

St Michael's Catholic Primary School Wolverhampton

Health & Safety Policy

In formulating and applying this policy, the Governing Body and Staff of our Catholic school seek to promote and implement in relevant ways the aims and intentions of the Mission Statement, *'Praise the Lord in Work, Play and Prayer'*, that has been agreed by the whole school community.

1.0 **General Statement of Intent**

- 1.1 The Governing Body of St Michael's School recognise and accept their responsibility as an employer for providing a safe, healthy and secure working environment for the teaching and non-teaching staff in their employment, for the children attending the school and for other people who visit or are users of the school.
- 1.2 They will take all reasonable steps within their power to fulfil this responsibility and they will pay particular attention to the provision and maintenance of facilities and equipment that are safe, to safety arrangements, especially in respect of high risk, to imparting information and advice conducive to safety and to the provision of a healthy working environment and of adequate welfare facilities. Management is responsible for the highest possible standard of occupational health.
- 1.3 The governors, as the employer, have produced the following policy statement for the school. All members of staff should be made aware of this statement and the procedures and arrangements for health and safety.
- 1.4 It is the intention of the governors to work within the Local Authority's framework and structure to support the implementation of this policy.

2.0 **Responsibilities**

2.1 **The Governors**

The general duties of the governors to their employees are set down in Section 2 of the Health and Safety at Work Act 1974.

- 2.2 Section 2(1) "It shall be the duty of every employer to ensure, as far as is reasonably practicable, the health, safety and welfare of all employees".

- 2.3 Section 2(2)(a) “The provision and maintenance of plant and systems of work that are, as far as is reasonably practicable, safe and without risk to health”.
- 2.4 Section 2(2)(b) “Arrangement for ensuring, so far as is reasonably practicable, safety and absence of risks to health in connection with the use of handling, storage and transport of articles and substances”.
- 2.5 Section 2(2)(c) “The provision of such information, instruction, training and supervision as is necessary to ensure, so far as is reasonably practicable, the health and safety at work of employees”.
- 2.6 Section 2(2)(d) “So far as is reasonably practicable as regards any place of work under the employer’s control, the maintenance of it in such a condition that is safe and without risks to health and the provision and maintenance of means of access to and egress from it that are safe and without such risks”.

3.0 **The Headteacher and/or Designated Teacher**

- 3.1 All problems relating to health, safety and security matters should be brought to the attention of the Headteacher and/or Designated teacher as soon as is possible.
- 3.2 The Headteacher is: **Mrs C Williams**
The Designated teacher is: ***to be nominated***

4.0 **The Headteacher**

- 4.1 Take day to day responsibility for all health, safety and security matters.
- 4.2 Liaise with the governors to carry out their recommendations in order to help to ensure that the responsibility as stated in this policy statement is fulfilled.
- 4.3 Judge whether the steps which need to be taken to remove or control potential hazards are “reasonably practicable” and lie within his/her executive authority and, as appropriate, take necessary action.
- 4.4 Report to the governors regularly on health, safety and security matters and to seek their decision in those instances where their normal executive authority does not allow them to take action or where they have doubts about the practicality of a proposed solution.
- 4.5 Take note of health and safety bulletins and safety instructions issued from time to time by the Local Authority, Department for Education and

Employment, Health and Safety Executive and others, and arrange for this information to be disseminated as necessary.

- 4.6 To investigate as soon as practicable after their occurrence all accidents and dangerous occurrences and to report thereon to the governors, the Local Education Authority and the Health and Safety Executive as appropriate.
- 4.7 To be readily available to accredited safety representatives and to co-operate with safety representatives in the execution of a workplace inspection.
- 4.8 To receive written reports from safety representatives following an inspection of the workplace and to reply in writing to the points made.
- 4.9 To keep an up to date list of all safety representatives in the school, both teaching and non teaching.
- 4.10 To ensure adequate arrangements for the establishment and running of school health and safety committees and that decisions reached are executed.
- 4.11 Arrange adequate staff training on health and safety matters.

5.0 **Other Staff**

- 5.1 Regularly check workplaces and equipment used and report any hazards.
- 5.2 Ensure safe procedures are followed and safety equipment is worn where it is mandatory to do so.

6.0 **Policy Implementation**

- 6.1 The governing body will participate in and/or arrange for regular inspection of the premises in order to identify and institute remedial work necessitated by any risk to health, safety and security as derived from the premises, materials or equipment.
- 6.2 A designated governor for Health and Safety may be appointed by the Governing Body. This designated governor will act in accordance with relevant guidelines produced for health and safety governors by the local education authority, insofar as such guidelines are applicable to the needs of St Michael's with especial reference to its status as a Voluntary Aided school.
- 6.3 The governing body will ensure through the headteacher and/or designated teacher that those contractors employed to undertake work on the premises, undertake that work in a safe manner, so that they do not expose employees or persons using the premises to health and

safety risks, in particular, where risk is involved, the headteacher and/or designated teacher will:

