



CATHOLIC VOLUNTARY
PRIMARY ACADEMY

ST MARGARET CLITHEROW'S

PRIMARY ACADEMY

HEALTH & SAFETY

POLICY

Approved by: Governing Body

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Accepted by: All staff/stakeholders

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General Statement

We are committed to matters of Health and Safety having an equal place alongside business objectives.

We recognise that Health and Safety is a line management function. Those who are allocated duties and responsibilities under this policy shall receive such information, instruction and training through the school's training arrangements so as to be able to discharge such duties and responsibilities.

We will support the school's arrangements in order to ensure that all employees in St. Margaret Clitherow's Primary Academy achieve the appropriate levels of competence to carry out their duties, without significant risks to themselves or to others.

We will ensure that all those involved in school activities are consulted on Health and Safety matters, so that a positive approach can be taken to address both the needs and concerns of employees and others.

We will co-operate with auditing of Health and Safety management systems, and implement the recommendations of such audits.

We recognise the importance of Health and Safety committees and will implement their recommendations.

Signed: _____ **Date:** _____

Signed: _____ **Date:** _____

Policy Objectives

These are the school's objectives:

- To work towards the prevention of occupational injury or ill health to all involved in or affected by the school's activities.
- To ensure that those using premises are not subjected to unacceptable risk as a result of activities of those working for the school.
- To actively manage Health and Safety, and to encourage constant awareness amongst all employees with regards to Health and Safety.
- To ensure that contractors and agents of the school are aware of and work towards the standards set out in the school's Policies.
- To maintain an annual formal review of achievement of those objectives and to implement improvements where necessary to enable them to be met.
- To co-operate fully in the appointment of Safety Representatives and to provide such facilities and assistance as they may reasonably require to fulfil their functions.
- To develop and maintain a proactive Health and Safety culture and set standards for continuous improvement in matters of Health and Safety. The school will achieve this by: -
 - maintaining effective systems of **communication** on Health and Safety matters with the support of the Health and safety Officer.
 - ensuring that there is sufficient **competency** within the organisation in terms of Health and Safety support and advice.
 - establishing and maintaining **control** by setting clear Health and Safety objectives and providing strong leadership.
 - securing **co-operation** between individuals, safety representatives and working groups.

Organisational Responsibilities

Remit	Responsible Person	RESPONSIBILITY:
Health and Safety	Head Teacher	Overall responsibility for producing policy on Health and Safety at this level, and to promote and maintain the school's Health and Safety management system. Making sure that this Policy is taken into account, as appropriate, when organisational decisions are made.
Health and Safety	Head Teacher	Responsibility for developing and maintaining policies and procedures to achieve corporate and thematic objectives. Putting in place management arrangements for the identification, elimination and control of hazards within their area of concern.
Health and Safety	Head Teacher Leadership Team	Responsible for implementing policies and procedures at a local level. Making sure that risk assessments are carried out, and that workplace precautions developed in order to control risks are implemented.
Health and Safety	H&S Co-ordinators Business Manager	Assistance comes from those who are competent and trained to provide advice, information and support with regards to the management of Health and Safety and the requirements of associated legislation.

ORGANISATION

1. (Health & Safety Policy Makers)

- 1.1 To oversee the implementation of the School's Health and Safety Policies.
- 1.2 To actively support managers in their allocated responsibilities.
- 1.3 To support at all times the objectives of the School's Health and Safety Policies.
- 1.4 To demonstrate commitment by taking a proactive approach in Health and Safety matters.
- 1.5 To ensure that all managers and other employees in the School are aware of and undertake their duties and responsibilities with regard to Health and Safety.
- 1.6 To allocate resources to enable the requirements of this policy to be fulfilled.
- 1.7 To work the School to ensure that procedures are in place for all employees to receive necessary Health and Safety training, and in particular to ensure that detailed Health and Safety information, instruction and training is given to all new employees.
- 1.8 To monitor and review the effectiveness of this policy.
- 1.9 To be aware of statutory Health and Safety requirements sufficient to discharge these duties.
- 1.10 To discuss any actions required with regard to Health and Safety concerns raised by any manager within the School.
- 1.11 To support at all times the intent of this Policy to secure the Health and Safety of employees and others.

