

# Health and Safety Policy

## Health and Safety Policy Statement

### ST GABRIEL'S CATHOLIC PRIMARY SCHOOL

1. This policy statement complements (and should be read in conjunction with) the Staffordshire County Council Health, Safety and Welfare Policy, it records the school's local organisation and arrangements for implementing the County Policy.
2. The requirement to provide a safe and healthy working environment for all employees is acknowledged and the Governing Board and those in control of the school recognise and take responsibility for compliance with the statutory duties under the Health and Safety at Work etc Act 1974.
3. In compliance with the Health and Safety at Work etc. Act, this schools Governing Board will ensure so far as is reasonably practicable that:
  - all places and premises where staff and pupils are required to work and engage in school activities are maintained in a condition which is safe and without risk to health. (This includes the health and safety of persons on school premises or taking part in school activities elsewhere.)
  - all plant and equipment is safe to use and that arrangements exist for the safe use, handling and storage of articles and substances at work.
  - appropriate safe systems of work exist and are maintained.
  - sufficient information, instruction, training and supervision is available and provided to ensure that staff and pupils can avoid hazards and contribute in a positive manner towards their own health and safety and others.
  - a healthy working environment is maintained including adequate welfare facilities
4. In addition to the above the school will ensure that so far as is reasonably practicable that the health and safety of non-employees is

not adversely affected by its activities.

5. Employee involvement is an important part of managing safety, and consultation on health and safety with employees and employee representative's forms part of this policy.
6. This policy statement and the accompanying organisational arrangements supersede any previously issued.

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| <i>Anne Goodeve Chair of Governors</i> |
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*October 2024*

|                                |
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| <i>Will Bright Headteacher</i> |
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*October 2024*

Next review October 2025

## **Part 1**

# **Arrangements & Procedures for Health, Safety and Welfare**

## **St Gabriel's Catholic Primary School**

The following procedures and arrangements have been established within our school to eliminate or reduce health and safety risks to an acceptable level and to comply with minimum legal requirements:

### **1. Accident Reporting, Recording & Investigation**

The H&S Co-ordinator (Bursar and Health & Safety Manager) will report to the SLT and the LA any accidents, following the agreed procedures. My Health & Safety will be completed according to whom the accident happened and the seriousness of the accident. She/he will assist in the investigation of any accident although responsibility rests ultimately with the Headteacher.

### **2. Asbestos**

The H&S co-ordinator will be responsible for the Asbestos Record System Manual and for ensuring that all contractors have sight of and sign the manual before work is commenced. They will ensure that staff are aware not to drill into walls without obtaining permission and checking the manual. This reminder is regularly given verbally at weekly staff briefings. They will be aware of how to report any damage to asbestos materials. Most recently Stuart Cresswell (Asbestos Management Team) visited the site 12/02/21.

### **3. Contractors**

Contractors are selected according to LA guidelines and the scheme of financial delegation. The H&S co-ordinator will be responsible for the induction of any contractors and for the completion of the exchange of hazards form. Dependent on how long the contractors are likely to be on site, the H&S co-ordinator will arrange regular liaison meetings and for monitoring their working practices and methods. Depending on the work involved, risk assessments will be drawn up and monitored as part of this role.

**4. Curriculum Safety**

Teaching staff and teaching support staff will be required to keep pupils safe in whatever task or learning activity they are involved in as the first priority. There are risk assessments in place for many different curriculum activities available for staff to consult. There are very specific risk assessments for PE and sport. E safety is equally important and there are policies and protocols in place. All staff are aware of and must comply with these in-house procedures. **Dynamic risk assessing of situations is encouraged and expected of all staff at all times.**

**5. Drugs & Medications**

St Gabriel's has a discreet policy for medication. Please see policy in the office.

**6. Electrical Equipment [fixed & portable]**

The LA organises fixed electrical testing on a five yearly rotation. Any issues arising from this will be dealt with in order of priority. Portable testing is carried out annually. Contractors will be appointed according to the approved list from the LA. Staff are aware of the need for frequent visual checks and this also forms part of the area risk assessment in every room. Staff are also aware that they must not bring any electrical equipment from home unless it is under 12 months old or has a valid PAT test and sticker. Any proposal to bring a device in from home must be brought to the attention of H&S Co-ordinator. Most recent PAT testing carried out 12/03/21.

