Blessed Sacrament

Catholic Primary School

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Health and Safety Policy 2023/24

***“Aim high – live life to the full”***

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**Health and Safety Policy**

# Statement of Intent

The Governing Body of Blessed Sacrament Catholic Primary School will meet their responsibilities under the Health and Safety at Work Act and other health and safety legislation to provide safe and healthy working conditions for employees, and ensure their work does not adversely affect the health and safety of others (including; pupils, visitors, contractors etc.). Details of how this will be achieved are given in this health and safety statement.

The Governing Body will ensure that effective consultation takes place with all employees on health and safety matters and that individuals are consulted before allocating particular health and safety functions to them.

Where necessary the Governing Body will seek specialist advice to determine the risks to health and safety in the school and the precautions required to deal with them. The Governing Body will provide sufficient information and training in health and safety matters to all employees in respect to the risk of their health and safety.

The Governing Body requires the support of all staff to enable the maintenance of high standards of health and safety in the schools activities.

The school is committed to continually improving its health and safety performance.

This statement includes a description of the organisation of the school and its arrangements for dealing with different areas of risk. Details of how these areas of risk will be addressed are outlined in the arrangements section.

# Policy Statement

This policy covers staff, pupils, visitors and other users of the premises. It aims to show how the Governors and Head Teacher discharge their duties under the Health and Safety at Work etc Act 1974.

The Leadership Team of the School and the Governing Body are committed to ensuring the Health and Safety of everybody involved in the school. We aim to:

* Ensure that all reasonable steps are taken to ensure the health, safety and welfare of users of the premises and all participants in school trips.
* Establish and maintain safe working procedures for staff and pupils.
* To provide and maintain safe school buildings and safe equipment for use in school.
* Develop safety awareness, by appropriate training if necessary, amongst staff, pupils and others who help in school.
* Formulate and implement effective procedures for use in the event of fire and other emergencies.
* Investigate accidents and take steps to prevent a re-occurrence.

# Roles and Responsibilities

The **Governing Body** has ultimate control of the school. They will:

* Decide policy.
* Give strategic guidance, seeking advice from the Health and Safety advisor.
* Monitor and review health and safety issues.
* Ensure adequate resources for health and safety are available.
* Take steps to ensure plant, equipment and systems of work are safe.
* Ensure that the school provides adequate training, information, instruction, induction and supervision to enable everyone in the school to be safe.
* Maintain the premises in a condition that is safe and without significant risk.
* Provide a working environment that is safe and healthy.
* Provide adequate welfare facilities for staff & pupils.
* In their critical friend role, maintain an interest in all the health and safety matters.
* Review and monitor the effectiveness of this policy.

The **Head Teacher** is responsible for the day to day running of the school. They will:

* Promote a positive, open health and safety culture in school.
* Report to Governors on key health and safety issues.
* Seek advice from other organisations or professionals, such as the Health and Safety Executive, safety advisers etc. as and when necessary.
* Ensure that all staff co-operate with the policy.
* Devise and implement safety procedures.
* Ensure that risk assessments are reviewed on an annual basis.
* Ensure relevant staff have access to appropriate training.
* Meet with the Facilities Manager every week to ensure any building/grounds issues are dealt with in a timely manner.
* Ensure compliance with the requirements of the Occupier’s Liability Act.

**The School Business Manager** will support the Head Teacher in their role. They will:

* Ensure risk assessments are accurate, suitable and reviewed annually.
* Deal with any hazardous practices, equipment or building issues and report to the head teacher if they remain unresolved.
* Provide a good example, guidance and support to staff on health and safety issues.
* Carry out a health and safety induction for all staff and keep records of that induction.
* Keep up to date with new developments in Health and Safety issues for schools.
* Carry out investigations into accidents and produce reports / statements for any civil or criminal action which may arise.
* Ensure any contractors on site are competent in health and safety matters.
* Keep the H&S notice board up to date.
* Maintain accident reporting documentation.
* Coordinate training for school staff.

