



Policy last reviewed	September 2023
Next Review	September 2024
Approved by SLT	SMO 14 th September 2023
Approved by Trustees	CBA 21 st September 2023

HEALTH AND SAFETY POLICY

This policy is relevant to the whole school including the EYFS

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Part 1 - General Statement of Health and Safety by the Chair of the Board

As the Governing Body and 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 Trustees are committed to promoting the welfare of all in our community so that effective learning can take place.

The Trustees and the Senior Leadership Team are ultimately responsible for the Health & Safety in School. Trustees fulfil our 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 Headteacher, however as Trustees, we have specified that 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.
- Health and Safety concerns, accident report review findings, staff training, fire drills, and all new or revised policies and procedures are tabled at the termly committee meeting.
- Significant concerns are logged on the risk register as appropriate and 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.
- 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 external fabric of the school, its plant, equipment and systems of work are surveyed and inspected by competent persons.
- 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 fire risk assessment is reviewed annually in line with this Policy and is updated if significant changes are made to the building or contents. The Health and Safety Committee should review this risk assessment every time it is amended and update the risk register accordingly to report to the Board.
- 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, display screen equipment etc.

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 Headteacher and other members of the staff e.g. Bursar, Housekeeping Manager and Estates Manager 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 Headteacher.

All employees have access to this Policy, and it is on the School's website for public view. Details of the organisation and arrangements for carrying out the Policy are to be found in parts two and three of this document.

Signed

Kathy Denton, Chair of Trustees, for and on behalf of the Board

Date: September 2023



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.

2.1 Board of Trustees ("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.

2.2 The Headteacher

The Headteacher 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 Headteacher 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.

The Headteacher 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 Board 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 Board
- compliance with the Construction (Design and Management) Regulations

2.3 The School Bursar

The School Bursar will assist the Headteacher to 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 the School.

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



2.4 Estates Manager

The Estates Manager will assist the Headteacher with the implementation of the following:

- Building security (including intruder alarms and locking of external doors and windows)
- Permission to work process. Working alongside the Bursar to ensure that further relevant surveys are performed at the planning stage of any work that is **intrusive** to the fabric of the building. The permission to work process also includes inducting new staff members in the process and ensuring all **non-intrusive** work is risk assessed and logged.
- 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 a bi-annual basis either by Mr Ian Marsh who is qualified to perform PAT testing using the school's PAT tester or by a suitably qualified external contractor.

2.5 Housekeeping Manager

The Housekeeping Manager, will assist the Headteacher 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.

2.6 First Aiders

The First aiders at Work, will be responsible for:

- Maintaining/auditing of accident/incident report forms and the playground incident log and reporting to the School Bursar any incidents/accidents which are notifiable to the Health & Safety Executive reportable under RIDDOR (Diseases and Dangerous Occurrences Regulations 2013).
- Preparing summary reports for discussion at the Health and Safety Committee meeting where any patterns of issues highlight a Health & Safety concern.
- Checking that all first aid boxes are replenished each half term and auditing on-site medicines.
- There is a separate 1st Aid Policy which should be read in conjunction with this Policy.



2.7 External Health and Safety Advisors

The Headteacher and 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.
- Fixed wire testing by an appropriately qualified contractor.
- The school's adherence to Health and Safety in catering and cleaning is subject to external inspection by the Environmental Health Department.
- 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.
- An asbestos survey was carried out in 2007 and an asbestos register is in place. The survey has been shared with members of staff. The School Bursar is responsible for ensuring that the register is kept up-to-date and, together with the Estates Manager, for any sampling or removal before major works takes place. They are both also responsible for making sure that contractors are fully briefed on areas of asbestos before starting work.
- A fire risk assessment is carried and reviewed annually, or when significant changes are made to the fabric of the building and it's interior. Please see Fire Safety Policy for further details.
- The School appointed water quality experts to ensure that the legionella control measures in practice are adequate.

2.8. School Health and Safety Committee

The Committee will meet once a term and will be chaired by the School Bursar.

The Trustee who is responsible for overseeing Health and Safety will attend these meetings. The other members of the Committee will be:

- The Headteacher
- Estates Manager
- Housekeeping Manager
- A representative of the teaching staff
- A first aider
- A representative of the admin staff

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, action and update the risk register;
- review and update risk assessments;
- discuss training requirements;
- monitor the implementation of professional advice;
- assist in the development of safety rules and safe systems of work;
- monitor communication and publicity relating to Health and Safety in the workplace;
- encourage suggestions and reporting of defects by all members of staff.

2.9 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 Headteacher or School 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 personal 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.

2.10 Risk Assessments

Risk assessments have been carried out for all areas of the school.

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.

2.11 Staff training

Staff will receive training as follows:

1. On employment each new employee will receive Health and Safety induction training covering Manual Handling, Slips, Trips & Falls, Fire Safety, First Aid procedures, Policies including the Health and Safety policy. 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 logging accident/incidents following the review by the Committee of previous entries.
3. Specific Health and Safety update training will be organised by the Bursar as and when required.

Part 3: Specific arrangements for Health and Safety

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

- Anti-Bullying Policy
- Child Protection and Safeguarding Policy
- First aid policy
- Fire safety policy

Appendix 1 - Health and Safety Organisation Structure

Health and Safety Organisation Structure