**7. Fire Precautions & Procedures [and other emergencies incl. bomb threats]**

The H&S Co-ordinator will be responsible for undertaking and monitoring the fire risk assessment annually and following any changes. A new format of the annual Fire Risk Assessment was completed in February 2022. The Fire Policy to be revisited and Fire Marshall training to be arranged.

**8. First Aid**

All Learning Support Assistants and the Attendance and Welfare Officer are trained in Paediatric First Aid (re-trained 02/11/20). In addition, two Reception Teachers also trained in Paediatric First Aid on 02/11/20. The Attendance and Welfare

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Officer has a First Person on Scene qualification (26/06/21). The First Person on Scene training was delivered by Paramedic Officers of West Midlands Ambulance Service. 1 Learning Support Assistant is Emergency First Aid at Work trained (28/01/22). All Midday Supervisors (that are not also Learning Support Assistants) are trained in Schools First Aid (re-trained 28/01/22). 5 members of Reception staff have completed the online First Aid Module for Childminders and Early Years Staff Course (October 2020). There are first aid boxes at two points in the main building and one in each of the outbuildings. They are checked and re-stocked by anyone and everyone who uses something out of them. The Attendance and Welfare Officer will be responsible for accompanying any child to hospital or designating an appropriate staff member to take on this role. A member of the Office Staff will be responsible for calling an ambulance when needed, and the H&S Co-ordinator will be responsible for directing emergency staff to the location of the patient. In the event of his absence, this will be done by an available member of staff. The H&S Co-ordinator takes charge of booking the training and re-training of staff.

**9. Glass & Glazing**

An audit of all glass and glazing in school was carried out in 2010 following concerns raised by the H&S Co-ordinator. There was found to be some inappropriate glass in certain areas. These were either replaced or covered with safety film. Please see the attached risk assessment and copy order (kept in the Bursar and Health & Safety Manager's office)

The local Authority organised another full survey in July 2012 and some risks identified. This work was completed October 2012.

**10. Hazardous Substances (COSHH)**

The only substances which fall into this category used in school are supplied and used by employees of Chartwells Cleaning and COSHH information sheets are provided by them and held in school. Chartwells Cleaning have advised that their staff are fully trained in the use of these substances. Only washing up liquid and a domestic spray cleaner are used in the staff room. Any substances requiring hazard sheets and information have been identified and the appropriate information filed in the COSHH file held in the Bursar and Health & Safety Manager's office.

**11. Health and Safety Advice**

St Gabriel's Catholic Primary School has a Service Level Agreement with Staffordshire County Council for H&S advice and support. The H&S co-ordinator and the Headteacher can attend updates each term. Although rarely used, the school leadership team is aware of the functions and support of the Occupational Health Unit and takes part in any surveys (eg stress) undertaken by the LA. Current link Health & Safety Advisor is Sarah-Jane Walmsley.

**12. Housekeeping, cleaning & waste disposal**

St Gabriel's Catholic Primary School has a service level agreement with Chartwells Cleaning for general and specific cleaning. Their staff use cones to alert site users of wet floors. The cleaners and site staff empty bins daily and dispose appropriately. Any broken glass is wrapped in newspaper before being put in the large, outdoor bins. Any spillages during the day are cleaned up as soon as possible by which ever member of staff is nearest. There is a policy for gritting and clearing a path around the site in the case of snow. This is done by site staff. Newsletters and website are used to publicise a "Keep to the gritted paths" approach. Newsletter dated 02/12/21 had a section "Winter Approaching" which included a link to the schools website showing Emergency School Closure Procedure (in the Parents' Info Section).

**13. Handling & Lifting**

Manual handling training has been carried out and delivered to the appropriate staff in November 2012. Renewal training to be arranged. Improved storage of tables and chairs was completed in the summer 2013.

**14. Jewellery**

The only jewellery to be worn by pupils is a watch and one stud earring in each ear. No other will be permitted. On days when children are taking part in PE, earrings must not be worn. If a child cannot remove earrings for PE, the earrings will be covered by adhesive plasters to prevent them catching on equipment etc.

**15. Lettings/shared use of premises**

Prior to March 2020 the hall, dining area and toilets were available for use by Cubs and Beavers on Monday evenings. The

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group had their own risk assessments and fire safety procedures. The H&S Co-ordinator had contact with the group in case of queries or issues.

