St. Joseph's Catholic Primary School and Nursery

Health and Safety Policy

December 2024

Review: December 2026

Policy Review

This policy will be reviewed in full by the Governing Body every two years.

The policy was last reviewed and agreed by the Governing Body in December 2024.

It is due for review in December 2026. .

Hayley Francis Date: December 2024

Head Teacher

Lindsay Wise Date: December 2024
Chair of Governors

General Statement of Intent

St Joseph's Catholic Primary School and Nursery believe that excellence in the management of Health and Safety is an essential element within its overall business plan – a good health and safety record goes hand in hand with high achievement in academic and quality standards.

People are the most important asset to this School, whether they are staff members or pupils, therefore we are totally committed to ensuring their health, safety and welfare at all times.

From an economic point of view, the School believes that prevention is not only better, but cheaper than cure. There is no necessary conflict between humanitarian, educational and commercial considerations. Achievement and safety are not in competition.

On the contrary, safety is good academic business.

From a legal perspective, the School is committed to ensuring that it complies with all relevant health and safety legislation. Where it is reasonably practicable to do so, the School will strive to go beyond the requirements of legislation.

The School is committed to on-going monitoring and review processes, so that continual improvement in the management of health and safety can be achieved.

Our general intentions are:

- ✓ To provide adequate control of the Health and Safety risks arising from our School activities;
- ✓ To consult with our employees on matters affecting their Health and Safety;
- ✓ To provide safe plant and equipment;
- ✓ To ensure safe handling and use of substances;
- ✓ To provide information, instruction and supervision for employees and pupils;
- ✓ To ensure all employees are competent to do their tasks and to give them adequate training;
- ✓ To prevent accidents and cases of work related ill health;
- ✓ To maintain safe and healthy working conditions: and
- ✓ To review and revise this policy at regular intervals.

Signed: *B Poynton*

Position: **Governor (Health & Safety)**
Date: 16.12.24

Review Date: December 2026

Organisation.

Overall and final responsibility for Health and Safety is that of:

Governing Body – The attached organisational diagram shows how Health & Safety responsibilities flow through the school.

Day-to-day responsibility for ensuring this policy is put into practice is delegated to:

Headteacher

To ensure that health and safety standards are maintained and improved, the following people have responsibility in the following areas:

Nicholas O'Sullivan as our Health & Safety Adviser via Contract with Fire and Risk Management Services

School Administrator (SA) – Health & Safety Co-ordinator and link with Fire and Risk Management Services.

The process of application of Health & Safety at St Joseph's.

This is achieved by the creation of Arrangements in the key Health & Safety areas i.e. Manual Handling, Lone Working, DSE and Accident Reporting etc.

Employees Duties

All St Joseph's employees are required to:

- ✓ Co-operate with the Headteacher and Governing Body on health and safety matters;
- ✓ Not interfere with anything provided to safeguard their health and safety;
- ✓ Take reasonable care of the health and safety of themselves and others; and
- ✓ Report all health and safety concerns to a responsible person (as detailed in this policy statement).

Non-compliance with health and safety rules and procedures can result in disciplinary action, which may include immediate dismissal if appropriate.

Risk Assessment

In accordance with the Management of Health and Safety at Work Regulations 1999, the School will carry out risk assessments of all activities that present a risk to employees or others. These risk assessments will be carried out in line with Health and Safety Executive guidance and the procedure for doing so is as follows:

1. Identify the significant hazards involved in our work activity, or off-site visits, including residential trips and adventure activities;
2. Decide who might be harmed and how;
3. Evaluate the level of risk and decide if existing precautions are sufficient, or if more needs to be done;
4. Record the significant findings of the assessment;
5. Review the assessment when things change, or there is reason to believe that it is no longer valid.

Risk assessments will be undertaken by/ kept in:

The appropriate subject Lead Teacher- Central Risk Register in Administrator's Office on a common staff drive

List of Risk Assessments:

A Central list of Risk Assessments is always available in the School Administrator's Office (SAO) (or via Common Staff drive) where staff can easily access information on Risks and the necessary Control Measures. Risk Assessments will be reviewed annually by the appropriate Subject Lead Teacher/SA for Administration and premises.

Approval for the required action to remove or control risks will be given by:

Headteacher

Consultation with Employees

The School will consult with its employees in accordance with the Safety Representative and Safety Committees Regulations 1977 and the Health and Safety (Consultation with Employees) Regulations 1996.

Consultation with employees over Health and Safety matters will be provided by:

Emails, memo's, regular H&S Committee meetings, direct consultation.

