

# St. Mary's Catholic Primary School



Inspiring Children to love  
learning and live in the  
light of Christ

## Health and Safety Policy

Approved November 2023

*'Striving for excellence in health, safety and wellbeing management and performance'*

Headteacher: John Brine  
Health & Safety Governor:

**Date for next review:** September 2024

**Introduction**

All schools employees have a duty to look after their own and others' health and safety and have a duty under common law to take care of pupils in the same way as a prudent parent would do so.

Employees must also cooperate with their employer on health and safety matters, carry out their work in accordance with training and instructions, and inform their employer of any work situation representing a serious and imminent danger so that remedial action can be taken in a timely manner.

This Policy has been produced in recognition and acceptance of our legal responsibilities as an employer and aims to protect the health, safety, welfare and wellbeing of our employees and others who may be affected by our activities.

This Policy will therefore set out how Saint Mary's Catholic School will manage occupational health and safety.

## 1. Statement of Intent

Saint Mary's Catholic School recognises the importance of effective health and safety management and will demonstrate our commitment to health, safety, welfare and wellbeing by recognising that effective health and safety management is equally as important as our other school objectives. This Policy provides a practical framework for the compliance and implementation of The Health and Safety at Work etc. Act 1974 and all other relevant health and safety legislation within this school.

It also demonstrates our obligation to the duty of care we owe to employees and non-employees (such as pupils, visitors, contractors, peripatetic staff and members of the public) by ensuring that our activities are undertaken in such a way as to not put them at risk.

The main aim of our policy is prevent occupational accidents, incidents and cases of work-related ill health, and to promote and implement safe systems of work, a safe working environment and a safe and healthy workforce. This will enable St. Mary's Catholic School to develop a positive health and safety culture through the implementation of the following objectives:

- Providing strong and visible leadership and management and involving employees;
- Having an occupational health and safety management system which sets clear health and safety standards, roles and responsibilities;
- Identifying significant risks to health, safety and wellbeing as part of our risk assessment process, and implementing adequate measures to prevent, reduce or protect against those risks;
- Promoting the principles of sensible and proportionate risk management;
- Having a competent workforce through the provision of information, instruction, training and supervision;
- Effectively communicating, consulting and cooperating with employees on all relevant health and safety matters;
- Providing a safe and healthy place to work;
- Providing access to competent health and safety advice, guidance and support;
- Requiring our contractors to cooperate with us;
- Ensuring resources are available to ensure the successful management and implementation of health, safety and wellbeing; and
- Making continuous improvements in health and safety performance.

Through this statement of intent and the implementation of our health and safety arrangements we will ensure that we are meeting the policy aims, objectives and requirements. We will actively strive for continual health and safety improvement by complying with the Policy and by working in consultation with managers, employees and other partners. We will achieve this by:

- Considering health and safety within our school planning activities.
- Establishing a proactive and positive health and safety culture.

- Encouraging ownership and responsibility at all levels.
- Ensuring that the health and safety related policies are complied with by having school, documents, safe systems of work and arrangements that ensure the implementation of health and safety locally.
- Identifying, assessing and eliminating, reducing or managing the risks that arise out of activities, processes or operations through the risk assessment process.
- Monitoring our school health and safety performance by reviewing arrangements and analysing accident trends to identify areas for improvement.
- Ensuring that health and safety is considered as part of our performance management, employee appraisal and supervision process.
- Ensuring that health and safety is included as a standing agenda item at all staff meetings.
- Ensuring that all employees within the school are made aware of this Statement of Intent and our arrangements.

Signed:

Name: John Brine

**Headteacher**

Date: 25<sup>th</sup> November 2023

Signed: 

Name: Angela Scull

**Chair of Governors**

Date: 25<sup>th</sup> November 2023

## 2. Organisation

This Policy formulates our school occupational health and safety management system. It outlines how we will plan, organise/arrange, implement, monitor/review and audit for health and safety. Whereby, legal compliance is the minimum standard St. Mary's Catholic School wishes to achieve. Our health and safety management framework will strive for higher standards (good practice) where possible so that continuous improvement can be achieved.

### 2.1 Health & Safety Roles and Responsibilities

The Health and Safety at Work Act 1974 and accompanying legislation states that employers, persons in charge of premises and employees all have specific health and safety duties and responsibilities. This section details these specific health and safety roles and responsibilities and assigns them to the appropriate posts and functions.