3 classrooms and toilets were available for use by The Polish School of Tamworth on Saturday mornings. They had their own Health & Safety Policy and Risk Assessment Policy. Health and Safety requirements for lettings had been discussed with them. The H&S Co-ordinator had contact with the group in case of queries or issues.

These types of lettings stopped due to COVID-19 in March 2020. Since the Cubs and Beavers have joined another group of Cubs and Beavers and therefore will not be using the premises.

The Friends of St Gabriel's hold regular events in the school (but stopped due to COVID-19 in March 2020) but there is always a bank of staff present who would assume control in the case of an incident. Any outside providers of equipment e.g. rides at the summer fayre, are asked to produce insurance certificates for public liability and risk assessments.

### **16. Lone Working**

Please see the risk assessment for lone working in the school in the risk assessment folder. All staff likely to lone work have mobile phones should they need to contact someone in an emergency and make arrangements to be in contact with someone else on a regular basis. After school hours, when only the cleaning and site staff are present, the staff in outlying buildings will lock outer doors to prevent unauthorised users accessing the building as long as they have a mobile phone with them.

### **17. Maintenance / Inspection of Equipment (including selection of equipment)**

Ladders and step ladders are bought in accordance with the H&S requirements and are used only by employees. Contractors are required to provide their own if needed to complete the job. PE equipment is maintained on an annual basis and any defects remedied as soon as possible. Fire alarms and fire fighting equipment is maintained by Chubb on an annual basis. Any new equipment is supplied by this company. A weekly fire alarm check is done by the caretaker and recorded by him. The caretaker presents his record books (ladders, water hygiene and fire alarms) at the Health, Safety and Wellbeing committee



meetings. They are signed off by the Chair of that committee.

**18. Monitoring the Policy and results**

The H&S Co-ordinator, the Chair of the Health, Safety and Wellbeing committee, the member of the SLT with special responsibility for H&S and the Caretaker complete a site inspection and draw up an action plan for any work to be done. The H&S Co-ordinator and the SLT member monitor the implementation of all H&S requirements in school.

**19. Poster on Health and Safety Law**

The H&S Co-ordinator will site and keep this up to date.

**20. Personal Protective Equipment (PPE)**

See latest COVID-19 Risk Assessment for advice on use of PPE. COVID-19 Risk Assessments have been updated regularly through period since March 2020, most recently 10/02/22.

**21. Reporting Defects**

Any member of staff, volunteers, students are expected, indeed, encouraged to report any concerns regarding health and safety issues to a member of the SLT or to the H&S Co-ordinator. As an interim measure, site staff will be asked to attend to the issue, depending on the seriousness or scope. If outside contractors are required to deal with it, the H&S Co-ordinator will make arrangements to engage their services. If a room or an area is unsafe, children and staff will be moved to another area until the repairs are made or until a temporary measure makes it safe to use again.

**22. Risk Assessments**

Staff are encouraged to actively risk assess all situations. Enforcing appropriate controls to minimise risk creates a safer environment. Every member of staff in school are responsible for carrying out risk assessments if asked e.g. the area risk assessment for the room or area where they work, and for any specific one for an activity e.g. educational visit, curriculum activity etc. The H&S Co-ordinator will be responsible for ensuring these are done, stored and re-visited as appropriate. Most generic risk assessments are carried out by the H&S Co-ordinator in conjunction with a member of the SLT. All staff are aware that this have been carried out and have access to them. Culture of "PREVENT HARM " is advocated through poster on display produced 29/03/21, which encouraged dynamic



approach to daily Risk Assessment.

**23. School Trips/ Off-Site Activities**

In November 2011, St Gabriel's Catholic Primary School adopted and embraced the new Staffordshire Policy for Educational Visits, including the EVOLVE system for authorising visits. The Educational Visits Co-ordinator was trained to fulfil this role.

**24. School Transport – e.g. minibuses**

Not applicable to St Gabriel's Catholic Primary School since September 2017 (Bus Transport provided through Staffordshire County Council for transporting children to and from school finished at the end of August 2017).

**25. Smoking**

St Gabriel's Catholic Primary School is a totally non-smoking site and displays notices to that effect. Staff who do smoke must leave the premises and the site to do so.

