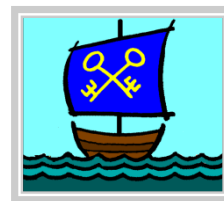


# **Health and Safety Policy Statement**

## **St Peter's Catholic Primary School, Shoreham**



### **Governing Body's statement of intent**

#### **1 Declaration**

The Local Governing Committee (LGC) supports the aims and objectives of the Bosco Catholic Education Trust (CET) and will adhere to the health and safety arrangements set out by the Trust.

Bosco CET are the employer and so hold the duties set out for the "employer" in the Health and Safety at Work etc Act 1974. There is a separate Bosco CET health and safety policy that should be read in conjunction with this policy statement.

It will be the governors' policy to encourage, where practicable, the co-operation of all users of the establishment by discussion and consultation to promote and develop measures which ensure health and safety at work.

#### **2 Health and Safety duties**

To achieve the objectives laid down above, the LGC accepts the following duties:

- a) To participate in and/or arrange for inspection of the school premises in order to identify any risks to health and safety arising from the buildings and grounds, any fixtures or contents, the uses to which they are placed, and arrangements for safe access and egress. The inspection report shall be considered by the LGC, which shall determine any necessary follow-up actions.
- b) To take reasonable steps to ensure, when employing a contractor at the premises, that work is undertaken in a safe manner, so that they do not expose School employees or persons using the premises to health and safety risks.
- c) To ensure contractors work safely, the LGC shall seek advice from, and follow appropriate guidance, issued by Bosco CET.
- d) To ensure that any defect in the premises, when reported, is rectified and/or action taken to prevent persons being affected by that defect.
- e) To record and report any defect or concern together with the action taken to rectify the situation. This would include any minutes of any meeting, and of discussions with employees, the Headteacher or members of the Local Governing Committee.
- f) To ensure that 'health and safety' is included on the agenda for termly meetings of the LGC.
- g) To consult with employees or employee representatives on matters affecting their health and safety.

h) To meet the legal obligations specified in the Health and Safety at Work Act, the Management of Health and Safety at Work Regulations and other statutory requirements and in particular to:

- 1 Undertake risk assessments and record any significant findings that lead to actions/plans consequent to their assessments.
- 2 Provide training for health and safety.
- 3 Disseminate information to staff and others.
- 4 Provide adequate supervision.
- 5 Monitor health and safety standards and systems of management.

The LGC will abide by any instructions and take heed of any information issued by Bosco CET and will enhance this where necessary with local rules and procedures to take account of its own responsibilities.

The organisation of the system for internal communications, delegation of specific functions and arrangements particular to occupational hazards, staff welfare and the safety of pupils are outlined in appendices to this document.

Signed T O'Donovan (Chair of Governors) Date 24/09/2019

This Policy will be reviewed annually by the Governing Body.

Reviewed 24/09/2019

Reviewed by Governors : September 2020

Reviewed by Governors : September 2021

Reviewed by Governors : September 2022

Reviewed by Governors : September 2023

Reviewed by Governors : December 2023

## **THE ORGANISATION FOR HEALTH AND SAFETY**

### **Health and safety responsibilities**

Roles and responsibilities can be found in the Bosco CET Health and Safety Policy.

### **ARRANGEMENTS FOR HEALTH AND SAFETY**

Below are the school specific responsibilities for specific health and safety hazards/topics. The school will follow the Bosco CET health and safety arrangements. Specific personnel responsibilities or school specific arrangements will be detailed within this section.

### **Accident and Incident Reporting**

St Peter's school will follow the accident reporting procedures as detailed in trust health and safety arrangements document.

The Head's PA is responsible for reporting accidents on the accident database.

The Headteacher will monitor accidents and incidents in order to identify trends and report to the Governing Body.

### **Administering Medicines**

The school's Managing Medicines Policy details the procedures followed by the school. The lead for the administration of medicines is the Head's PA. A copy of the policy is available from the school office.

### **Asbestos**

St Peter's school will follow the asbestos management procedures as detailed in trust health and safety arrangements document.

The school asbestos management plan explains how asbestos contained within the school is managed. This can be located in Parago or in the asbestos file at reception.

The Premises Manager and Bursar are responsible for asbestos management

### **Control of Substances Hazardous to Health (COSHH)**

St Peter's school will follow the chemical management procedures as detailed in trust health and safety arrangements document.

