be made of the electrical equipment. Records of these checks will be kept.

3.9 Fire and Emergency Procedures

The School will comply with the relevant requirements of the Regulatory Reform (Fire Safety) Order 2005

- Fire Instructions will be displayed at identified fire points.
- The checking of fire fighting equipment (once every month), testing alarm systems (weekly), undertaking evacuation drills (at least termly) and the keeping of records will be checked once every six months by the approved contractor.
- The School will appoint person(s) to take charge of evacuation procedures, as required under the Regulatory Reform (Fire Safety) Order 2005.
- The fire procedure will be explained to each new employee, along with the identification of exits and different types of fire extinguishers, as part of the induction process.

3.10 First-Aid

The School will ensure that it meets its obligations under the Health and Safety (First Aid) Regulations 1981.

This will involve assessing:

- The first-aid needs of staff and pupils in various locations and while carrying out various activities, including working alone and working at other people's premises.
- First-aid equipment and facilities, including trained personnel, being provided to meet this assessed level of need. In the event of a shortfall, staff will be recruited and trained at the earliest opportunity.

The assessment of first-aid needs will take into account:

- The work activities.
- The access to medical treatment.
- Staff and pupils working away from the School premises.
- Staff and pupils of other employers working with School staff and pupils.
- Possible provision for visitors and other types of non-employee.

Having carried out the assessment, the number and size of first-aid boxes will be determined. Adequate numbers of First Aiders will be provided to administer first-aid, the First Aider having received training and acquired qualifications approved by the Health and Safety Executive along with any additional training which might be appropriate in the circumstances.

The following factors being taken into account when determining the number of "suitable persons" required:

- How easy is access to medical treatment?
- Can first-aiders be shared with other employers?
- Do staff and pupils regularly work away from the School premises?
- How many staff and pupils are normally at the location?
- What cover will be required for absence or ill-health?
- As a minimum standard the School will provide an "appointed person" and paediatric first aider at all times when staff and pupils are at work.
- Staff and pupils will be informed of the first-aid arrangements, including the location of equipment, facilities and the identification of trained members of staff. New members of staff will be given this information during induction.

3.11 Guarding, Maintenance and Inspection of Machinery

All machinery provided by the School will be properly guarded whilst in use in accordance with the Provision and Use of Work Equipment Regulations 1998 and the relevant British Standards, including BS5304 Safeguarding of Machinery.

Staff and pupils are required to ensure that the guards provided are properly used and that any defects are reported immediately.

In general, staff must not use any machinery or equipment unless they have received the appropriate training and pupils must not use any machinery or equipment unless they are properly supervised.

They must not remove any guards or fixed covers from machinery or equipment unless they have been authorised to do so.

A daily, weekly, monthly and annual maintenance schedule for all machines has been drawn in accordance with BS 4163 by the School and any maintenance, repair or replacement is logged and signed by the technician and counter signed by the Head of Technology.

All machines are to be inspected before use and any faults reported immediately.

3.12 Managing Contractors

Where contractors are engaged upon the School's behalf, the following procedure will be adopted to ensure the health and safety of staff and pupils, contractor's and any other persons who may be affected:

- Selection of suitable contractors, given the level of assessed risk. This may involve scrutiny of safety policies, risk assessments, method statements, evidence of satisfactory completion of similar work and training profiles of staff and pupils and sub-contractors.
- Identification of unusual hazards and provision of information about these hazards to contractors at the pre-tender stage.
- Monitoring to ensure contractors are working as agreed and posing no risk to the health and safety of St. John the Baptist Roman Catholic Primary School staff, pupils and others.
- Where the work involved falls under the requirements of the Construction (Design and Management) Regulations 2007 and the Construction (Health, Safety and Welfare) Regulations 1996, the School shall ensure that its obligations under these Regulations are met.
- All visitors and maintenance contractors will be required to act and work in a safe manner and to accept and abide by the procedures required by the School.

The following house rules will apply:

- All visitors and contractors will report to the Receptionist and will sign the Visitors' Book.
- All visitors and contractors will be escorted to the appropriate person or section.
- All contractors will be shown the fire plan procedures and be told of the no-smoking policy.
- All contractors will comply with all current health and safety legislation.

3.13 Maintenance of Premises

The School will ensure that reasonable measures are taken to provide premises, and means of access and egress, that are suitable, safe and without risks to health.

