

# St Christopher's CE Primary School



## Health & Safety Policy

|                     |                                |
|---------------------|--------------------------------|
| POLICY TYPE         | STATUTORY                      |
| OWNER               | RESOURCES                      |
| APPROVING COMMITTEE | RESOURCES                      |
| REVIEW EVERY        | 2 YEARS                        |
| APPROVED BY         |                                |
| POSITION            |                                |
| DATE                | 10 <sup>th</sup> November 2016 |

## Vision Statement

*A school where:*

- *The uniqueness of individuals is respected and valued.*
- *The staff provide a safe and nurturing environment which supports children to approach their learning with an enquiring mind, courage and perseverance.*
- *Children's continually evolving needs are identified and they are equipped with the skills and motivation to succeed.*
- *All achievements are recognised and children learn to value their own successes.*

*All within the loving support of our Lord Jesus Christ*

St Christopher's CE Primary School has a distinctive Christian ethos which is at the centre of school life. We provide an inclusive, supportive and caring environment, shaped by Christian values in which children can learn and flourish. We welcome applications from all members of the community without reference to ability or aptitude, and irrespective of whether they are of the Christian faith, another faith or no faith, but we expect parents to respect the Christian ethos of our school.

## STATEMENT OF GENERAL POLICY

**This Policy is the adopted County Council Health and Safety Policy and Procedures with additions pertinent to the structure and management of St Christopher's School.**

This policy is for the benefit of staff, pupils, visitors and other users of the premises.

This policy deals with those aspects over which the Headteacher has control and covers safety associated with the building structure, plant, fixed equipment and services for which other officers of the authority also have responsibility. It describes how the Headteacher discharges their responsibilities in respect of staff, pupils and visitors.

**The following policies should be read in conjunction with this policy:**

- Critical Incident Emergency Management Policy
- EVC Policy
- Medical Conditions in School Policy
- First Aid and Management of Medicines in School Policy
- School Closure Policy
- Staff Induction Policy
- Stress Policy
- Whistle blower Policy

## AIM

- To establish and maintain a safe and healthy working environment.

## **OBJECTIVES**

- Formulate and implement effective procedures for use in the event of fire and other emergencies.
- To raise awareness amongst employees, pupils and other site users of health and safety issues and to encourage good practice.
- To take all reasonable precautions to protect people by reducing risks both on and off site.
- To take prompt and appropriate action in the event a hazardous situation developing, and of an accident and / or emergency occurring on or off site.

## RESPONSIBILITIES

The maintenance of a healthy and safe school is the shared responsibility of the whole school community. More specifically:

### 1. GOVERNORS

- Decide policy.
- Give strategic guidance.
- Monitor and review health and safety issues through the Resources Committee reporting back through the Chair to the full Governing Body.
- Have health and safety as a standing item on the agenda of all Resource Committee meetings.
- To monitor the allocation of funds based on suitable and sufficient risk assessments.
- Prioritise health and safety matters within the School Improvement Plan.
- Purchase and maintain equipment to British and European Standards
- Carry out regular inspections as outlined in the Governors' Handbook.
- Cooperate with ODST and Oxfordshire County Council (OCC) on matters of health and safety.
- Nominate a Governor with responsibility for health and safety.

### 2. HEADTEACHER

To take overall responsibility for the implementation and monitoring of the establishments health and safety policy by;

- Line managing the Leadership Team;
- Develop a culture of safety throughout the school.
- Allocating sufficient resources to meet health and safety priorities;
- Ensuring attendance on appropriate health and safety training courses
- Include health and safety in all new employees' induction.
- Undertake an annual health and safety training needs analysis of all employees
- Ensure all employees and contractors are fully briefed on health and safety site issues
- Liaising with OCC over health and safety issues;
- Regularly checking the Health and Safety website:
  - (<http://intranet.oxfordshire.gov.uk/links/intranet/cyphhealthandsafety>)
- Ensuring good communications by including health and safety issues in Staff briefings, bulletins and meetings;
- Organising and implementing termly inspections with Governors
- Overseeing the completion of the arrangements and risk assessments for all on/off site activities;
- Ensuring that health & safety is, where necessary, a criteria for performance management / appraisal scheme
- Formulate and implement a policy for the management of critical incidents (<http://intranet.oxfordshire.gov.uk/links/intranet/cyphhealthandsafety> - *Emergency Plans - Critical Incident Management*)
- Report to Governors on pertinent issues through the Resources Committee
- Formulate and co-ordinate safety procedures.