**26. Staff Consultation and Communication**

Staff are aware of Health, Safety and Wellbeing committee meetings, and staff representatives attend. Any member of staff is welcome to raise any concerns, ideas for improvement etc to the committee or the Co-ordinator or the staff representatives. There is a section of a notice board in the staff room dedicated to H&S where the policy and other pertinent H&S information can be found.

**27. Stress and staff Well-being**

St Gabriel's Catholic Primary School has a culture of "looking after each other" where colleagues support and care for each other. However, school is also aware of and pays into the H&S Service Level Agreement and Occupational Health Service which can help support staff in times of need. School takes part in stress surveys. The "Living Well" opportunities have been well publicised to staff and a well-being "Pod" was hired in January 2015 to enable staff to check weight, height, waist measurements, BMI and blood pressure. This was used extensively

**28. Supervision [including out of school learning activity/study support]**

Staff are aware that no pupil must be left unattended and rotas are in place for the supervision of pupils at all times e.g.

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playtimes, lunchtimes, the end of the day etc. All staff and all volunteers have enhanced DBS checks. All visitors to school will have their identity checked. Agreed ratios for visits are followed – see section 23.

**29. Swimming Pool Operating Procedures (where applicable)**

Not applicable to St Gabriel's Catholic Primary School.

**30. Training and Development**

All staff have a dedicated H&S as well as Child Protection induction to inform and direct them about these matters. At this meeting, their training requirements and competence for their specific role is assessed. Any training required will be booked as soon as possible or done in house if possible.

**31. Use of VDU's / Display Screens / DSE**

The only staff identified as being VDU users are office staff and the ICT Network Systems Administrator (Teaching and Learning). They have access to a training video on maximum times to be spent without a break and know how to report defects – either to the ICT Network Systems Administrator (Teaching and Learning) or to Staffordshire Learning Technologies. They are also aware of the opportunity for eyesight tests.

**32. Vehicles on Site**

No vehicles are allowed to drive onto or leave the site whilst children and parents are coming onto or leaving the site at the beginning and end of the day. This is communicated to parents via the newsletter and reminders throughout the year. Parents are encouraged to use the paths around the buildings to the playgrounds and not to walk with their children across the car park.

Delivery vans are not allowed onto playgrounds unless specific arrangements are made, for example when building projects are being carried out. In these cases, a banksman will be used to provide an extra degree of safety. The internal fences and gates are closed as soon as children have come into school so that there is a physical separation between them and vehicles at all times during the day.

**33. Violence to Staff / School Security**

All measures possible are implemented to ensure staff and pupil

safety and a separate policy has been written and adopted - see copy in file.

**34. Working at Height**

It is rare for anyone to work at height at St Gabriel's Catholic Primary School, however, the appropriate ladders are available should they be needed. A scaffolding tower has been hired at times to clean or replace the lights in the hall. The majority of work at heights is done by outside contractors and this would be assessed in an exchange of hazards exercise. See also Section 17.

**35. Water Hygiene**

The Caretaker undertakes water hygiene tests (temperatures) regularly and records his findings (See Section 17). A company appointed by Staffordshire County Council will test samples regularly and reports any defects both to the school and the Council. A separate company carries out Risk Assessments bi-annually. Any defects are dealt with in order of priority. The water hygiene manual is kept in the Bursar and Health & Safety Manager's office as recently surveyed 14/01/22.

**36. Work Experience**

St Gabriel's Catholic Primary School accepts work experience students from local high schools. The numbers are limited to ensure students have a worthwhile, safe and meaningful experience. The Deputy Headteacher co-ordinates work experience and class teachers supervise the students whilst on placement. A basic H & S and Child Protection induction is carried out with students on the first day of placement.

## Part 2

### Health, Safety and Welfare Policy – Organisation and Responsibility

Overall responsibility for health and safety in schools rests with the employer. Who the employer is, depends upon the type of school.

| Type of School  | Who is the Employer?              | Comments   |
|---|-----------------------------------|--|
| Community Schools<br>Community Special Schools<br>Voluntary Controlled (VC) Schools<br>Maintained Nursery Schools<br>Pupil Referral Units | Not applicable.                   | Governors of schools in this category have an obligation to ensure that the County Council health and safety policy is implemented.                              |
| Foundation Schools<br>Foundation Special Schools<br>Voluntary Aided (VA) Schools  | <b><u>The Governing Board</u></b> | NOTE. Where County Council employed staff are working on these premises (e.g. cleaning staff) the County Council has responsibility for their health and safety. |

Regardless of anything stated above, all school governing boards have health and safety responsibility as the **occupier** of the premises.