2. (Health & Safety Planner)

- 2.1 To be familiar with the content of the School's Health and Safety Policies, the Health and Safety at Work etc Act 1974 and other Health and Safety legislation and policies affecting their area of work.
- 2.2 To demonstrate commitment by taking a proactive approach in Health and Safety matters, ensuring that Health and Safety is a standing agenda item at Unit meetings.
- 2.3 To ensure their managers and supervisors carry out their Health and Safety duties and responsibilities.
- 2.4 To ensure that all hazards within their area of responsibility are identified.
- 2.5 To ensure that risk assessments are carried out and appropriate control measures implemented in their area of responsibility.
- 2.6 To ensure that all risk assessments are recorded, monitored and reviewed according to the level of risk identified.
- 2.7 To ensure that all works undertaken within their area of responsibility take into account the health and safety of any person likely to be affected by such works, including employees and non-employees.
- 2.8 To ensure the effective use of resources available to achieve Health and Safety objectives. To bring to the attention of the Headteacher any inadequacy in the allocated resources.
- 2.9 To ensure that Health and Safety training needs are identified for all employees within their area of responsibility.

- 2.10 To ensure that employees attend Safety training identified as being necessary, including induction training.
- 2.11 To ensure that competent persons are nominated to implement and meet the requirements of any relevant Health and Safety legislation.
- 2.12 To ensure that adequate monitoring of Health and Safety standards is undertaken.
- 2.13 To ensure that incidents e.g. accidents, near misses, violence and aggression are properly reported, investigated and actions taken to avoid recurrence.
- 2.14 To take appropriate action under established disciplinary procedures for any employee failing to comply with their duties, responsibilities or safe working practices as laid down in policies and procedures.

3. (Health & Safety Implementers)

- 3.1 To be familiar with the content of the School's Health and Safety Policies, the Health and Safety at Work etc Act 1974 and other Health and Safety legislation and policies affecting their area of work.
- 3.2 To ensure that all hazards within their area of responsibility are identified.
- 3.3 To carry out assessment of risks to the health and safety of employees and other persons who may be affected by the work activities of the unit. To ensure that risk assessments are properly recorded and that control measures are implemented.
- 3.4 To involve relevant employees in the risk assessment process. To ensure that the necessary control measures identified during the risk assessment process are implemented.
- 3.5 To monitor and review all risk assessments according to the level of risk identified.
- 3.6 To ensure that all works undertaken within their area of control take into account the health and safety of any person likely to be affected by such works, including employees and non-employees.

- 3.7 To ensure that all employees working within their area of responsibility, whether permanent or temporary, are given adequate safety information, instruction and training to enable them to reach a minimum level of competence to carry out their work without undue risks to themselves or others.
- 3.8 To provide local Health and Safety information, instruction and training to supplement any other Health and Safety induction received by new employees.
- 3.9 To ensure that all employees receive briefings at Unit Meetings in respect of identified risks and control measures.
- 3.10 To ensure that all employees follow the policies and procedures set out in this document.
- 3.11 To operate reporting procedures for hazards, risks and incidents.
- 3.12 To ensure that equipment is properly used and that a system of reporting defects is maintained.
- 3.13 To stop any work where they consider there is imminent risk.
- 3.14 To ensure that adequate monitoring of Health and Safety standards is undertaken.
- 3.15 To ensure that all incidents (accidents, near misses, violence and aggression) are reported, investigated properly and actions taken to avoid recurrence.
- 3.16 To inspect and monitor the operations and activities under their control, in accordance with the Policy, and take necessary remedial action.
- 3.17 To take appropriate action under established disciplinary procedures for any employee failing to comply with their duties, responsibilities or safe working practices as laid down in policies and procedures.
- 3.18 To seek appropriate advice on Health and Safety matters.
- 3.19 To demonstrate commitment by taking a proactive approach in Health and Safety matters.

4. FIRE SAFETY WARDENS (Health & Safety Assistants)

- 4.1 To be familiar with the content of the School's Health and safety Policies, the Health and Safety at Work etc Act 1974 and other Health and Safety legislation and policies affecting their area of work.
- 4.2 To ensure that risk assessments are completed for the work activities under their control, as directed by the Manager.
- 4.3 To monitor and review all risk assessments according to the level of risk identified.
- 4.4 To involve employees in the risk assessment, monitoring and review process, ensuring that control measures are implemented.
- 4.5 To ensure that safe working practices are followed, and if necessary written instruction is given to employees.
- 4.6 To acquire and maintain their own level of competence to fulfil specific responsibilities in their area of control.
- 4.7 To ensure that all employees follow the policies and procedures set out in this document.
- 4.8 To operate reporting procedures for hazards, risks and incidents.
- 4.9 To ensure that equipment is properly used and that a system of reporting defects is maintained.

- 4.10 To stop any work where they consider there is imminent risk.
- 4.11 To investigate and take action on complaints and reports that employees, and stoppages of work.
- 4.12 To demonstrate commitment by taking a lead in Health and Safety matters.

