

St. Vincent's R. C. Primary School



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HEALTH & SAFETY POLICY



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ST. VINCENT'S HEALTH AND SAFETY GUIDELINES

HEALTH AND SAFETY POLICY

The governors of St. Vincent's RC Primary School are committed to providing safe and healthy working environment for all its employees. The head teacher, Mr. S. Callaghan, is responsible for the implementation of this Health and Safety Policy. The needs of all employees are discussed with the head teacher and deputy head teacher and any particular requirements are considered.

The governors encourage school to buy in the services of the LA's Property Services Department for help and advice to determine and assess the risks to security and health and safety within the school and renew their contracts for the safety of fire extinguishers, electrical appliances, all PE. equipment and cleaning materials.

The governors seek the help and co-operation of all employees to ensure a safe working environment and all pupils are encouraged to inform staff of any potential hazards. They will take all reasonably practicable steps within their power to fulfill this responsibility.

The governors will fully comply with the requirements of the Health and Safety at Work etc. Act 1974 and all other relevant health and safety regulations and standards and will, as far as is reasonably practicable, fulfil these requirements.

Signed _____

Mrs. L. Coluccio
Chair of Governors

Signed _____

Mrs M Brooks
Headteacher



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ORGANISATION

This section outlines the responsibilities of each member of the organisation for implementing and complying with this policy. Every member of school must accept and ensure that they understand their personal responsibilities for health and safety, and achieve and maintain these to the appropriate standard.

Leadership Team

Through its management structure, school will promote and develop a positive attitude by ensuring that health and safety is an integral and prominent function of the overall management culture.

Collectively and individually they are required to:

- provide visible leadership, leading by example and considering health and safety implications for all strategic decisions;
- ensure that the necessary resources are available for the management of health and safety;
- demonstrate a clear commitment to continuously improve health and safety performance;
- provide effective communication and consultation arrangements for health and safety;
- allocate a health and safety lead to support the aims of this policy; and
- ensure that the Safety Policy is fully implemented.

Head Teacher

The Head Teacher is responsible for implementing and monitoring the Safety Policy in school, which comes under his direct management control. The Head Teacher is required to:

- provide visible leadership, encouraging employees to achieve high standards of health and safety, and ensure that health and safety has equal priority with all other activities;
- ensure that health and safety responsibilities are clearly and logically delegated to successive levels of management who are sufficiently senior and competent to discharge them;
- comply with all relevant health and safety legislation as a minimum, conform to any specific policies or procedures relating to health and safety, and wherever practicable, seek to adopt best practice in respect of health and safety;
- implement health and safety management systems that will identify and control risks, and regularly monitor and review the preventative and protective measures employed;
- ensure employees are properly instructed and trained in their health and safety responsibilities and that they discharge these effectively; and
- that information regarding their particular areas of control are detailed in the Section Safety Procedures (appendix 1) and that this is made available to all employees.

School Governors

Governors must ensure that any decisions they make reflect the requirements of this safety policy and that they promote compliance with statutory requirements as a minimum standard.



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All employees

All employees (including those above) are required to:

- take reasonable care of their own health and safety and for any other person who may be affected by their actions;
- not intentionally or recklessly interfere with or misuse anything provided for health and safety;
- co-operate with managers and supervisors to enable to comply with their health and safety obligations;
- participate in any instruction or training that is provided for health and safety;
- report any accident, incident, injury or near miss to the SBM who will then report this to the LA using the Council's reporting procedure;
- report any unsafe, unhealthy or hazardous working conditions to their Line Manager;
- inform their Line Manager immediately if they are diagnosed with a medical condition or are prescribed medication that may impact on their ability to carry out their duties safely;
- seek advice if they do not feel competent to carry out their responsibilities safely; and
- make themselves aware of, and follow their responsibilities as detailed in this policy and any arrangements set out locally.