- Review first aid, fire/evacuation and risk assessment procedures with relevant staff, on an annual basis, or as and when necessary, reporting back to the Resources Committee
- Report to the Cleaner in Charge and Administration Officer any defects and hazards that are brought to their notice.
- Accident and Physical and Verbal Abuse documentation is completed and submitted to ODST;
- Report accidents and incidents of violence to the Resources Committee on a termly basis.
- Organise the planned programmed maintenance of plant and equipment.
- Arrange for the annual electrical testing programme (<http://portal.oxfordshire.gov.uk/content/public/LandC/Resources/healthsafe/e/elepor.pdf>)
- Maintaining accurate records of all equipment and resources.
- Purchase and maintain all equipment and resources to prescribed standards (<http://schools.oxfordshire.gov.uk/cms/sites/schools/files/folders/folders/documents/healthandsafety/publis.pdf>)

Ensure that the school follows ODST procedures:

- when selecting a contractor
  - when liaising with contractors over health and safety matters;
  - when monitoring health and safety issues on-site regarding school appointed contractors.
- Prioritise and process the maintenance forms.
- Ensure all maintenance employees are trained and competent to undertake their tasks safely
  - (<http://portal.oxfordshire.gov.uk/content/public/LandC/Resources/healthsafe/t/tracom.pdf>);
- Support employees with personal safety issues including stress (<http://portal.oxfordshire.gov.uk/content/public/LandC/Resources/healthsafe/s/strepre.pdf>)
  - Ensure off site visits are approved and appropriately staffed (<http://intranet.oxfordshire.gov.uk/links/intranet/cyphhealthandsafety> - procedures - Out and About with Oxfordshire 3)
  - Adequate trained first aid cover is available for on /off site activities and
  - Periodic checks are made of the first aid arrangements and containers (<http://portal.oxfordshire.gov.uk/content/public/LandC/Resources/healthsafe/f/FirstAidatWork.pdf>)

### 3. All **STAFF** will:

- Ensure that they have read the Health and Safety Policy.
- Take reasonable care of their own health and safety and that of others who may be affected by their actions.
- Ensure, as far as is reasonably practicable, that their classroom or office is safe.
- Report situations which may present a serious or imminent danger to the Headteacher, Site Manager or Administration Officer.
- Use equipment safely
- Report any defects and hazards to the Headteacher

- Report any concerns of abuse to pupils to the Headteacher who is the child protection officer.
- Report any incidents of physical or verbal abuse to the Headteacher
- Cooperate with health and safety requirements.
- Report all defects on the maintenance forms and return them to the office.
- Complete and action risk assessments for all potentially hazardous on/off site activities.
- Use, but not misuse things provided for your health, safety and welfare.
- Do not undertake unsafe acts.
- Inform Headteacher of any “Near-Misses”.
- Be familiar with the emergency action plans for fire, first aid, bomb, security and off site issues.
- Raise health and safety and environmental issues with pupils.

#### **4. THE CLEANER IN CHARGE / SITE MANAGER will:**

- Carry out daily checks of the site and take appropriate remedial action.
- Carry out monthly water temperatures tests and maintain the Water Hygiene Folder;
- Alert the Headteacher to issues of security and lone working (<http://portal.oxfordshire.gov.uk/content/public/LandC/Resources/healthsafe/l/lonwor.pdf>).
- Ensure that they are familiar with the school’s Health and Safety Policy.
- Conduct a termly site check with the Headteacher.
- Ensure that all cleaning staff are aware of any implications of the Health and Safety Policy as it affects their work activities e.g. storage arrangements for materials, equipment, substances etc.
- Report to the Headteacher and Administration Officer any defects and hazards that are brought to their notice.
- Ensure that everything received from suppliers (for direct school use), machinery, equipment, substances etc. is accompanied by adequate information and instruction prior to use.
- Ensure that termly fire drills, weekly fire tests, check fire extinguishers are carried out and maintain the Fire Safety Folder (<http://intranet.oxfordshire.gov.uk/links/intranet/cypfhealthandsafety> - procedures);

