



# St Peter & St Paul School

**This policy is relevant to the whole school including the EYFS**

## **HEALTH AND SAFETY POLICY**

### **Part 1: General statement of health and safety by the chairman of trustees**

As trustees of St Peter & St Paul School we fully recognise our collective responsibility for providing, so far as is reasonably practicable, a safe and healthy school for all of our employees, pupils, contractors, visitors (including parents) and others who could be affected by our activities. In our role as employer we attach high priority to ensuring that all the operations within the school environment, both educational and support, are delivered in an appropriate manner. The governors are committed to promoting the welfare of all in our community so that effective learning can take place.

We are assisted in fulfilling our health and safety responsibilities by the appointment of one trustee with specific responsibility for overseeing health and safety.

Day-to-day responsibility for the operation of health and safety at the school is vested with the Headmaster. However, as trustees, we have specified that the school should adopt the following framework for managing health and safety:

- The trustee with specific responsibility for health and safety attends the meetings of the school's health and safety committee termly and receives copies of all relevant paperwork.
- A report on health and safety covering: statistics on accidents to pupils, staff and visitors, staff training, fire drills, and all new or revised policies and procedures is provided to the Board for each of its meetings
- The minutes of the Committee's discussion on health and safety are tabled at each meeting of the full Board together with any other issues on health and safety that the committee chairman wishes to bring to the Board's attention.
- The external fabric of the school, its plant, equipment and systems of work are surveyed and inspected by competent persons.
- These reports (as per point above) are considered by the Health and Safety Committee and its recommendations (together with other defects) form the basis of the school's routine maintenance programmes.
- The school's adherence to health and safety in catering and cleaning of the food preparation and eating areas is subject to external inspection by the Environmental Health Officer (EHO).
- The school has fire risk assessments, carried out by a competent person which are reviewed every year for progress on completion of items in the action plan, and

updated every three years, more frequently if significant changes are made to the interior of buildings or new buildings are bought or added. The Health and Safety Committee should review this risk assessment every time it is amended and submit a report to the Board.

- An external health and safety consultant reviews the overall arrangements for health and safety, including fire safety, the general state of the school, and reports on actions required with recommended timescales. The progress of implementation should be monitored by the Health and Safety Committee.
- The School has a risk assessment for legionella
- The School maintains an Asbestos Register.
- The School has a comprehensive policy in place for the training and induction of new staff in health and safety related issues which shall include, as appropriate, manual handling, working at height, first aid and minibus driving

All members of staff are responsible for taking reasonable care of their own safety, that of pupils, visitors, temporary staff, volunteers and contractors. They are responsible for co-operating with the head, the bursar and other members of the Senior Management Team ("SMT") in order to enable the trustees to comply with health and safety duties. Finally, all members of staff are responsible for reporting any significant risks or issues to the bursar.

All employees are briefed on where copies of this statement can be obtained on the school's shared area. They will be advised as and when it is reviewed, added to or modified. Details of the organisation and arrangements for carrying out the policy are to be found in parts two and three of this document.

Signed

Dawn Graham, Chair of Trustees, for and on behalf of the Board

Date

## **Part 2: Organisation for Health and Safety**

This part of the Policy deals with the organisation, planning, implementation, operational monitoring and management review of the Policy. It also covers the development of general policy and how we train our employees (and others) to carry out our activities. An organogram has been prepared to assist in the understanding of the health and safety structure within the School, which is shown at the end of this section.

### **1. Board of governors ("The Board")**

The Board has overall collective responsibility for health and safety within the School. It has a responsibility to ensure that health and safety issues are considered and addressed and that the Policy is implemented throughout the School. They will also make adequate resources available so far as is reasonably practicable, to enable legal obligations in respect of health and safety to be met. Where appropriate, advice from a Competent Person will be sought to advise the School and tasks will be delegated to suitable employees in order to assist the Board in carrying out its duties.

### **2. Headmaster**

The Headmaster will assist the Board in directing the overall management and development of the Policy, defining the aims of the Policy and communicating the responsibilities associated with the management of health and safety within the School. The Headmaster will also report to the Board on health and safety performance and assist the Board in implementing changes in the Policy which the Board have approved.