Headteachers must make arrangements for ensuring the implementation of the health and safety policies of their employer and/or any Governing Board arrangements arising out of their health and safety responsibilities.

The County Council's delegation scheme includes provision to ensure that schools meet their health and safety responsibilities and that necessary work is carried out.

#### Organisation and Responsibilities for Health, Safety and Welfare

Duties and responsibilities for health and safety have been assigned to Staff and Governors based upon the following roles outlined in the County Council's Health, Safety and Welfare Policy

|                      |   |
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| <b>Policy-makers</b> | Devise and produce policy on health, safety and welfare at a strategic level. |
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|                     | Preserve, develop, promote and maintain the School's and the Council's health and safety management system.<br>Ensure that health and safety matters are taken into account when organisational decisions are made.   |
| <b>Planners</b>     | Develop the local plans to achieve corporate/school health & safety objectives. Develop management arrangements for the identification of hazards and control of risks within their area  |
| <b>Implementers</b> | Ensure that workplace precautions and safe systems of work are developed in order to identify hazards and control risks. Ensure all the systems are working effectively   |
| <b>Assisters</b>    | Have the authority, independence and competence to advise Directors, Managers and Employees (or their representatives). They may also be technical or specialist employees who have achieved a certain level of health and safety competency within their specialised field |
| <b>Employees</b>    | Irrespective of their position within the County Councils structure, everyone is regarded as an employee and therefore the employee duties within the H&S Policy apply to them.   |

**Who are the Policy-makers, Planners, Implementers, Assisters and Employees in schools?**

|                               | Policy-makers | Planners | Implementers | Assisters | Employees |
|-------------------------------|---------------|----------|--------------|-----------|-----------|
| School Governors              |               |          |              |           |           |
| Headteacher                   |               |          |              |           |           |
| School Leadership Team        |               |          |              |           |           |
| Deputy/Assistant Headteacher  |               |          |              |           |           |
| Health and Safety Coordinator |               |          |              |           |           |
| Heads of Dept                 |               |          |              |           |           |
| Teachers                      |               |          |              |           |           |
| Managers                      |               |          |              |           |           |
| Premises Managers             |               |          |              |           |           |

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|---|--|--|--|--|--|
| Teaching and Classroom Assistants   |  |  |  |  |  |
| Learning Support Staff  |  |  |  |  |  |
| Admin Staff   |  |  |  |  |  |
| Site Supervisor or Caretaker  |  |  |  |  |  |
| Council Health and Safety Policy Group  |  |  |  |  |  |
| Health and Safety Adviser   |  |  |  |  |  |
| County Council Officers e.g.<br>C&LL Directorate Staff<br>Occupational Health Staff<br>Specialist Technical staff<br>HR Adviser |  |  |  |  |  |

**The responsibilities of Policy Makers, Planners, Implementers, Assisters and Employees within the Policy**

| Policy-makers  |  |
|--|--|
| <b>School Governors</b><br><b>Headteacher</b><br><b>CC H&amp;S Policy Group</b><br><b>H&amp;S Advisers</b> | Devise and produce policy on health, safety and welfare at a strategic level.<br>Preserve, develop, promote and maintain the School's and the Council's health and safety management system.<br>Ensure that health and safety matters are taken into account when organisational decisions are made. |

The Policy makers;

- Will be familiar with the overall responsibilities laid down for **Policy Makers** in the County Council Health, Safety and Welfare Policy.

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- Must ensure that the school has a structure in place to manage health and safety which includes; planning, implementation of these plans, monitoring, and reviewing and auditing. This must be integrated into general day to day management.
- Will ensure that plans for continuous improvement in health and safety management are developed and reviewed regularly.
- Must ensure that all school activities are organised and have sufficient arrangements and resources; to ensure that health and safety can be managed effectively.