- a) Telephone appropriate persons and report the situation.
 - b) Take necessary steps to ensure that all persons are kept well away from the area until the danger is removed.
 - c) Bring it to the attention of the senior representative of the contractor on site if the danger is imminent.
- 6.4 In accordance with the Management of Health and Safety at Work Regulations 1999 the governing body will arrange for suitable and sufficient risk assessments to be made and recorded in relation to all work activities that present risks to the health and safety of employees, pupils and others. The headteacher will ensure that necessary control measures are implemented to eliminate or reduce risk that has been identified “as so far as reasonably practicable”.
- 6.5 The governing body will appoint a competent person to assist them in undertaking the measures they are required to take in order to comply with the requirements and prohibitions imposed by or under relevant statutory provision.
- 6.6 The governing body will discuss and take decisions on health and safety matters regularly at their meetings. Adequate provision will be made in the school budget to take account for health, safety and security provision. The headteacher will report to the governors regularly to discuss health and safety matters.
- 6.7 The governing body will, with other agencies such as the LA and the Archdiocese as appropriate make financial provision for:
- a) Providing suitable and sufficient training in respect of health, safety and security.
 - b) Disseminating health and safety information.
- 6.8 New members of staff and contractors will be provided with the necessary training, instruction and information in respect of health, safety and security matters prior to work commencing.
- 6.9 The headteacher will ensure that safety policy statements, suitable and sufficient risk assessment and method statements are requested and examined prior to work commencing.
- 6.10 The headteacher will ensure that when any premises defect etc is reported, appropriate precautions are put in place to protect pupils, staff or other persons from any resulting hazard, and that as soon as

practicable remedial action is carried out to prevent persons from potential injury.

- 6.11 The headteacher will record and report any defect or concern together with the action taken to rectify the situation.

7.0 **Accidents, Incidents and Injuries**

- 7.1 All accidents resulting in injury (staff, pupils, visitors etc), however minor, must be reported to the headteacher or other nominated first aiders and entered into the accident book.
- 7.2 In accordance with the requirements of the Reporting Of Injuries Diseases and Dangerous Occurrences Regulations 1996 (RIDDOR) certain accidents/incidents are required to be reported to the enforcing authority using form F2508/F2508a within ten days or as soon as reasonably practicable. Where so required an immediate report will be made by telephone.
- 7.3 When a serious accident or incident occurs, it is important that the site is untouched until advice is obtained.

8.0 **First Aid**

- 8.1 First aid boxes are located in areas which present a greater risk, and/or are at a distance from the first aid room. An assessment of the needs will be carried out by nominated person responsible for first aid provision. That person is **Mrs E. Jarvis**.
- 8.2 The first aid boxes will be frequently checked and maintained by the nominated person.
- 8.3 The nominated person will ensure that the required number of first aid at work trained staff, are available to provide first aid provision at all times.
- 8.4 The **room adjacent to the headteacher's office and administrative office** has been identified as the first aid room.
- 8.5 First Aid procedures will take full account of the guidance in 'Guidance on First Aid in Schools - A Good Practice Guide' published by the DfES and any subsequent relevant guidance from the LA or DCSF.
- 8.6 The following staff have been nominated as first aiders:

Mrs E. Jarvis Mrs. M. Mall-Ganger Miss J. Wellings Mrs. T. West
Mrs D. Visentin Mr. E. Blaney Mrs. T. Lewis Mrs. P. Cullen
Ms. T. Davies

9.0 **Emergency Procedures**

- 9.1 Adequate fire fighting equipment and means of raising an alarm will be maintained in respect of the school premises.

- 9.2 A fire evacuation procedure will be established, information on escape routes clearly posted.
- 9.3 Fire notices will be displayed in all classrooms.
- 9.4 At least one fire drill will take place once per school term.
- 9.5 Fire exits/routes will be free from obstructions. Fire doors will be kept closed.
- 9.6 In the event of an evacuation, no member of staff or pupil shall re-enter the building without the permission of the senior member of staff present. In circumstances where the emergency services are present, permission shall be sought.
- 9.7 The headteacher will take necessary steps to ensure that alarms and extinguishers are tested on a schedule to meet statutory requirements.

10.0 **Safety Representatives**

10.1 The Safety Representatives and Safety Committee Regulations 1977 recognise that trade unions can appoint safety representatives. The Health and Safety (Consultation/ Employees) Regulations allow for the staff to select and elect representatives. Staff are entitled, in either circumstance, to time off with pay to perform the following functions:

- a) Investigate potential hazards and examine causes of accidents.
- b) Investigate employee complaints with reference to health, safety, welfare and security.
- c) To make representations to the employer on matters arising out of (a) and (b).
- d) Inspections of the workplace.
- e) Represent employees in consultation with inspectors of the Health and Safety Executive and any other enforcing bodies.

10.2 The names of the Safety Representatives/Elected Representatives are:

Name *to be nominated* Union

Staff Represented.....

10.3 Safety Representatives are entitled to time off with pay for training. This would normally consist of a recognised course. This would be

followed by such training as is required from time to time to keep abreast of new health and safety legislation, practices and developments. Such training will be provided through the representative's trade union.

11.0 **Safety Committees**

11.1 There is a strong emphasis in the Health and Safety at Work Act 1974 on the need to keep employees and trade unions fully informed and to consult them on health and safety matters.

11.2 As permitted by the Act, arrangements for discussions of health and safety matters at St Michael's are the responsibility of a sub-committee, which reports every term to the Governing Body.

11.3 The terms of reference for the sub-committee are reviewed annually by the Governing Body. All governors have copies and the terms of reference for this and other sub-committees are included in the Governing Body minutes held by the governors' Clerk at the school.

11.4 This procedure is in line with the Diocesan Schools Commission framework policy statement that has been agreed between representatives of the Roman Catholic Archdiocese of Birmingham, Schools Commission and the teacher organisations listed below:

- The Assistant Masters and Mistresses Association
- The National Association of Headteachers
- The National Association of School Masters Union of Woman Teachers
- The National Union of Teachers
- The Secondary Headteachers Association

12.0 **Review of Policy**

12.1 The policy will be reviewed annually by the Health and Safety sub-committee. Where changes are recommended, the draft revised policy will be referred to the next main meeting of the Governing Body, for consideration and approval.

Most recent revision Date

Signed (Chair of Governors)

Signed (Headteacher)