5. All Employees

- 5.1 To be familiar with the contents of the School's Health and Safety Policies and any other policies affecting their area of work.
- 5.2 To assist as required with the carrying out of risk assessments.
- 5.3 To report to their manager any matter that they consider presents a risk to the health and safety of anyone who may be affected by the activities being undertaken.
- 5.4 To attend training as directed and all briefings in respect of matters of Health and Safety, and act upon the information, instruction and training given.
- 5.5 To report to their manager or supervisor if for any reason instructions on Health and Safety cannot be implemented.
- 5.6 To cease work where there is imminent danger of harm, and to report immediately to their manager.
- 5.7 To use all plant, equipment, personal protective equipment and clothing in a safe manner and in accordance with instructions provided.
- 5.8 To report to their manager or supervisor, equipment defects in accordance with established systems. To report anything where maintenance or repair is necessary.
- 5.9 To report to their manager or supervisor, defects, loss or damage to personal protective clothing and equipment, in accordance with established systems. To report anything where maintenance, repair or replacement are necessary.
- 5.10 To co-operate with Health surveillance where a formal system has been identified as necessary.
- 5.11 To ensure that all employees follow the policies and procedures set out in this document.
- 5.12 Not to interfere with or misuse anything provided for health, safety or welfare.
- 5.13 To seek and offer advice as appropriate to improve Health and Safety performance.
- 5.14 To behave in a manner at all times so as not to put themselves or others at risk.

6. Health and Safety Officer (Business Manager)

- 6.1 The Health and Safety Officer will co-ordinate and monitor this Policy and inform the Head Teacher of any failure in its implementation.
- 6.2 To conduct internal audit exercises to monitor policy implementation.
- 6.3 To advise on planning for Health and Safety including the setting of realistic short and long term.
- 6.4 To inspect sites, premises, places of work, systems of work and report their findings.
- 6.5 To investigate as necessary or assist in the investigation of accidents, incidents or work related illness.
- 6.6 To assist in the identification of Health and Safety training needs and the delivery of training.

- 6.7 To provide an information service on health, safety and welfare matters for the School.
- 6.8 To receive and report incidents to the Health and Safety Executive in accordance with “The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995”.
- 6.9 To report immediately to the School’s Head Teacher any of the following:
 - accidents, diseases or dangerous occurrences reportable under “The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations”
 - cases of industrial disease
 - fires
 - instances where enforcement notices are issued by the Health and Safety Executive or Fire Authority
 - any serious incident, including ‘near misses’, which could have resulted in serious injury.
- 6.10 To take appropriate action where, in his/her opinion, there is imminent risk of injury or ill health to any person. Such action may include the closure of premises or part thereof or the giving of instruction to cease activities.
- 6.11 To advise on formulating and developing Health and Safety Policies, not just for existing activities but also with respect to new acquisitions or processes.
- 6.12 To advise the School on promoting a positive Health and Safety culture and securing the effective implementation of the Health and Safety Policy.
- 6.13 To attend relevant Health and Safety Committees and Risk Management Groups as required.
- 6.14 To review performance and audit the whole Health and Safety management system.

7. Premises Manager

- 7.1 Some officers may have additional responsibilities such as the Premises Manager for mobile classrooms. In this context, Premise Managers have overall responsibility for the health and safety of all persons and will be expected to work in conjunction with the Business Manager to ensure the health, safety and welfare within the particular workplace.

Arrangements for Health and Safety

1. Policy Review

This Health and Safety Policy will be reviewed in accordance with normal consultative procedures.

2. Competent Persons

2.1 Competent persons are defined as people with sufficient training and experience or knowledge and other necessary qualities to enable them to apply the provisions of Health and Safety legislation. Appropriate training will be given to enable them to fulfil this role i.e. Safety Wardens.

2.2 Other persons who are competent to assist are:

- (i) Health and Safety Officer from the School
- (ii) any other employee who has received appropriate training in a specific or relevant area.

3. Risk Assessment

3.1 Assessments will be carried out by nominated competent persons and will include:

- (i) the risks to the health and safety of employees to which they are exposed whilst at work, and
- (ii) the risks to the health and safety of other persons arising out of or in connection with work activities.

3.2 The significant findings of the assessment will identify:

- (i) hazards,
- (ii) risks,
- (iii) group(s) of people especially at risk,
- (iv) the existing control measures already in place,
- (v) the effectiveness of those measures,
- (vi) a measure of the remaining risk,
- (vii) the control measures needed to comply with the requirements or prohibitions of Health and Safety legislation.