The School will also take reasonable steps to ensure that:

- The premises and means of access and egress are kept well maintained and in good repair.
- Workstations, (including but not exclusively display screen equipment workstations) that are provided will be suitable both for the persons who use them and for any work likely to be carried out on them.
- Premises, means of access and egress, workstations etc will comply with the requirements contained in the Workplace (Health, Safety and Welfare) Regulations 1992. This will include meeting the requirements relating to sanitary conveniences, washing facilities and the provision of drinking water.
- Premises will be cleaned daily.
- Waste will be disposed of in the approved manner.
- All staff should endeavour to maintain their work areas in a safe and tidy condition by:
 - Keeping work areas reasonably tidy.
 - Keeping floors, gangways, exits and fire points free from obstructions.
 - Keeping cabinet and desk drawers shut.
 - Not stacking loose items on top of cupboards.
 - Complying with the non-smoking policy.

3.14 Manual Handling

The School will meet its obligations under the Manual Handling Operations Regulations 1992. This will be achieved through:

- Where possible eliminating manual handling operations completely.
- Where manual handling operations remain, the risk they pose will be assessed and, where necessary, additional control measures will be introduced in order to reduce the level of risk.
- Training in "correct" lifting techniques will be provided where deemed necessary, but will not be relied upon as the sole means of reducing manual handling risks.
- The effectiveness of the control measures will be monitored.

3.15 New and Expectant Mothers at Work

The School recognises its obligations under the Management of Health and Safety at Work Regulations 1999, to take particular account of risks to new and expectant mothers when assessing the risks involved in work activities.

The term "new or expectant mother" being taken to mean "a worker who is pregnant, who has given birth within the previous six months, or who is breast-feeding".

The risks will be taken to include those to the unborn child or child of a woman who is still breast-feeding along with the risks to the mother.

Where such risks are identified and cannot either be avoided or adequately controlled by other means, changes will be made to working conditions or hours or suitable alternative work will be offered. In exceptional circumstances; where these measures are not possible, the employee will be paid leave for as long as necessary to protect her health and safety and that of her child.

All of the above measures will only be deemed to be necessary where, as a result of a risk assessment, there is genuine concern for the health and safety of either mother or child.

The risk assessments for both new and expectant mothers will be kept under review due to variations in hazards at different stages of pregnancy and because of different risks which need to be considered for workers who are breast-feeding.

In order that the School can protect the health and safety of both the mother and child, staff must inform the School in writing when they know that they have become pregnant.

The School will then request from that person a written certificate, from a registered medical practitioner or a registered midwife, confirming the pregnancy.

Where the risk assessment reveals that there is a substance or work process which could affect the health or safety of new or expectant mothers or their children, then female staff and pupils of child-bearing capacity, along with their representatives, will be informed of the potential risks if they are, or could in the future be pregnant or breast-feeding. Information about any relevant control measures the School intends to introduce will also be given to the staff and pupils and their representatives.

The School also recognises its obligations under the Workplace (Health, Safety and Welfare) Regulations 1992 to provide suitable facilities for staff or pupils who are pregnant or breast-feeding to rest.

3.16 Occupational Health

The School will endeavour to promote and maintain, within reason, the highest practicable degree of physical, mental and social well being of its staff. All health aspects of work process and procedures, which may adversely affect the relationship of work on health, will be regularly reviewed.

Where risk assessments identify that individual staff and pupils or groups of staff and pupils are exposed to significant health risks, health surveillance will be introduced.

The School recognises the benefits to both the individual and the School of having a fit and healthy workplace. The School therefore seeks to provide the opportunities and environment whereby all staff and pupils can participate in relevant health and fitness programmes and activities.

3.17 Personal Protective Equipment

Where assessments identify that personal protective equipment is required in order that certain activities can be performed safely and without risk to health, then the School will provide that equipment to staff members free of charge. Staff are then required to look after the equipment, use it when necessary and report any defect or loss immediately.

The School undertakes to meet its obligations under the Personal Protective Equipment Regulations 1992. It should be noted however that personal protective equipment is the last measure to be resorted to in the "hierarchy of controls" and, wherever it is reasonable to do so, the School will attempt to reduce risks in other ways. Outdoor/caretaker staff will receive, as appropriate, the following personal issue of protective clothing:

- Safety helmet.
- Safety goggles.
- Safety footwear shoes / Wellingtons.
- Overalls/work trousers.
- Appropriate outdoor all-weather coat.

The appropriate clothing and equipment must be worn by staff when entering hazardous areas or carrying out hazardous tasks.

3.18 Provision of Information and Consultation

The School will ensure that all members of staff are provided with the information that they require to work safely and without risk to their health. This will include information, such as the results of assessments and the appointment of various categories of competent person(s), required under various pieces of legislation.

Consultation on health and safety matters with staff who are members of a recognised trade union will take place through the agreed channels. However; staff who are not members of a recognised trade union will be consulted with either directly or through a representative whom they have elected. This will enable the School to meet its obligations under the Health and Safety (Consultation with Employees) Regulations 1996.