All COSHH risk assessments are stored in the school's COSHH risk assessment file, along with the relevant data sheets.

The Head's PA is the designated person for ensuring that the COSHH risk assessment file is kept up to date and communicated to relevant staff.

### **Contractors**

St Peter's school will follow the contractor management procedures as detailed in trust health and safety arrangements document.

The Headteacher is responsible for the management of contractors.

## **Curriculum Safety**

The LGC recognise that some curriculum areas represent an increase in risk; these departments hold department specific health and safety policies and arrangements, which are regularly reviewed and communicated to the relevant staff.

Mr Matthew English – responsible for Design and Technology

Miss Abi Cappella – responsible for Physical Education

Mrs Danielle Alnutt – responsible for Science

## **Display Screen Equipment (DSE)**

St Peter's school will follow the display screen equipment procedures as detailed in trust health and safety arrangements document.

The Head's PA is responsible for issuing training via e-learning and a workstation assessment to designated DSE users.

## **Electricity**

St Peter's school will follow the electrical system management procedures as detailed in trust health and safety arrangements document.

Electrical safety is managed by the Bursar/Premises Officer.

## **Emergency Provision/Business Continuity**

St Peter's school will follow the emergency provision and business continuity procedures as detailed in trust health and safety arrangements document.

All staff are trained in the procedures contained within the emergency plan and are able to take the appropriate action if required.

The emergency plan is regularly monitored and reviewed by the Head's PA.

## **Fire Safety**

St Peter's school will follow the fire safety management procedures as detailed in trust health and safety arrangements document.

The Bursar is the designated person for fire safety within the establishment.

## **First Aid**

St Peter's school will follow the first aid procedures as detailed in trust health and safety arrangements document.

The following staff are trained First Aiders: Evelyn McKeown (Paediatric), Liz Matthews, Lianne Woodiwiss (Paediatric).

Details of the school's first aid trained staff is displayed in the first aid room/area, school office, staffroom. The Head's PA monitors first aid training to ensure certification remains in date.

A first aid risk assessment has been completed and provision is in place, following the findings of the risk assessment. Suitable and appropriate first aid cover is provided at all times during the working day and after hours to cover

breakfast and after school clubs and all staff members are aware of the arrangements in place.

The Head's PA is the designated person for ensuring the first aid kits are kept fully stocked and items are within date, checks of first aid kits are recorded as completed.

### **Food Safety**

St Peter's school will follow the food safety procedures as detailed in trust health and safety arrangements document.

The lead for Food Safety is the Head's PA for the school's Breakfast Club. For hot meals food, the Chartwells Team Leader will ensure that there are arrangements for safely and hygienically receiving food from suppliers and preparing it for serving to pupils. The kitchen, servery and dining area are to be cleaned daily and after each use – the responsibility of Chartwells.

Mealtime supervisors ensure that any spillages are cordoned off, cleared up immediately and the floor surface left clean and dry before being opened up to pupils again.

All incidents are to be reported to the food safety lead.

### **Glazing**

St Peter's school will follow the glazing procedures as detailed in trust health and safety arrangements document.

The school holds an up-to-date Glazing Survey and regularly monitors glazing as part of the premises inspection. The Bursar is responsible for glazing management.

### **Gas Safety**

St Peter's school will follow the gas safety procedures as detailed in trust health and safety arrangements document.

The Premises Officer is responsible for gas safety.

### **Induction**

St Peter's school will follow the induction procedures as detailed in trust health and safety arrangements document.

The Headteacher is responsible for the induction of staff.

### **Infection Control**

The school seeks to manage the spread of infection to prevent ill health from disease i.e. coronavirus, norovirus, hepatitis etc. The school follows the exclusion periods for all infectious diseases set by Public Health England and these are communicated to parents.

Risk assessments are completed for infection control and specific diseases and communicated to staff. These risk assessments are supported by infection

control procedures i.e. hand washing, increased hygiene and cleaning protocols and where identified by risk assessment personal protective equipment (PPE) is worn by staff. Where the school is aware of the risk of transmission of an infectious disease specific arrangements are in place for the administration of first aid to a potentially infectious pupil, visitor or member of staff.