### **3. Bursar**

The Bursar, Mrs Kath Beresford, will have day to day management responsibility for ensuring that, so far as is reasonably practicable, arrangements are in place for:

- Safety and security
- Fire safety
- Electrical safety
- Gas safety
- Water quality
- Asbestos
- Emergencies
- Staff induction

They will also act as the School Safety Co-ordinator, whose duties will include:

- advising the Head master on maintenance requirements
- co-ordinating advice from specialist safety advisors and producing associated action plans
- monitoring health and safety within the School and raising concerns with the Headmaster
- compliance with the Construction (Design and Management ) Regulations
- chairing the School Health and Safety Committee

#### 4. Director of Studies

The Director of Studies, Mrs Michele Farrand, will ensure, so far as is reasonably practicable, the health and safety of those affected by activities under their control. They are responsible for maintaining up to date risk assessments for areas under their control. Specific risk assessment requirements are:

- Science (including harmful substances and flammable materials)
- Sports activities
- Drama
- Art (including harmful substances and flammable materials)
- Music
- Design & Technology
- Outdoor lessons
- Trips and visits

Staff will assist in the preparation of these risk assessments for their specialty and will receive appropriate training to do so. The Bursar will assist the Director of Studies in identifying, organising and recording training that is relevant to their area of control (see risk assessments and training below).

#### 5. Estates Manager

The Estates Manager, Mr Ian Marsh, will assist the Bursar with the implementation of the following:

- Building security (including intruder alarms and locking of external doors and windows)
- Prevention of unsupervised access by pupils to potentially dangerous areas (in co-operation with others as appropriate)
- Ground maintenance including use of pesticides and COSHH.
- Site traffic movements
- Maintenance of School vehicles, including logs of checks made on a weekly basis.
- Testing arrangements and maintenance of records for fire, electricity, gas, equipment, water quality, asbestos as required, using external advisors as appropriate see section 8
- Good standards of housekeeping, including drains, gutters etc
- Control of hazardous substances for grounds maintenance activities
- Electrical PAT testing will be carried out on an annual basis by the end of February by Mr Ian Marsh and Mr Russ Bedford who are qualified to perform PAT testing using the school's PAT tester.

#### 6. Housekeeper

The Housekeeper, Mrs Liz Wigfield, will assist the Bursar with the implementation of the following:

- Maintaining up to date risk assessments for catering including Hazard Analysis Critical Control Points (HACCP) system of food hazard awareness and Control of Substances Hazardous to Health (COSHH) procedures.
- Organisation of Catering and Cleaning functions.
- Identification of staff training needs and arranging training as necessary. Records of training received shall be kept in central personnel files.

- Organising legionella control measures including running taps, showers for the required period.

## **7. First Aiders**

The First aiders, Mrs Jane Sully and Mrs Jill Mosley will be responsible for:

- Maintaining an accident book and reporting notifiable accidents to the Health & Safety Executive. Incidents are reportable under RIDDOR ( Diseases and Dangerous Occurrences Regulations 2013) if certain events occur. All staff should refer to appendix 1: incident reporting in schools for information.
- Keeping statistics and preparing summary reports for the School Health and Safety Committee
- Escorting pupils to hospital (and informing their parents)
- Checking that all first aid boxes and eye wash stations are replenished

## **8. External Health and Safety Advisors**

The Bursar will arrange as appropriate external consultants to advise on matters of health and safety within the School. The School currently uses external advice on:

- Inspection and servicing of all heating and water boilers, kitchen gas and electrical equipment, and cleaning equipment. This was carried out on 21 July 2015 and is due for renewal on 21 July 2016.
- Fixed wire testing by an NICEIC contractor in accordance with British standards. The last inspection was on 22 July 2013 and is due for renewal on 22 July 2018.
- The school's adherence to health and safety in catering and cleaning is subject to external inspection by the Environmental Health Department. The last inspection took place on 5 November 2014.
- In addition to the weekly fire alarm tests, the alarm system, together with all smoke detectors, emergency lighting and extinguishers are tested annually by qualified contractors. The last inspections were in September 2015.
- On 17 August 2015 an external health and safety consultant was commissioned to review the schools health and safety procedures including arrangements for health and safety in all lessons, support areas, public spaces and sports facilities. A number of recommendations were made and these are in the process of being implemented. This will be renewed by August 2017.
- An asbestos survey was carried out in 2007 and an asbestos register is in place. The Bursar is responsible for ensuring that it is kept up-to-date and for any sampling or removal before major works takes place. She is also responsible for making sure that contractors are fully briefed on areas of asbestos before starting work.
- A fire risk assessment was carried out on 31 July 2015 by external consultants and this will be reviewed annually for items in the action plan and updated every three years, or when significant changes are made to the interior of buildings, or new buildings are bought or added. Please see Fire Safety Policy for further details.
- The school will be appointing new water quality experts to ensure that the legionella control measures in practice are adequate.

## **9. School Health and Safety Committee**

The Committee will meet once a term, and will be chaired by the Bursar. The Trustee who is responsible for overseeing health and safety will attend these meetings. The other members of the Committee will be:

- Bursar, who also acts as secretary
- Estates Manager
- Housekeeper
- A representative of the junior department
- A first aider

The role of the Committee is to:

- discuss matters concerning health and safety, including any changes to regulations;
- monitor the effectiveness of health and safety within the school;
- review accidents and near misses, and discuss preventative measures;
- review and update risk assessments;
- discuss training requirements;
- monitor the implementation of professional advice;
- review the safety policy guidance and updating it;
- assist in the development of safety rules and safe systems of work;
- monitor communication and publicity relating to health and safety in the work place;
- encourage suggestions and reporting of defects by all members of staff.

## **10. Staff**

The co-operation of all staff is essential to the success of the Policy and the School requests that staff should notify to the Bursar of any hazards to health and safety which they notice and of any suggestion they wish to make regarding health and safety. Staff are required to:-

- follow the Policy;
- take reasonable care for the health and safety of themselves and others who may be affected
- follow requirements imposed on the school or any other person under health and safety law and co-operate fully so as to enable the duties upon them to be performed
- carry out all reasonable instructions given by managers / senior staff
- make proper use of anything provided in the interests of their health and safety such as protective equipment. Reckless or intentional interference with such equipment will potentially be regarded as a dismissible offence
- comply with any reasonable request made by any of the persons named above in relation to the fulfilment of their duties.

## **11 Risk Assessments**

During the 2015/16 academic year each staff member will be asked to complete a risk assessment of their room/area. For classrooms this will involve completion of the HSE Health and safety checklist for classrooms. ( see appendix 2)

As outlined in the Risk Assessment Policy, all staff should be aware of how to perform risk assessments for any activities they undertake, including how to identify and mitigate risk, and specific training will be provided as necessary.

In order to perform a risk assessment staff must:

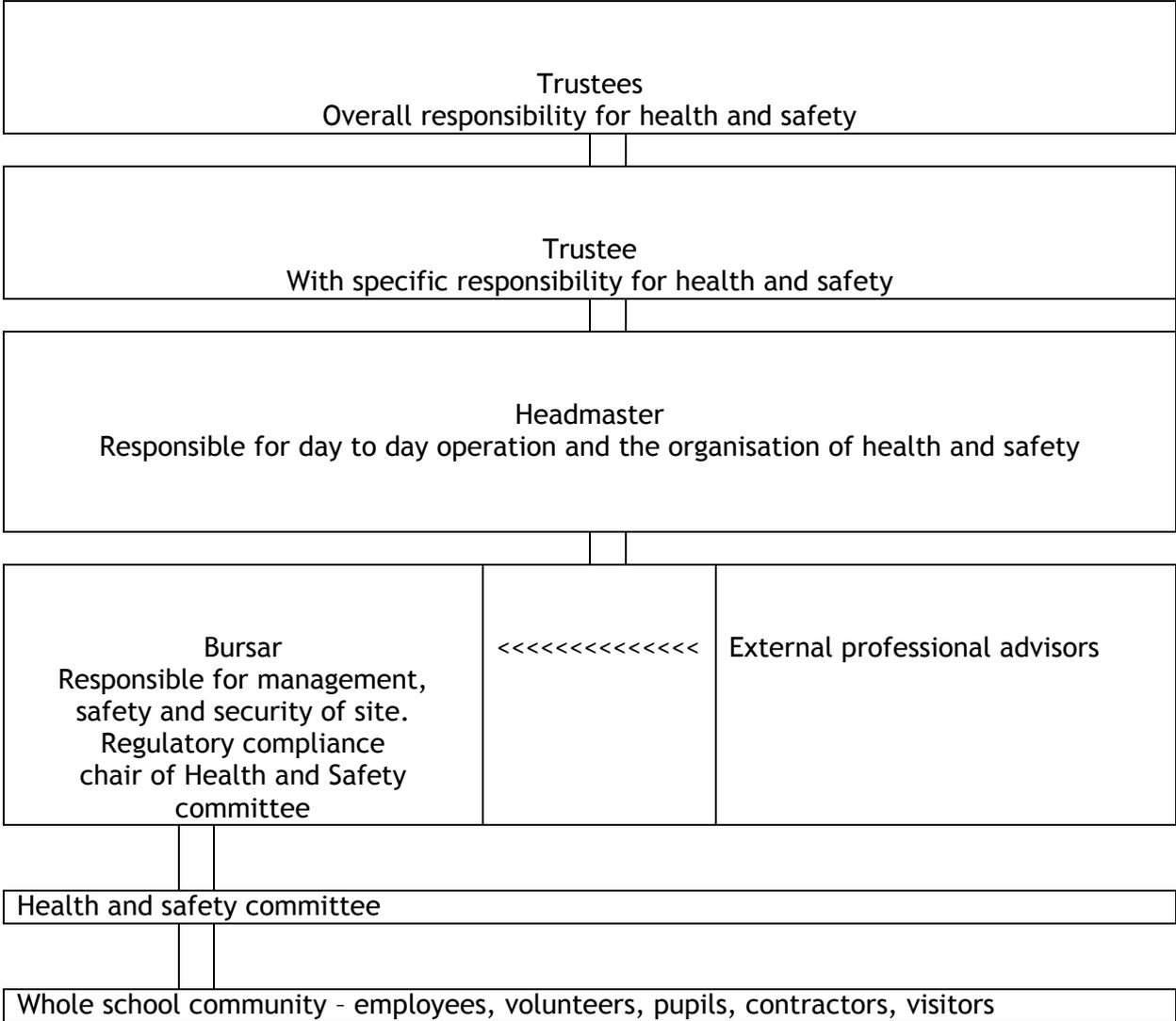
- Identify the hazards
- Decide who might be harmed and why
- Evaluate the risks using a risk rating method and decide on precautions
- Record their findings
- Review the assessment and update if necessary.

## **12 Staff training**

Staff will receive training as follows:

- 1) On employment each new employee will receive Health and Safety induction training covering fire safety, first aid procedures including use of the accident book, policies including the health and safety policy, personal protective equipment if applicable, and hazards to look out for such as slips and trips, manual handling etc. This induction will be performed by the Bursar.
- 2) Following each Health and Safety Committee meeting, the staff will be informed at a staff meeting of any issues arising which require them to make changes to their current practices. This could include items such as further training on the use of accident book following the review by the Committee of previous entries.
- 3) Specific health and safety training will be supplied to each individual staff member following a review of their training needs by the Bursar. This will include manual handling training, slips and trips awareness, specific instruction in relation to curriculum areas such as design and technology etc.

Diagram showing the organisation for health and safety



Part 3: Specific arrangements for Health and Safety

These are outlined in the following whole- school policies and procedures:

- Anti-Bullying Policy
- Safeguarding Policy
- First aid policy
- Fire safety policy

Policy last reviewed	September 2015
Next Review	September 2017
Review initiated by	Headmaster