As Policy Makers the Governing Board;

- Must ensure that those who have been assigned specific responsibilities in school for H&S have been identified, this has been communicated, and adequate training or instruction has been given.
- Must ensure that sufficient competent persons are in place to advise the school on H&S issues.
- Will set H&S targets (with Planners) to improve H&S performance.
- Is required to monitor that the H&S targets are being met and the school is meeting health and safety obligations by checking that policies and procedures are implemented in accordance with requirements, and by reviewing Key Performance Indicators (KPI) of health and safety performance on a regular basis.
  - *Some annual KPIs are required by the County Council, the GB can also identify other indicators they wish to monitor.*
  - *The H&S Coordinator may be delegated the responsibility to collate these KPI's on the Headteachers' behalf (see **Assisters** below)*
- Seek advice from and receive reports from the County Council H&S Advisers and their School H&S Coordinator as appropriate and take actions as necessary.
- Ensure that the auditing of H&S takes place and that action plans are developed as a result of audit.
- The GB will ensure that all their decisions reflect the commitment of this policy and promote a positive culture towards health, safety and welfare issues.
- The GB will inform the Children and Lifelong Learning Directorate of any issue which has significant health and safety implications which cannot be resolved satisfactorily without their support and involvement.

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| <b>Planners</b> |
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| <b>Headteacher</b><br><b>Members of the School Leadership Team</b><br><b>School Governors</b><br><b>Deputy/Assistant Headteacher</b><br><b>Health and Safety Coordinator</b><br><b>Heads of Dept</b><br><b>Managers</b><br><b>Premises Manager</b> | Develop the local plans to achieve corporate/school health & safety objectives. Develop management arrangements for the identification of hazards and control of risks within their area |
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The Planners will;

- Be familiar with the overall responsibilities laid down for **Planners** in the County Council Health, Safety and Welfare Policy.
- Take overall responsibility for the day to day health and safety management of the school and school activities taking place outside school premises.
- Determine the resources and arrangements needed to manage health and safety effectively as part of the school planning process.
- Delegate duties to other members of staff any or all of the duties associated with the management of health and safety. *(It is clearly understood by everyone concerned that the delegation of certain duties will not relieve the Headteacher from the overall day to day responsibilities for health and safety within the establishment.)*
- As part of their management of health and safety;
  - appoint a Premises Manager (see **Implementers** below)
  - identify a member of staff who can act as a Health and Safety Coordinator (see **Assisters** below)
- Ensure that these staff receive appropriate H&S training.
- Ensure that all staff within the school are aware of their responsibilities with regard to Health and Safety issues. Where staff have specific duties in health and safety matters (e.g. First Aid/Fire Marshal), this should be identified clearly to everyone in the premises.
- Keep up to date with changes or updates in health and safety management by using the County Council or other resources and communications.
- Ensure that suitable and sufficient training, instruction and information is provided when required
- Set health and safety objectives as part of the school planning process.
- Include health and safety in staff objectives where appropriate and assess their performance against these objectives regularly.
- Advise Governors of the resources and arrangements needed to

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manage health and safety effectively as part of the school planning process.

- Communicate any health and safety actions outlined in the school planning process to relevant staff and governors.
- Develop management arrangements for the identification of hazards and control of risks (risk assessments), ensure these take place and that results are communicated to staff.
- Develop local policies and procedures as necessary for health and safety and ensure they reflect the overall CC Policy.
- Seek help from the CC H&S Adviser or other specialist to ensure that H&S Policy can be implemented effectively and advise the GB and/or the County Council (as necessary) where issues arise which cannot be managed at a local level, need additional resources or require external support.
- Ensure that an annual **Premises H&S Evaluation** (inspection) of the premises is carried out, in line with the County Council Audit arrangements. (This duty may be delegated to other members of school staff)
- Ensure that an **Annual Self Audit** of the management of H&S is carried out, in line with the County Council Audit arrangements. (This duty may be shared with other staff such as SLT)
- Draw up any Action Plans required from the results of the Premises H&S Evaluation and Annual Self Audit and monitor these regularly.
- Take part in and cooperate with any **Internal Health and Safety Audit** which may be carried out by the Directorate H&S Team.
- Advise the GB and others of the results of any H&S monitoring (including KPI information) which takes place and of any actions required as a result of this.
- Consult with staff as necessary on matters of health and safety which may affect them at work.

### Health and Safety Committee

The school may choose to establish a Health and Safety Committee which should meet regularly to consider health and safety planning and organisation, the implementation of policies and to review and monitor performance. Where Health and safety is integrated into the strategic planning meetings of the school a separate meeting may not be required. It is recommended that H&S is a regular agenda item in these meetings.