As required under the Reporting of Incidences Diseases Dangerous Occurrences Regulations (RIDDOR) infectious diseases that meet the RIDDOR criteria are reported via the online accident reporting system and onto the Health and Safety Executive (HSE).

### **Lone Working**

St Peter's school will follow the lone working procedures as detailed in trust health and safety arrangements document.

The Headteacher is responsible for risk assessing and producing lone working procedures.

### **Play equipment**

St Peter's school will follow the play equipment management procedures as detailed in trust health and safety arrangements document.

External and internal play and physical education (P.E.) equipment is serviced by Universal Services. P.E. equipment is checked prior to every use by the P.E Technician and/or teaching staff and any defects are reported immediately to the Head teacher.

The Premises Officer regularly monitors external play equipment and defects are reported immediately to the school office. Faulty equipment is immediately decommissioned.

### **Premises Maintenance**

St Peter's school will follow the premises management procedures as detailed in trust health and safety arrangements document.

The internal and external premises will be inspected at regular intervals by the Premises Officer, the inspections are recorded on Parago and resulting issues reported to the Head teacher. The Head's PA will sign and date completed actions in the log.

### **Monitoring, audit and review**

St Peter's school will follow the monitoring, audit and review process as detailed in trust health and safety policy and associated Governor guidance document.

The LGC shall receive termly reports on Health and Safety and will regularly inspect and monitor the premises. The LGC shall prepare an annual action plan to address deficiencies in health and safety arising from the Headteacher's annual report.

### **Moving and Handling of Pupils and moving and handling of other loads**

St Peter's school will follow the manual handling procedures as detailed in trust health and safety arrangements document.

Where manual handling or moving and handling tasks are undertaken, The LGC will designate suitably competent staff to undertake risk assessments of the activities and ensure staff working in these areas receive the necessary training and instruction.

The Head's PA is responsible for developing and reviewing moving and manual handling risk assessment.

### **New and Expectant Mothers**

St Peter's school will follow the new and expectant mother procedures as detailed in trust health and safety arrangements document.

Any staff member who becomes pregnant is to inform the Headteacher of this and an appropriate risk assessment is to be undertaken.

### **Off site activities**

All off site activities are risk assessed using the WSCC Evolve system. The schools systems are audited by WSCC Outdoor Education Advisor. The Head's PA is the schools Educational Visit Co-ordinator (EVC)

### **Risk Assessments**

St Peter's school will follow the risk assessment process as detailed in trust health and safety arrangements document.

Risk assessments are a legal requirement under health and safety law and the Headteacher will nominate appropriate people to assess all risks arising out of the curriculum and associated work which the school undertakes.

### **Staff Welfare/Stress**

St Peter's school will follow the staff welfare and stress procedures as detailed in trust health and safety arrangements document.

The Local Governing Committee considers staff welfare of paramount importance and seeks to promote a work/life balance amongst their staff.

The Headteacher monitors staff workload, and every effort is made to make effective changes if staff are experiencing work related stress. The school also utilises the services of the trust employee assistance programme and Occupational Health.

### **Training**

St Peter's school will follow the training process as detailed in trust health and safety arrangements document.

The school ensures that all staff are provided with adequate information, instruction and training to perform their roles. Training requirements are

discussed during induction, professional development reviews and one to one supervision.

Training records are kept and reviewed by the Head's PA.

### **Violence and Aggression**

The Headteacher ensures that there is a suitable and sufficient violence at work risk assessment for staff drawing upon the violence at work guidance.

The Headteacher/Senco must also ensure that appropriate behaviour management plans are implemented for children with known behaviour issues. Appropriate training must be undertaken to manage violence and aggression. Training records and reviews of risk assessments must be clearly recorded and kept within retention schedule.

### **Water quality**

St Peter's school will follow the legionella management procedures as detailed in trust health and safety arrangements document.

The Premises Officer and Bursar are responsible for monitoring and recording water temperatures at the school to ensure water quality is maintained.

A legionella risk assessment is produced every 5 years by 3C Environmental Technology and is reviewed internally annually.

### **Working at height**

St Peter's school will follow the work at height procedures as detailed in trust health and safety arrangements document.

Teaching staff are not permitted to work at height to put up displays. The Premises Officer has been ladder trained and will erect displays on behalf of teaching staff.

Ladders, step stools and other access equipment are logged on Parago and regularly inspected and maintained.