Successful health and safety management depends on a systematic approach throughout the school so that health and safety becomes fully integrated with all other aspects of school management. A proactive health and safety culture will require strategic leadership from the Governing Body and Headteacher with support from all staff.

### 2.2 Chair of Governors and Governing Body

The Chair of Governors and Governing Body has overall responsibility throughout the school for:

- Implementing and achieving the objectives of the health and safety policy.
- The preservation, development, promotion and maintenance of the school's health and safety management system.
- Ensuring health and safety matters receive appropriate priority and are considered within the school's decision making process.
- Having awareness and maintaining attention on the significant health and safety issues.
- Ensuring the school has appointed competent people to provide health and safety assistance/advice to assist with the implementation of relevant health and safety measures to meet legal requirements.
- Applying health and safety legislation and making decisions that conform to legislation and this policy.
- Promoting a positive health and safety culture.
- Ensuring adequate resources are made available to implement successful health and safety management and to conform to all relevant health and safety statutes.
- Ensuring health and safety matters will be considered and accounted for when making organisational decisions.

The Governing Body will delegate much of the day-to-day health and safety monitoring, reviewing and auditing of health and safety to the Headteacher.

### 2.3 Headteacher

The Headteacher has been appointed by the Governing Body as the '**Responsible Person**' for health and safety within the school.

The Headteacher has overall accountability and responsibility for ensuring effective health and safety within the school, and must ensure that all employees are aware of, and are held accountable for, the specific application of their health and safety duties to employees and any other person.

The Headteacher may choose to delegate responsibilities to specific employees; however, they must ensure that those nominated are competent and understand and accept the responsibilities being delegated to them. The Headteacher will remain accountable for those activities.

Where the Headteacher has chosen to delegate their operational responsibilities to other members of senior management/leadership; the Headteacher must ensure that those nominated are competent and understand and accept their delegated responsibilities.

The Headteacher will:

- ✦ Demonstrate visible management commitment to health and safety and lead by example.
- ✦ Strive for continuous improvements and promote a positive health and safety culture.
- ✦ Promote the adequate and proper consideration of health and safety to all employees within the school.
- ✦ Attend, as directed or required, appropriate health and safety management/leadership training and subsequent refresher training.
- ✦ Present a report to the Governing Body, termly on the health and safety performance of the school, which will include:
  - ✦ Accident statistics.
  - ✦ Setting performance related targets and objectives.
  - ✦ Measuring health and safety performance.
  - ✦ Provision of an effective Health and Safety Committee process as part of Resources committee
  - ✦ Monitoring of Health and Safety to include:
    - Auditing
    - Inspection
    - Accident recording and investigation
    - Review of performance o Training
- ✦ Be aware and maintain attention on the significant risks within their school and ensure they are being properly risk assessed, controlled and managed through effective and sensible risk management.
- ✦ Ensure that when making decision/arranging new projects for the service area, health, safety, welfare and wellbeing issues are considered and dealt with fully.
- ✦ Ensure that adequate health and safety communication channels exist within their area of control.
- ✦ Ensure that adequate resources are provided to maintain health, safety and welfare, and manage these resources on a risk priority basis.
- ✦ Ensure that procedures exist and are effectively implemented to identify and provide the information, instruction, training and supervision needed to ensure health and safety.
- ✦ Ensure procedures are in place for the reporting and recording of accidents and incidents, and near miss investigations and taking appropriate action to prevent recurrence within the statutory time scales.

Review and monitor accidents and incident statistics to identify trends and areas of high risk. Provide support and resources to ensure adequate controls are put in place to prevent recurrence, and to ensure continual health, safety and wellbeing improvement.

Ensure that their senior managers and all employees (including agency staff) under their control are made aware of, understand and accept their individual and specific responsibilities regarding health and safety and are adequately trained to carry out their responsibilities.

In conjunction with all staff, monitor and review the health and safety targets and priorities in line with the overall school objectives; and ensure the provision of adequate resources to achieve compliance.

Ensure that health and safety management and performance is formally evaluated, monitored and reviewed at least on an annual basis.

Ensure that the competent health and safety person is consulted at Warwickshire county council, along with employees' representatives and that any relevant health and safety advice is sought, prior to changes in working practices.

Ensure that the Governing Body is informed of any breach of health and safety statutory requirements; and immediately when there is Health and Safety Executive (HSE) involvement; and, where the Governing Body has assigned responsibility to the Head Teacher, respond to any legal notice received by the HSE or other enforcing body.

Ensure that formalised health and safety workplace inspections and audits are undertaken to proactively identify good and poor health and safety performance and to identify hazards and appropriate action implemented.