3.19 Risk Assessments

The School is committed to the development of an effectively planned, organised and controlled approach to health and safety at work and recognises that risk assessment is the cornerstone of sound management practice which aims to anticipate and so reduce the occurrence of accidents and incidents. The approach adopted by the School is for selected staff to carry out an initial risk assessment for the areas and activities for which they are responsible. This assessment will consist of a comprehensive checklist of questions covering not only the general assessment required under the Management of Health and Safety at Work Regulations 1999, but also the specific assessments required under associated legislation and relating to topics such as: display screen equipment workstations, manual handling, substances hazardous to health, personal protective equipment, first-aid and noise.

Where the results of the initial assessment suggest a problem may exist with a particular area or activity, the HSO will be contacted and a more detailed assessment will then take place.

The School undertakes to provide adequate prior training for the designated competent person to enable them to properly carry out their duties and responsibilities relating to risk assessments.

3.20 Smoking

The School has adopted Devon County Council's Smoking policy in its premises. This policy complies with the Health Improvement and Protection Bill which bans smoking in Government and NHS workplaces this year (2006). All members of staff, pupils, visitors and contractors must comply with this policy. Further details (as amended) are contained in the no-smoking policy located in the Staff Handbook.

3.21 Storage of Materials

Correct identification and compatibility of materials stored minimises the risk of loss, damage or fire. Correct location of materials can also greatly reduce the risk of manual handling injury. Additionally, the provision of adequate storage facilities can greatly improve general housekeeping.

Therefore; the School will provide, as is reasonable, adequate and suitable storage facilities for the material that is uses in carrying out its activities.

Materials which are covered by either the Control of Substances Hazardous to Health Regulations 2002 or the Highly Flammable Liquids and Liquefied Petroleum Gases Regulations 1972 will be stored in accordance with the requirements contained in these Regulations.

The stores area is provided with racking and shelves which should be used. No supplies should be left on the floor or in the gangways.

3.22 Stress at work

The School recognises its obligations under the Health and Safety at Work etc Act 1974 to, amongst other matters, take reasonable measures to provide and maintain a safe system of work, where such a system of work aims to prevent psychological as well as physical injury.

Therefore, the risk assessments undertaken by the School will take into account the possible risks to health arising from work-related stress.

The first step in the School's approach to stress management will be to identify work activities which impose unnecessarily high levels of stress upon the individual staff and undertaking them. Where possible such activities will be redesigned in order to eliminate or control the causes of the stress.

The second step will be to educate staff identified as being at risk from work-related stress as to the dangers to their health and to encourage them to reduce their stress levels, where possible, through participation and co-operative working. Where necessary, training will be provided in order for them to monitor and control their own stress levels.

Lastly, staff identified as being in need of rehabilitation due to work-related stress will be provided, upon request, with independent and confidential counselling.

The above measures will be subject to regular monitoring and review. Staff their representatives being kept fully informed of developments.

The School encourages staff who feel that either themselves or other members of staff are subject to levels of stress which are detrimental to their health to report this, in the strictest confidence, to the Head Teacher.

3.23 Training

The School will endeavour to identify the general health and safety training needs of members of staff and the specific training needs of selected members of staff who are carrying out health and safety roles. These specific training needs will include:

- Training for the designated competent person.
- Training for the competent persons such as PAT and Legionella.
- Training for the competent person(s) responsible for the evacuation of premises.
- Training for "suitable persons" such as first-aiders and appointed persons.
- Training for those responsible for carrying out risk assessments.

Whereas general training needs for staff will include:

- Induction and refresher training.
- Training when exposed to new or increased risk due to:
 - Being transferred or given a change of responsibility.
 - The introduction of new work equipment or a change in the use.
 - The introduction of new technology.
 - The introduction of a new or changed system of work.

All forms of health and safety training will form an integral part of staff personal development plans. Such training shall be repeated periodically where appropriate, be adapted to take account of any new or changed risks and take place during working hours.

3.24 Working from Home

Where staff, using display screen equipment from home fall into the category of "users", the School will issue them with guidance on how to set up their workstation and on how to conduct a workstation analysis.

3.25 Working Away from the School

The School will take account of the hazards and risks to staff working away from the School, particularly when working on their own, driving on the public highway and visiting host employers' premises. The School will also consider improved communications as one of the means available as a control measure when the assessed risks are considered to be too high.

Staff undertaking official journeys in private or hire vehicles must ensure that the vehicles are roadworthy, properly insured and are driven in conformity with the requirements of The Highway Code.