The **Carertaker** is responsible for day-to-day maintenance and other buildings / grounds issues. They will:

* Ensure that any work that has health and safety implications is prioritised.
* Report any concerns regarding unresolved hazards in school to the senior leadership team immediately.
* Ensure that all work under their control is undertaken in a safe manner.
* Carry out a daily check of the grounds and building to spot any disrepair or other hazards such as broken glass etc. in the play areas.
* Ensure that all cleaning staff are aware of safe working practices, especially regarding reporting of hazards, the use of hazardous substances and manual handling.
* Carry out a weekly test of the fire alarm.
* Ensure all contractors are ‘inducted’ and shown the relevant risk assessments, asbestos records and are made aware of any fragile roofs or other hazards in the areas where they will be working.
* Fully co-operate with health and safety arrangements during larger building projects.

**All School Staff** will:

* Read the Health and Safety Policy.
* Comply with the School’s health and safety arrangements.
* Take reasonable care of their own and other people’s health and safety.
* Leave the classroom / playground / office in a reasonably tidy and safe condition.
* Follow safety instructions when using equipment.
* Supervise pupils and advise them on how to useequipment safely.
* Report practices, equipment or physical conditions that may be hazardous to their line manager and/or the appropriate member of staff.
* Follow the accident reporting procedure using the Nottinghamshire County Council Safety, Health & Management System.
* Contribute to and highlight any gaps in the school’s risk assessments.

In accordance with the school rules and procedures on discipline, **Pupils** will:

* Follow safety and hygiene rules intended to protect the health and safety of themselves and others.
* Follow safety instructions of teaching and support staff, especially in an emergency.

The **H&S advisors** will:

* provide advice and guidance to help schools fulfil their health and safety responsibilities.
* answer queries from staff on health and safety issues.
* visit where necessary to give advice on all aspects of new and existing health and safety policies and procedures.
* collect information on accidents and incidents to report to HSE where necessary.
* advise on and facilitate (when possible) staff safety training.
* draft and/or advise on policies, procedures and guidance for health and safety.
* interpret and advise on new legislation impacting on the working environment.
* attend meetings to advise on occupational safety issues.

# Arrangements

## Administration of Medicines

* Medication is only administered to pupils when the parental consent form has been completed.
* The medicine will be administered by one nominated member of staff for each pupil and appropriate records kept.
* Medicines are only administered during school time when they have been prescribed by a child’s GP or other relevant medical professional.
* The school will avoid administering non-prescription medicine. However, we may administer non-prescription Paracetamol/antihistamine if requested by the parent and if it will facilitate the child attending school and continuing their learning. This will usually be for a short period only and no more than 3 consecutive days without seeking medical advice. However, such medicines will only be administered in school where it would be detrimental to a child’s health if it were not administered during the day.
* Medicines are kept either in the medical fridge in the staff kitchen or a locked drawer in the school office.
* The only exceptions to this are asthma medication and ‘epipens’ (following discussion with parents) which may be kept in appropriate locations, out of the reach of other pupils, as appropriate.
* The doses administered during the school day are to be kept to the minimum, e. g. a course of antibiotics requiring four doses a day - only one dose (lunchtime) will normally need to be administered at school

## Asbestos

• The current school building opened in April 2016 and no asbestos was used in the construction of the building.

## Control of Hazardous Substances

* The use of hazardous substances in school will be kept to a minimum.
* The Caretaker (with appropriate support from senior managers) will complete a COSHH assessment for all hazardous substances used on site.
* The associated procedures and control measures will be funded and enforced.

## Display Screen Equipment

* For members of staff with ‘desk-based jobs’ the Local Authority’s procedure for carrying out workstation self-assessments on an annual basis will be followed
* For members of staff provided with portable devices (e.g. laptops, tablets) staff will be issued with the current Council guidance on their use.

## Educational Visits

• All off site trips will be subject to risk assessment and the advice of the Local Authority’s Educational Visits Adviser will be closely followed.

## Electrical Testing

• All items of portable electrical equipment in school are inspected and checked annually.

## Employee Health and Wellbeing

• The staff are made aware during their induction process of the school’s wellbeing provision. All staff will be made aware of the policies covering staff wellbeing.

## Fire Safety & Evacuation of the Building

* Fire exits have appropriate signage.
* Plans showing exit routes are displayed by the door of eachclassroom.
* A fire drill is practised and documented once every term by the caretaker.
* Evacuation times and any issues which arise are reported to the Governors.
* Fire extinguishers are checked annually by Nottinghamshire Fire and Rescue.
* A separate fire safety policy and risk assessment has been produced.