Ensure consultation takes place between managers from other employers, organisations and appropriate employees' safety representatives, when sharing premises.

## **2.4 Senior Management**

All senior managers are responsible for managing health and safety in their area of responsibility. Departmental policies will specify the roles and responsibilities required by managers to ensure legal compliance and best practice.

In general, all senior management must:

- Ensure that risk assessments are undertaken and recorded for work activities, processes and operations. They must identify significant risk(s) and controls that will eliminate the risk or reduce it to the lowest possible level through sensible and proportionate risk management. They must involve employees as part of this process, and implement controls as necessary in compliance with legislative or school policy requirements.
- Ensure that all employees are made aware of and understand the relevant risk assessment findings for their work activities and the control measures, safe systems of work, and arrangements in place.
- Provide and maintain healthy and safe working conditions, plant/equipment, access/egress and welfare provision, e.g. provision of drinking water, adequate toilets and washing facilities, etc.
- Provide all new starters with a health and safety induction upon commencement of employment.
- As necessary, ensure that arrangements are in place detailing their responsibilities for the health and safety of agency workers (as the host employer) and detailing the responsibilities of the agency as employer. Similarly, arrangements must be in place for volunteers.

Ensure that relevant information, instruction, training and supervision programmes are in place, provided, maintained and monitored to help secure the competence of all employees.

- Consider health and safety at the planning stage of any new plant/equipment purchase or design or change in processes or activities.
- Ensure that accidents, incidents, near misses and occupational ill health are reported and investigated where necessary, so that appropriate action can be taken to prevent a recurrence. Ensure that contractors' and other peoples' activities in their area are monitored and issues of concern are raised to the appropriate person in a timely manner.

Ensure that all employees, including safety representatives, are able to carry out their responsibilities, and encourage them to work with senior management to promote a positive health and safety culture.

Ensure that the formalised health and safety workplace inspection and audit regime is in place to check and document that the work environment is safe or requires appropriate action.

- Ensure that communication arrangements are in place to brief and inform employees on health and safety matters as required.
- Ensure cooperation and consultation takes place between other organisations and appropriate employees' safety representatives, when sharing premises.
- Take appropriate action following external audits or inspections and own observations.
- Consult and seek competent advice where necessary.

## **2.5 Employees**

All employees have an important role to play in effective health and safety management. For the purpose of this policy, 'employees' will include work placement/experience students, volunteers, agency workers and contract workers.

The responsibilities below relate to all employees. If an employee has additional responsibilities for health and safety, for example Head of Department, then they must comply with those responsibilities in addition to these.

All employees have a responsibility to:

- Take reasonable care, while at work, to ensure that they do not endanger either themselves or anyone else who might be affected by their actions or omissions.
- Cooperate fully with their employer or other person (line manager, senior management) in respect of their health and safety duties and follow all relevant arrangements, instructions, control measures, training, procedures, etc. (written and verbal) to protect their own and other people's health and safety; and consult with their line manager on any areas of concern.
- Not misuse or interfere with anything that has been provided in the interest of their health, safety and welfare (such as safety equipment and/or protective clothing provided).
- Check that any equipment, plant or substances used at work are in a safe condition prior to use and acquaint themselves with all relevant processes, materials and substances and use as advised. Report any defects, loss or damage to their manager via the defect reporting system.

Inform their manager, without delay, about any work situation that might present a serious or imminent danger to themselves or others, or about any other problems in the health and safety arrangements.



Be aware of their capabilities and competence, both physically and mentally and inform a manager if they feel unable to continue with their duties.

- Behave appropriately at all times in the workplace and not get involved in any horseplay.
- Avoid taking short cuts, improvising or changing work activities, which could create unnecessary risks to their health and safety. Use all safety equipment and/or personal protective equipment that is provided.
- Report all work related accidents, incidents (including incidents of violence, diseases and dangerous occurrence) and near misses.
- Be familiar with any health and safety policies, procedures, risk assessments or any other health and safety documentation, applicable to them and their work. Follow all induction, information, instruction and training provided (whether verbal or written).
- Be aware of the first aid provision at their workplace and understand the fire/emergency evacuation and fire prevention procedures, position of fire alarms and equipment and participate in drills as required.
- Take part in health and safety training and development as necessary.
- Cooperate with health surveillance programmes and other control strategies for the protection of their health and wellbeing, as required.
- Set a good personal example in respect of health and safety.
- Make suggestions to improve health and safety.
- Be appropriately dressed for their working environment and activity.