Specialist Support Safety Team

The Safety Team will provide professional and competent advice, guidance and support to the Head Teachers and personnel who have responsibilities for health and safety in implementing the policy. Support will be given in complying with legal requirements and in promoting the continuous improvement of health and safety standards.



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ST. VINCENT'S LOCAL ARRANGEMENTS

This section sets out the school's specific arrangements for managing health and safety. The arrangements follow the requirements of the Health and Safety at Work etc. Act 1974 and other relevant legislation, and give details on how people should meet these responsibilities. Because of their legal status they are mandatory requirements of this policy and it is important that managers and employees follow them.

There are guidance notes to supplement these arrangements available on the LA's intranet site. These are regularly reviewed and updated to ensure they continue to work for schools. If you need any help or assistance with any of the items listed below, please either contact SLT or the Safety Team on 01706 92 5082/5087.

Risk assessment

All job roles and work activities within school will be assessed and significant health and safety risks recorded. Control measures will be put in place to protect staff or others that may be affected by the work activities. The risk assessment should identify further actions that will be required to reduce the risks to at least a tolerable level. Once complete, the risks identified and control measures put in place for protection will be communicated to staff.

Safe working procedures

(Also referred to as Safe Systems of Work, Method Statements, etc.)

Following the risk assessment process, where hazards cannot be eliminated and where risks still exist, written detailed instructions will be produced and effectively communicated to the relevant staff. The level of detail included will be proportionate to the level of risk involved.

Chemicals and hazardous substances (Control of Substances Hazardous to Health - COSH)

All hazardous substances, chemicals or products will be used, stored and disposed of in accordance with the manufacturer's instructions or the relevant legislative requirements. Where necessary, the appropriate COSHH risk assessments will be carried out.

Following the COSHH risk assessments, exposure will either be prevented, or where this is not reasonably practicable, adequately controlled. Where measures are put in place to control exposure, these will be maintained, examined and tested to ensure their continued effectiveness. Information, instruction and training will be given to those employees exposed to hazardous substances, including the potential risks and the control measures in place to prevent exposure. PPE will be provided only as a last resort for controlling exposure.

Personal Protective Equipment (PPE)

The School accepts that the use of personal protective equipment (PPE) is a last resort and is committed to continually seeking alternative methods of reducing risk. Where risks identified through risk assessments cannot be removed or adequately controlled by other means, employees will be provided with the most suitable and sufficient PPE and given training in its use, storage and maintenance.

The Head Teacher or delegated staff are responsible for issuing, repairing and replacing PPE and for ensuring its proper use. Employees are responsible for keeping their PPE clean and properly stored, and for reporting faults and problems to their named personnel.



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Where a risk to eyes or eyesight is identified through the risk assessment process, prescription safety glasses will be provided where necessary. Computer users will be provided with access to free eyesight tests. Where prescribed by an Optician, provision of glasses up to the specified amount will be paid where glasses are identified as necessary solely for computer use.

Health Surveillance

Arrangements for a programme of health surveillance will be put in place where it is a requirement by law, or where it has been identified through the risk assessment process that operations or exposure to harmful substances could potentially harm the employee's health. Pre-employment screening will take place for those employees starting in a role where a health hazard has been identified. Records of all health surveillance will be kept by school.

Health and Safety Training

Induction training

The Head Teacher will ensure that all new employees go through the health and safety induction programme on taking up employment. Inductions will vary with staff roles.

General health and safety training

The health and safety training needs of all employees will be identified through the risk assessment process. Appropriate information, instruction and training will be provided to ensure that employees have the competency to carry out their work safely. Where mandatory health and safety training is required, the Head Teacher will ensure that employees are provided with this, including information on the hazards and the control measures in place to protect them.

Employees must participate in any instruction or training provided to enable school to comply with their health and safety obligations. Records of all employees' health and safety training must be kept. Refresher training must be provided as and when necessary.

Accident & incident reporting and investigation

All employees are responsible for following school's incident reporting procedure. Employees should report all accidents, whether it results in injury or not, incidents, including verbal or physical assault, or near miss incidents to the Head Teacher or SBM, who must then promptly and properly report them.