#### **5. That MIDDAY SUPERVISORS:**

- Report any health and safety concerns at lunchtime to the Headteacher.
- Organise first aid cover at lunchtime.
- Ensure Accident forms are completed for any serious incidents and given to the Admin Officer for filing and to send to parents or ODST as necessary
- Liaise with outside agencies able to offer expert advice.
- Ensure that all staff fulfil their duties to co-operate with the policy.
- Formulate and co-ordinate safety procedures.
- Review first aid, fire/evacuation and risk assessment procedures with relevant staff, on an annual basis, or as and when necessary, reporting back to the Headteacher
- Ensure relevant staff have access to appropriate training.

- Meet with the Cleaner in Charge and Administration Officer on a weekly basis to manage site issues.
- Report to the Cleaner in Charge and Administration Officer any defects and hazards that are brought to her notice.

#### 6. The **ADMINISTRATION OFFICER** will ensure:

- All office risk assessments are completed and reviewed
  - (<http://portal.oxfordshire.gov.uk/content/public/LandC/Resources/healthsafe/d/displa.pdf>);
- Report to the Headteacher any defects and hazards that are brought to their notice.
- Liaise with the Headteacher when organising health and safety works.
- Report to the Headteacher on any financial implications for health and safety issues.
- Visitors are registered, wear a badge and are briefed on the emergency procedures;
- Hazard reporting and maintenance documentation is actioned
- All appropriate risk assessments guidance and hiring documentation is completed for community use of the site
- All community users are registered and made aware of emergency procedures;

#### 7. **LEADERSHIP TEAM and LEADERS IN LEARNING**

- Produce health and safety risk assessment guidance and documentation as appropriate especially in Art, Design & Technology, ICT, Science, PE and off-site activities
- Ensure all hazardous equipment and materials are appropriately marked, assessed, maintained and used by a competent person.
- Advising colleagues on the completion of risk assessments and ensuring they are carried out, reviewed periodically and recorded.
- Annually undertake training needs analysis for their teams.
- Ensure health and safety is a standing item on all agendas.
- Check that pupils are aware of health and safety issues and that these are being continually reinforced.

#### 8. **VISITORS and CONTRACTORS**

- Sign in at the School Office on arrival.
- Read the resume of the health and safety procedures on arrival at the School.
- Contractors will be informed of any known hazards peculiar to this site, e.g. asbestos.
- Wear a visitor badge whilst on site at all times.
- Follow evacuation procedures in the event of an emergency.
- Follow the school's use of Mobile Phone Policy.
- Adhere to the schools non-smoking policy. This includes e-cigarettes.

## 9. PUPILS

**Pupils** are expected to:

- Behave in a way that does not put yourself or others health and safety at risk.
- Observe standards of dress consistent with good health, safety and hygiene practices.
- Follow all safety rules including the instructions of staff given in an emergency.
- Use, but not misuse, things provided for your health, safety and welfare.

## 10. PARENTS

**Parents** are expected to:

- Support the school in any health and safety matters reported to them on newsletters.

## 11. OTHER ARRANGEMENTS

### Accidents and Incident Reporting

- a) Any pupil complaining of illness or who has been injured is sent to the School Office for the qualified First Aiders to inspect and, where appropriate, treat.
- b) All incidents, ailments and treatment are reported in the accident folder.
- c) More serious accidents or incidents of violence are recorded on Accident forms obtainable from the School Office.
- d) Parents are contacted if there are any doubts over the health or welfare of a pupil.
- e) In the event of a serious incident an ambulance is called and a member of staff accompanies the pupil to hospital. Parents are asked to go immediately to the hospital. It may be appropriate to transport a pupil to hospital without using an ambulance. This should be on a voluntary basis. In such cases staff should ensure they have specific cover from their insurance company and permission from parents or guardians.
- f) If staff are concerned about the welfare of a pupil they should contact the School Office immediately. If an injury has been sustained, the pupil should not be moved.
- g) Staff should complete the accident form for employees if they sustain an injury at work. These can be obtained from the School Office. An injured member of staff or other supervising adult should not continue to work if there is any possibility that further medical treatment is needed. The member of staff or other supervising adult concerned should seek medical advice without delay.