An annual report to the Governing Board outlining achievements against the H&S plan and annual KPI's should be considered by Planners and Implementers, the school's Health and Safety Coordinator may be responsible for collating this information (see **Assisters**) for their

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consideration. As a minimum, the report will contain a summary of accident and ill health statistics for the current year and will suggest health and safety targets and priorities for the forthcoming year.

| <b>Implementers</b>  |   |
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| <i>Headteacher (also Policy maker, Planner)</i><br><i>School Leadership Team (also planners)</i><br><i>Heads of Department (who may also be planners)</i><br><i>Teaching Staff [Including supply teachers]</i><br><i>Managers</i><br><i>Premises Managers</i><br><i>Teaching Assistants</i><br><i>Learning Support Staff</i><br><i>Admin Staff</i><br><i>Site Supervisor/Caretaker</i> | Ensure that workplace precautions and safe systems of work are developed in order to identify hazards and control risks. Ensure all the systems are working effectively |

The Implementers will;

- Maintain an understanding of the Health and Safety Policies of the County Council and those developed within school
- Demonstrate commitment to the management of health and safety by:
  - Setting a good example to others
  - Promoting good practice
  - Identifying H&S problems and rectifying them if possible
  - Challenging poor H&S performance or attitudes
  - Communicating regularly about H&S
- Be responsible for and take the lead on implementation of health and safety policies and any arrangements which have been developed by the Policy makers and Planners.
- Understand and own the plans in place for H&S as part of the overall school planning process monitor progress in these areas and advise planners of the results or any deficiencies.
- Ensure that any personal targets set by Planners are achieved, feedback any issues identified in this process.
- Ensure that individuals have health and safety objectives as part of their annual review process (these may reflect the overall H&S plans)
- Encourage participation in H&S and ensure that communication about H&S issues takes place.
- Assess new and existing work activities for hazards, ensuring that risk assessments are in place, control measures implemented (safe methods of work/Personal Protective Equipment etc) and the results

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of risk assessments communicated.

- Ensure that, where responsibilities for health and safety have been delegated to staff members, these roles are properly assigned and understood by employees in their teams/areas.
- Ensure that staff in these roles have received appropriate training.
- Ensure that there is sufficient information, instruction and training and resources available for staff in order for them to do their job
- Consult with staff as necessary on matters of health and safety which may affect them at work and receive health and safety reports from Health and Safety Representatives, responding as necessary.
- Supervise work adequately to ensure that good health and safety standards are maintained.
- Ensure that adequate monitoring of H&S takes place e.g. by taking part on Premises H&S Evaluations and carrying out own inspection of work areas.
- Carry out any reactive monitoring required such as investigation of accidents, near misses and occupational illness and ensure the information gained is used to improve H&S in the future.
- Avoid allocating "blame" to individuals who report accidents, illness or near misses, and ensure that all reports of this nature are managed effectively.
- Monitor H&S standards at the local level by retaining statistics to identify patterns and trends in events.
- Seek advice from the CC H&S Adviser or other specialist as required.
- Make use of other resources provided by the County Council to promote H&S at work (e.g. intranet/Newsletters)
- *In addition to the above, Teaching staff are responsible for the health and safety of all pupils under their control whilst involved in organised work activities both on site e.g. classrooms, laboratories, workshops etc., and off site e.g. school trips.*

### **Premises Managers**

**In addition to the responsibilities above Premises Managers have specific duties laid down in the County Council Health, Safety and Welfare policy. These are reproduced here;**

1. To maintain an understanding of County Council health and safety policy arrangements and the premise manager responsibilities detailed within them, and an awareness of relevant premise related health and safety legislation, issues and procedures and operating within these requirements;