Appropriate forms are available and should be used to record risk assessments.

3.3 For new operations, substances, plant and equipment, it is particularly important that assessments are completed before commencement /introduction. Safety must be considered at the planning stage.

3.4 Assessments must be reviewed at least every 12 months. In addition assessments must be reviewed whenever there is a reason to suspect that they are no longer valid or there have been significant changes to related matters.

3.5 Generic risk assessments may be produced to assist commonly occurring hazards and risks. Where generic risk assessments are available, Managers may use them as a template for a more detailed assessment.

4. Training

4.1 The School will support arrangements that all employees are provided with adequate Health and Safety training.

4.2 Employee Training

Employees are required to attend Health and Safety training where it is identified as necessary. Employees must co-operate with their employer by attending training as directed.

The identification of training needs will be as a result of:

- (i) risk assessment;
- (ii) monitoring activities;
- (iii) the occurrence of accidents and incidents of violence and aggression;
- (iv) new legislation;
- (v) updated information and technology; and
- (vi) new procedures or changes to existing procedures.

Where appropriate, the use of new technologies to support training will be used.

5. Safety Audits

5.1 The Health and Safety Unit will carry out a number of safety audits across the School each year.

5.2 All employees are required to co-operate with the safety audit process.

6. Accidents

6.1 Definition: an accident is any unplanned event, which results in, or might have resulted in, personal injury or damage to property, plant and equipment. This definition includes fire and near misses.

6.2 Reporting:

- (i) All employees are required to report all accidents.
- (ii) The School Management will maintain a supply of incident report forms for the Staff within their work area.
- (iii) In the event of an accident to a member of the public, an incident report form must be completed by an employee, not by the member of the public.
- (iv) In all cases the accident should be investigated and the completed form must be signed off by the appropriate manager.
- (v) In the following cases, a report must be completed:
 - (a) any fatal or major injury to an employee whilst at work, or to any other person as a result of an accident whilst on the School premises.
 - (b) any person being taken from the scene of an accident to a hospital for treatment.
 - (c) any of the dangerous occurrences listed in the School's incident procedure.
 - (d) any fire.

6.3 Investigation:

- (i) For every accident, Managers must carry out an investigation and complete the appropriate section of the accident report form to indicate the remedial action taken.
- (ii) Advice and/or assistance is available from the Health and Safety Team when completing investigations.

7. First Aid Arrangements

- 7.1 The School will appoint designated First Aiders as indicated by risk assessment.
- 7.2 Where there is no designated First Aider, the first aid kit must be the responsibility of a nominated person. Advice regarding the contents of first aid boxes can be obtained from the Health and Safety Team.
- 7.3 A First Aider must ensure that a record of all treatment given is kept with the first aid kit and ensure that an incident report is completed.

8. Protective Clothing

- 8.1 Protective clothing and equipment will only be provided when an assessed risk cannot be eliminated or controlled by some better means, or where it is required by law.
- 8.2 Where protective clothing or equipment is provided, employees must make full and proper use of it at all times, and as instructed.
- 8.3 Employees must keep protective clothing and equipment clean, so far as is reasonably practicable, carry out user checks as required, and make it available for maintenance.

Fire and Evacuation Plan

Introduction

The overall aim is to save life. Therefore evacuation is of paramount importance. Staff are not expected to fight fire nor should they go back into the building. It is the responsibility of each teacher to brief their children once a term on the procedures, once the fire alarm goes off. New pupils should also be briefed where appropriate.

Purpose of a Fire Drill:

Fire drills are intended to ensure, by means of training and rehearsal, that in the event of fire:

Adults and children, who may be in danger, act in a calm and orderly manner.

Those with a designated responsibility, carry out their tasks to ensure the safety of all concerned.

The escape routes are used in accordance with a predetermined and practised plan.

Evacuation of the building is achieved in a quick and orderly manner.

Evacuation Procedures

School users will practice evacuation procedures by means of unannounced fire drills, which will take place every half term.

Procedures

Should fire break out in school, it will be the responsibility of staff members to:

Raise the alarm.

Ensure that pupils and students evacuate the building immediately.

On hearing the alarm:

Direct the pupils and students to walk quietly to the nearest exit and then walk quietly in single file to the assembly points, which is on the KS2 playground. Movement from the building should be a continuous flow (there should be no lining up or stopping).

Once outside pupils and students line up in class groups.

Ensure that the classroom is empty before leaving and close the doors. The Head Teacher will check the toilets on the way out.

Everyone must leave the building by the nearest exit.