## First Aid Provision

* The school has carried out a first aid risk assessment to ascertain the required number of first aiders and the location / number of first aid kits.
* The school currently has three members of staff who are trained as nominated workplace first aiders, four members of staff who are paediatric first aid trained and 12 members of staff who have the one-day emergency first aid training.
* Portable first aid kits are taken on educational visits.
* If the risk assessment dictates that it is necessary, a qualified first aider will be present on the trip.

## Food Technology (Primary)

* Cooking equipment including ovens and hobs will only be used if fire precautions and appropriate risk assessments are in place.
* Staff must be satisfied that the tasks undertaken are appropriate for the pupils concerned.
* Close supervision will be appropriate for riskier parts of the cooking process, i.e.

taking food in or out of hot ovens.

## Legionella

• **Second Element** provides advice and has assisted with the preparation of the school’s Legionella risk assessments and also sample water as per the risk assessment.

## Lifts & Hoists

* All hoists for disabled pupils are inspected by a competent engineer on a six-monthly basis.
* Lifting equipment is inspected on an annual basis.

## Manual Handling

* Pupils and staff must only lift equipment and furniture within their own individual capability.
* Manual handling training will be provided for appropriate members of staff including, if necessary, how to lift pupils safely.

## Playground Equipment

* Playground equipment and its use is supervised during all breaks during the school day.
* If the equipment is used during lesson time supervision is again maintained.
* A decision is made, recorded and enforced if inclement weather (damp / icy) means that equipment becomes unsafe to use on a particular day.

## Playground Supervision

• Appropriate levels of supervision will be maintained in playgrounds.

## Pregnant Members of Staff

• The school and the Trust HR procedures for pregnant members of staff will be followed, including carrying out a ‘Pregnancy Risk Assessment’.

## Risk Assessment

* The school maintains a comprehensive set of risk assessments that cover curriculum-based activities in school; school visits and the running of the school building and grounds.
* They are all available on the school central server for staff to inspect and refer to as necessary.
* The management team will take steps to ensure that appropriate staff are aware of the risk assessments appropriate to their role and will monitor compliance with control measures specified in the risk assessments.
* All risk assessments are reviewed on an annual basis (except risk assessments for school trips which should be reviewed each time the trip takes place).

## Slips Trips and Falls on the Level

* The potential for slips trips and falls in school has been risk assessed and appropriate controls have been put in place.
* This includes working procedures for mopping floors, absorbent floor mats near entrances and regular hazard spotting inspections.

## Snow and Ice

* A plan has been produced outlining the main pedestrian routes that the site staff will strive to keep open during snowy and icy conditions.
* If it becomes impossible to keep these routes clear the head teacher is informed immediately and this information contributes to any decision to close the school.

## Stress at Work

* Proactive - the school’s templates for Stress Risk Assessment are used in order to identify how levels of stress (caused by work) amongst staff can be reduced.
* Reactive – individuals who are identified to be suffering from excessive levels of stress (caused by work or personal issues) are supported in accordance with the school’s welfare policies and, if necessary, by accessing the Employee Health and Wellbeing Service.

## Supervision of Pupils

* Sensible, safe behaviour will be promoted to pupils by all members of staff.
* Dangerous or risky behaviour displayed by pupils will be addressed and dealt within the school rules.
* Pupils will only be allowed into or stay in classrooms under adult supervision.
* Appropriate supervision of cloakrooms and toilet access will be in place at busy times.

## Training

* Health and Safety Training Needs are assessed as part of individual’s annual review.
* Training needs may also be identified as part of a risk assessment process.

## Lone Working

* A risk assessment will be carried out for staff members engaged in lone working if the risk is considered greater than the normal risk, or if requested by the staff member.
* Employees who are conducting lone working should be contactable at all times and if possible should contact an agreed contact at regular intervals.
* Employees conducting lone working should have a means of mobile communication on their person at all times to make contact possible.
* If agreed contact is not made the agreed contact should try to contact the lone worker to ensure their safety. If contact cannot be made the agreed contact should go to the lone worker to ensure that they are safe and well.
* Lone working should be avoided if possible.

## Working at Height

* Working at heights risk assessments have been completed for the school.
* All site/caretaking staff who undertake working at heights have been on a half day training course.
* Teaching and other staff who assist in putting up displays in school have been given appropriate in-house training and advised that they must:
  + Use appropriate access equipment - step ladders, kick stools etc.
  + Wear flat shoes whilst putting up displays.
  + Not climb on furniture to put up displays.