### Administration of Medicines

- a) Our trained First Aiders administer medicines for chronic or long-term conditions.
- b) Medicines are stored in a locked cupboard in the school office or in the staff room fridge if appropriate. Staff record the time medication is given and sign the record sheet.

- c) Parents give written consent to authorise First Aiders to administer medication.
- d) Medication for asthma is stored in the pupils' classrooms and should **always** be taken to PE lessons and off-site educational visits. Pupils are supervised by a First Aider when taking their asthma medication.

### **Asbestos**

- a) An asbestos register is held in the school office
- b) The Administration Officer makes it available to contractors working on site.

### **Cooking**

- a) Cookers should not be used without essential fire precautions being immediately available e.g. fire blanket, fire extinguisher.
- b) Staff should ensure pupils receive instructions and on the job training to enable them to be safe during a cooking activity.

### **Electrical Testing**

All items of portable electrical apparatus and equipment in use at the school are inspected and checked annually.

### **Hot Drinks**

Staff should ensure that they only transport hot drinks around school when it is quiet in the corridor areas. Hot drinks should not be transported when large numbers of pupils are moving around school. If a member of staff has a hot drink in the classroom s/he should ensure that a pupil cannot reach it and that it is in a safe position.

### **Manual Handling**

Pupils, staff and any other supervising adults should only lift equipment and furniture within their own individual capability.

### **Movement Around School**

- a) Pupils should walk around school in single file and stand in single file when waiting.
- b) No pupils should remain unsupervised in classrooms.

### **On Site Vehicle Movements**

- a) Staff car parking is in the front playground.
- b) If contractors need to come onto the premises when loading/unloading equipment, they should be asked to park by the main entrance on the playground. They can only gain access by contacting a member of staff to open the gate for them. They should not be allowed access during play or lunch times.

## **PE Equipment**

Gymnastic equipment is checked annually by an accredited contractor and repaired or removed as appropriate.

## **Playground**

- a) The playground is zoned for different activities – basketball, football, quiet area. Pupils are aware of which games to play in the zoned areas.
- b) Staff actively encourage pupils to play safely and discourage fighting or other rough games.
- c) Two members of staff supervise the playground during morning playtime.
- d) We have four Midday Supervisors on duty at lunchtime.

## **Pregnant Workers and Nursing Mothers**

The Headteacher will carry out a risk assessment in accordance with LEA guidance. Appropriate action will be taken to ensure she is not exposed to any significant risks.

## **Safe Stacking and Storage**

Equipment should be stored at an appropriate level and position relative to its height, weight and bulk.

## **Slips, Trips and Falls**

- a) It is unrealistic to expect pupils never to fall, especially at playtime. However, staff or other supervising adults should report any conditions considered hazardous e.g. uneven surfaces, holes, wet/slippery surfaces, worn carpet, trailing cables to the Headteacher or Administration Officer.

## **Supervision of Pupils**

- a) Staff and other supervising adults should maintain good order and discipline, safeguarding their health and safety at all times.
- b) No pupil should be left unsupervised.
- c) Staff should be in class when pupils come into class in the morning.
- d) Staff should be punctual in collecting pupils from the playground.
- e) The same duty of care applies when staff supervise pupils in after school clubs.
- f) If a member of staff knows that they are unable to undertake a duty they should organise cover.
- g) Other staff on duty should inform supply teachers of their duties regarding supervision.
- h) If a parent needs to be contacted staff should use the emergency contact folder situated in the school office.

## **Transporting Pupils**

If staff are transporting pupils or asking other parents to transport pupils then permission must be gained from the parent/guardian. Proof of insurance and valid driver's license should be provided.

## **Working at Height**

- a) Staff and other supervising adults should use stepladders when working at height e.g. displaying work. Chairs and tables should not be used for this purpose. All staff should gain assistance when working at height.
- b) Stepladders are located in the Cleaner's cupboard and the locked boiler room.