The School Business Manager will call the fire brigade and check with staff that the school is empty and everyone is safe before directing the fire brigade to the fire.

The administrative staff will issue registers and check the signing-in book for the roll call by each class teacher at the assembly points.

The Head Teacher or, in her absence the Deputy Head, will check that all adults and children are accounted for.

Classes should stand still and quiet until asked to re-enter the building.

NB:

As the attendance register reflects the true number of pupils and students in school at the start of the morning or afternoon, it is important that it is completed quickly and accurately and then returned to the school office. Please ensure that pupils or students arriving after registration have reported to the main office.

Teachers should also be mindful of any child that is later taken off site for illness or an appointment.

If any visitors are present, the adult they are working with should ensure that they know what to do. All visitors sign the register when entering and leaving school. Short time visitors are never left unattended in school and the adult responsible for the area they are in will direct them safely out of school.

Fire and Evacuation Procedures

Introduction

St. Margaret Clitherow's Catholic Primary Academy will provide a safe and healthy working environment with respect to fire safety. Fire Safety Awareness will be discussed by all staff at the beginning of the new school term and at staff meetings and throughout the year.

Duties of the Fire Safety Co-ordinator – Mr T Peacock

The School Caretaker is the named person and his responsibilities are as follows:

Check that all fire doors are free from obstructions and slip/trip hazards.

Check that all escape routes are clear e.g. classroom exits into the playgrounds and outside areas.

Check that all fire doors can be opened quickly and easily.

Check that all fire resisting doors close properly.

Check that no fire resisting doors are wedged or propped open.

General housekeeping standards are adequate. The building is tidy.

Rubbish and waste materials are not allowed to accumulate.

There is no storage, especially combustible materials, in unsuitable locations e.g. corridors.

Waste containers are stored externally in a secure compound.

Responsibilities of Fire Safety Wardens:

Checking all areas: (Head Teacher, Mrs N Jamalizadeh/Miss C McNicholas)

Classrooms Class Teachers.

Medical Room: (Head Teacher, Mrs N Jamalizadeh/Miss C McNicholas)

Kitchen: (School Cook, Mrs E Colligan)

Office: (School Administrators, Mrs M Trainor/Miss K Wakelin)

Weekly Fire Alarm and Equipment Tests: (Caretaker, Mr T Peacock)

Information

All staff have copies of the Fire and Evacuation Plan/Procedures and Information. Copies are also kept in the Fire Safety File and the Health and Safety File, both of which can be found in the main office.

The fire alarm is tested weekly by the School Caretaker (Mr T Peacock), on behalf of the Headteacher, and recorded in the Fire and Evacuation Emergency Safety Plan, which is kept in the SA's Office.

A fire drill is completed every half term, at different times of the day. A record is kept in the Fire Safety file, which is kept in the main office.

The H&S Officer (SBM) carries out a fire safety risk assessment each term. A report is then presented to the Governing Body.

Fire extinguishers are checked annually. This is carried out by annual maintenance. Records are kept on the extinguisher and recorded in the Fire Safety file, which is kept in the main office.

FIRE AND EMERGENCY INFORMATION

Sound the nearest alarm (familiarise yourself with where they are). Quickly and calmly evacuate the children and any visitors you have with you, via the nearest safe exit.

Go to one of the assembly points – the playground (main assembly point) or front lawn (mound) or the triangle, if more appropriate. Children line up with their Staff, who notifies the School Business Manager (SBM) of anyone not accounted for. Any intervention groups will leave the building with Staff assigned to these particular groups and then join own classes at assembly points.

Admin Staff will immediately phone the fire Brigade, and then take any registers and signing-in books they have and go, via the nearest useable exit, to the main assembly point.

Visiting groups using school facilities should leave by the nearest usable exit and go to an assembly point. Visiting Staff are entirely responsible for any children they bring with them, and must be familiar with these procedures and with the location of the fire exits.

Kitchen, Caretaking and Health Authority Staff are responsible for each others' safety, and should assemble at the assembly point.

Leadership Team Staff, if in charge of children at the time, follow the above procedures. Thereafter the SBM accounts for people at the main assembly point, and sends someone to the second assembly point to report back to the main assembly area. The gates to the main yard will then be opened, if necessary for the Fire brigade.

Only when everyone is accounted for will anyone be designated to investigate or tackle the fire. No-one must re-enter a building until told to do so.

It is impossible to legislate for every contingency, and it could be that common sense might require you to over-rule a procedure. But remember that building and materials are expendable; LIVES ARE NOT.

TREAT ANY ALARM, AT ANYTIME, AS A GENUINE EMERGENCY.
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