Head Teachers are responsible for familiarising themselves with the reporting procedure and the *Reporting of Injuries, Diseases and Dangerous Occurrences Regulations* (RIDDOR) and informing the Safety Team as appropriate when these incidents occur. The Safety Team will report RIDDOR incidents to the Health and Safety Executive, where required, on behalf of the Diocese.

Head Teachers / SLT are responsible for investigating all accidents, incidents or near misses to identify the cause and to take the appropriate steps to prevent a recurrence, and for monitoring incidents within their area of responsibility.

Consultation with employees

The School Safety Support Team will regularly consult with the recognised trade unions and appointed safety representatives through formal consultative meetings. Safety representatives will be provided with the necessary information to allow them to fully and effectively consider health and safety matters. Consultation meetings give staff, via their safety representatives, the opportunity to discuss and exchange views on health and safety issues with management, to reach a better understanding on matters and procedures relating to health and safety.



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Work environment

All workplaces will be provided with adequate welfare facilities which will be maintained to a safe standard. Adequate access and egress will be provided and all employees must maintain good housekeeping standards. Defects or unsafe conditions should be put right. If this is not possible, they should be reported to either the Head Teacher, SBM or caretaker as soon as possible following the appropriate procedure.

Safe plant, equipment and services

Those responsible for purchasing work equipment, plant or services will make reasonable checks for health and safety standards and assess for suitability. Where necessary, equipment and plant should conform to British Standard requirements holding the Kitemark certification or other appropriate standard. Once purchased, arrangements should be made to keep equipment and plant in good working order by following the manufacturer's recommendations. These could include arranging for suitable maintenance, inspection and servicing and for providing the appropriate markings and warnings.

Statutory building compliance

The Head Teacher is the person in control of a building and responsible for ensuring that all the required statutory building compliance inspections, assessments, maintenance and/or servicing are carried out within the appropriate timescales. The person in control of the premises will make arrangements for remedial action or recommendations made following on from inspections and/or assessments to be actioned as appropriate.

Emergencies

Procedures will be put in place in each workplace to deal with emergency situations by the person responsible for the building (the Head Teacher). The emergency evacuation plan will be communicated to all members of staff within the building.

Nominated personnel will be assigned roles to assist in emergencies and be given the appropriate training, e.g. first aid, fire wardens, etc.

Fire

The Head Teacher is responsible for ensuring that all the necessary fire safety controls are in place and are being managed. Employees, as building users, will be instructed on the procedures to follow in an emergency evacuation situation and must follow these as necessary.

The Head Teacher or delegated personal are responsible for preparing a Personal Emergency Evacuation Plan (PEEP) for any member of their staff / pupil requiring assistance to evacuate in an emergency.

First aid

The Head Teacher will ensure that a sufficient number of trained first aiders and equipment to deal with injuries or ill health is provided. First aid requirements will be identified through the risk assessment process to ensure the adequacy and appropriateness of first aid personnel, equipment and facilities. Fully qualified first aid personnel will be paid the agreed allowance.



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Disciplinary procedure

Disciplinary action will be taken against any employee who is found to have knowingly failed to follow safety procedures or standards, interfered with or failed to use protective equipment provided for health and safety, or failed to follow their responsibilities as detailed within this policy.

Monitoring and auditing

The Head Teacher and Governors will continuously monitor their health and safety performance through incidents, ill health, or near miss reports, followed by reviewing applicable risk assessments to ensure control measures remain effective. Delegated personnel will also monitor health and safety performance at a local level by, for example, undertaking safety tours, inspections and checking that control measures are being followed.

Policy Review

This policy will be reviewed periodically to ensure its continuing suitability, adequacy and effectiveness and to encourage continuous improvements in health and safety performance.

The Safety Procedures section is recorded as a separate document, and regularly reviewed to ensure that details are accurate and up-to-date.