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2. To control contractors working on the premises, and ensure that hazard information has been exchanged and suitable risk control measures implemented;
3. Ensuring adequate security arrangements are maintained;
4. Ensuring the general cleanliness of the premises and that adequate welfare facilities are provided;
5. Arranging for regular inspection of the areas of the premises for which they are responsible to monitor that workplace health and safety standards are in effective working order and that a safe means of access and egress is maintained;
6. Ensuring that adequate fire safety arrangements and emergency procedures are implemented and maintained;
7. Ensuring that plant and equipment is adequately maintained;
8. Arranging for the regular testing and maintenance of electrical equipment;
9. Maintaining records of plant and equipment maintenance, tests, fire evacuation drills, fire officer inspections and fire extinguisher maintenance;
10. Ensuring adequate first aid requirements for the premises are formally assessed and adequate provision is made;
11. Ensuring that all premise related hazards are adequately identified, assessed and suitable and sufficient control measures implemented and monitored;
12. Undertaking thorough investigation of all premise related accidents/incidents. Ensure the availability of an accident book at each premise ;
13. Ensuring the adequate provision of health and safety notices and warning signs are prominently displayed and comply with the Health and Safety (Safety Signs and Signals) Regulations;
14. Ensuring that a copy of the Health and Safety Law Poster is displayed in an accessible location and the information on the poster kept up to date;
15. Maintaining a health and safety file on the premises in relation to any construction work covered by the Construction (Design and Maintenance) Regulations and make this available to contractors upon requests;
16. Ensuring that adequate systems are in place for the management of asbestos and control of legionella and excessive water temperatures;
17. To respond promptly to 'D1 Notifications' that is notification of a defect that could affect the health and safety of building occupants/visitors, informed to them by County Property Services as a result of a maintenance contact visit.

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| <b>Assisters</b>  |  |
|---|--|
| <i>Health and Safety Coordinators</i><br><i>Health and Safety Advisors</i><br><i>Occupational Health Professionals</i><br><i>Specialist Technical Staff</i> | Have the authority, independence and competence to advise Directors, Managers and Employees (or their representatives).<br>They may also be technical or specialist employees who have achieved a certain level of health and safety competency within their specialised field |

Assisters act in a supportive role to managers and may use their authority, independence and competence to advise when required to do so

The Health and Safety Coordinator;

- Is familiar with the responsibilities of Assisters laid down in the County Council Health, Safety and Welfare Policy.
- Has the core duty to ensure that there is a system established for the management of health and safety - this planning and organisation must take place with the Planner(s) and Policy makers as necessary.
- Will keep up to date with Health and Safety issues and changes by making use of resources provided by the County Council to promote H&S at work (e.g. intranet/Newsletters)
- May take on certain functions such as communication, collation of statistics, coordination of H&S Evaluation/Audits as directed, but the overall responsibility rests with the Head of Establishment.
- May collate and produce an **annual report on Health and Safety performance including essential KPIs** (see Part 4) for Governing Boards to view as part of their monitoring process. A template is available for this on the SLN/Health and safety Intranet site at <http://education.staffordshire.gov.uk/SchoolAdministration/HS/KeyDocuments/>

| <b>Employees</b>  |
|---|
| Irrespective of their position within the County Councils structure, everyone is regarded as an employee and therefore the employee duties within the H&S Policy apply to them. |

**Employees [including temporary & volunteers]**

**Employees** - Irrespective of their position within the County Councils structure,

All staff are employees and therefore all the employee responsibilities within the County Council Health, Safety and Welfare Policy apply to everyone. All employees in the establishment are aware of the responsibilities of Employees laid down in the County Council Health,



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Safety and Welfare Policy.

All employees have general health and safety responsibilities both under criminal and civil law. Staff must be aware that they are obliged to take care of their own safety and health whilst at work along with that of others who may be affected by their actions.

Employees must also co-operate with the governing board and senior management of the school so that they may fulfil any legal requirements placed on them as employers and/or persons in control of premises.

**Pupils/students [This section should be drawn to attention of all pupils]**

All pupils must be encouraged to follow all safe working practices and observe all school safety rules.

All pupils will:

- follow all instructions issued by any member of staff in the case of an emergency;
- ensure that they do not intentionally or recklessly interfere with equipment provided for safety purposes e.g. fire extinguishers etc.
- inform any member of staff of any situation which may affect their safety.

**Staff Safety Representatives**

Health and safety at work law provides for the appointment of trade union appointed safety representatives from amongst the employees. Where the governing board is notified in writing of such an appointment, the safety representative shall have the following functions:

- to investigate potential hazards and to examine the causes of accidents in the workplace;
- to investigate complaints by any employee he represents relating to that employee's health and safety or welfare at work;
- to make representations to the Headteacher via the Deputy Headteacher on general matters affecting the health, safety and welfare of employees;
- to carry out workplace health, safety and welfare inspections;
- to attend any safety committee meetings;
- to co-operate with employers in promoting health and safety at



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work.

None of the above functions given to a safety representative impose any legal duty or liability whatsoever on that person. A safety representative is in no way obliged to carry out any or all of the above functions.