Safe Handling and Use of Hazardous Substances

The School will assess and control health risks from exposure to hazardous substances in accordance with the Control of Substances Hazardous to Health Regulations (COSHH) 2002 (including Legionella) and the Control of Asbestos at Work Regulations 2002

Responsibility for identifying all substances that need a COSHH assessment is that of:

SA - School Premises/ Science Lead Teacher for Science based hazardous substances/ Art Lead Teacher for Art based hazardous substances/ D&T Lead Teacher for D&T based hazardous substances

COSHH Risk Assessments will be verified/carried out by:

Premises - School Administrator and School Caretaker

Approval for the required action to remove or control risks will be given by:

Headteacher

The Asbestos Management Plan and the Asbestos Register will be managed by:

School Administrator and School Caretaker

The Legionella Risk Assessment and the Legionella Test Records will be managed by:

School Administrator and School Caretaker

6 Monthly/ Annual Checks will be carried out by EMS Water Testing Service (Hereford)

Safe Equipment, Plant and Fittings

The School will ensure that all equipment, plant and fittings are suitable and without risks to health and safety, in accordance with legislation such as the Provision and Use of Work Equipment Regulations 1988 and the Electricity at Work Regulations 1989.

Responsibility for identifying all equipment and plant needing maintenance is that of:

School Administrator and School Caretaker

Responsibility for ensuring that effective maintenance procedures are drawn up is that of:

School Administrator

Responsibility for ensuring that all identified maintenance is implemented is that of:

School Administrator

Any problems with equipment, plant and fittings should be reported to:

SA for site issues – Safety Advice from Nicholas O'Sullivan

Responsibility for checking that new plant and equipment meets health and safety standards before it is purchased is that of:

The relevant Subject Lead Teacher for teaching equipment, SA for Premises equipment – Safety Advice from Nicholas O'Sullivan

Training and Competency

Induction training for all new employees is the responsibility of:

Headteacher/ School Administrator

Job specific training will be provided by:

On site by the Headteacher or at specific venues depending upon need/specialism

Training records and Planner will be kept at/by:

School Administrator

Training will be identified, arranged and monitored by:

From either the Headteacher/ from and arranged by the School Administrator - monitored by the School Administrator

Accidents, First Aid and Work-Related Ill-Health

Health Surveillance is required employees undertaking the following jobs:

First Aid Needs Assessment and supporting Medical needs:

A First Aid Needs Risk Assessment detailing risk and Provision of equipment and suitable trained staff has been undertaken.

All staff are qualified First Aiders.

All Accidents/Incidents and work related ill-health are recorded in the Accident/Incident Record file, which is kept by/at:

Headteacher/School Administrator– in the school office

Responsibility for reporting accidents, diseases and dangerous occurrences under the RIDDOR regulations to the enforcing authorities is that of:

Headteacher/ Nicholas O'Sullivan – St Joseph's School will notify Fire and Risk Management Services, by scanning in a copy of the completed Accident Report, and emailing to accidents@fandrms.co.uk within 72 hours of the occurrence.

Site Safety – Monitoring and security

To check our working conditions, and ensure our safe working practices are being followed, we will:

Office and Administration areas – conduct regular audits + inspection, cross referencing with relevant Risk Assessments - these will be regularly reviewed and action taken where necessary

Classrooms & Teaching areas – conduct regular audits + inspection, cross referencing with relevant Risk Assessments - these will be regularly reviewed and action taken where necessary

Outdoor areas including sports fields, car parking areas, pathways, vehicle movement etc. – conduct regular inspections, cross referencing with relevant Risk Assessments - with the results recorded for actions taken for audit purposes

Workplace safety for Teaching staff, pupils and visitors – an Abusive and Violent Behaviour Risk Assessment and Policy is in place.

Management of Contractors – The School Administrator will ensure that every Contractor working upon the school site will have completed the Pre-works questionnaire, and a copy retained for audit purposes. Each Contractor will be given St Joseph's Site Safety Information Sheet which details Fire Evacuation procedures, Assembly Points, First Aid provision etc.

Responsibility for investigating accidents is that of:

Headteacher

Responsibility for investigating work-related causes of sickness absence is that of:

Headteacher/ School Administrator

Responsibility for acting on investigation findings to prevent a reoccurrence is that of:

Headteacher/ Nicholas O'Sullivan

Off-site Safety

St Joseph's have an Off-site visits and Residential Trip Policy. All relevant trips, visits and adventure activities will be booked through the EVOLVE system. Local visits will be prior Risk Assessed and an Assessment produced.

Educational Visits Co-Ordinator (EVC) – Mr. Mason – responsible for local visits.
Risk Assessments completed and sent to the Local Authority for approval, via EVOLVE, for all out of county visits, at least two weeks before visit.
Risk Assessments retained for audit purposes

Emergency Procedures – Fire and Evacuation

Responsibility for ensuring the fire risk assessment is undertaken and completed is that of:

Nick O'Sullivan and the Headteacher

Escape routes are checked by/ every: **The care taker and School**

Administrator Fire Extinguishers are maintained and checked by/every:

External Contractors/ Annually

Emergency evacuation and Fire Alarm will be tested every:

Early in each Term, 3 months as indicated by the Fire Risk Assessment/ Responsible Person: Headteacher

Responsibility for checking that the Emergency Lighting operates effectively: **Care taker and School Administrator**

Offices and Administration areas – SA. Classrooms and Teaching areas –Complete discharge every 12 months to prevent battery memory. Refer to Fire Risk Assessment for final details

Emergency Health & Safety situations – procedures and contacts:

The School Administrator will maintain contacts and procedures, in a secure format, easily removable from the IPS site. Annual assessment of fitness for purpose. Results recorded.