## **2.6 Pupils**

All pupils are expected to behave in a manner that reflect St Mary's Catholic School's Behaviour Policy and in particular are expected to:

- Take reasonable care for their own health and safety at school and of their peers, teachers, support staff and any other person that may be at school.
- Cooperate with teaching and support staff and follow all health and safety instructions given.
- Not intentionally or recklessly interfere or misuse anything provided in the interests of health, safety and welfare.
- Report to a teacher or other member of school staff any health and safety concerns that they may have.

## **2.7 Shared site users**

Where two or more employers share a workplace, each employer shall cooperate with the other employer(s) concerned to enable them to comply with their duties under health and safety legislation. The school as the primary site user will have the lead responsibility.

All shared users of site must agree to:

- Cooperate, communicate and coordinate with the school on health and safety matters.
- Provide information relating to any additional risks or procedures, which will be new or unusual to those of the school, which may arise from their work activities.

Maintain a standard of health and safety which is reasonably practicable and at least equivalent to the standards maintained by the school so as to ensure the health, safety, welfare and wellbeing of all school employees, pupils and others who may be affected.

- Meet the insurance requirements stated by the school and its insurer.
- Familiarise themselves with and communicate, to their employees and service users, the school's health and safety arrangements.

The school will ensure that, where not forming part of the shared site users hire contract or lease:

- Premises are in a safe condition for the purpose of use.
- Adequate arrangements for emergency evacuation are in place and communicated.
- Shared site users are consulted, cooperated and communicated with on health and safety matters.
- The school's health and safety arrangements are made available for dissemination.

**The following arrangements have been adopted to ensure St Mary's Catholic School fulfils its responsibilities and provide the foundation for securing the health, safety, welfare and wellbeing of all employees and users of the site.**

Topic	Action/Arrangements	Responsibility of:
Setting health and safety objectives	The Governing Body will specifically review progress of health and safety at the termly meetings; this may be included as part of the Headteacher's report to Governors. Where necessary, health and safety improvements will be identified and included within a school action plan.	Governing Body Headteacher
Consultation: Provision of an effective joint consultative process with employees	The Headteacher and the Health and Safety Governor meet once per term and report back termly to the Governing body and Resources. The Site Health and Safety Committee consists of the Head teacher, Caretaker and a member of the Governing Body and reports and consults with all employees, the Governing Body to ensure that all concerns are considered and addressed with a clear action plan, identified/delegated responsibilities and target completion dates. Employees are consulted with during weekly business meetings.	Governing Body Headteacher
Consultation: Employees	No trade unions are represented at present. As employees are not represented under the Safety Representatives and Safety Committees Regulations 1977, the Health and Safety (Consultation with Employees) Regulations 1996 apply. Staff can raise issues of concern or make suggestions for health and safety improvements in staff meetings.	Headteacher and staff

	<p>The Health and Safety Law poster is situated in the staff room.</p> <p>Reference links:</p> <p><a href="#">HSE Involving your workplace in health and safety: Guidance for all workplaces (HSG263)</a></p> <p><a href="#">HSE Consulting employees on health and safety: A brief guide to the law (INDG232)</a></p>	
<b>Topic</b>	<b>Action/Arrangements</b>	<b>Responsibility of:</b>
<p>Consultation: Involvement of pupils</p>	<p>The School Council take part in looking at the safety and security of the school and undertake site walks looking at and considering the fire and emergency procedures in school. As school representatives, they are responsible for cascading the information to all of their classmates.</p>	<p>School Reps/ Council and Headteacher</p>
<p>Communication: Establishing adequate channels</p>	<p>Communication channels will be established for the exchange of health and safety knowledge and information. Where necessary, these communications will be recorded and include:</p> <ul style="list-style-type: none"> <li>• Governing Body Meetings;</li> <li>• Headteacher and Health and Safety Governor site meetings</li> <li>• Employees during business meetings</li> <li>• Provision of information relating to safe systems of work and risk assessments; Staff briefings;</li> <li>• Staff training days;</li> <li>• Health and safety noticeboard</li> <li>• School Council/Reps;</li> <li>• Communication of health and safety bulletins/press releases from WES Safety &amp; Premises, HSE, Fire Service, etc.</li> <li>• Communications with other relevant specialist advisors</li> </ul>	<p>Headteacher</p>

<b>Topic</b>	<b>Action/Arrangements</b>	<b>Responsibility of:</b>
<p>Competencies: Provision of effective health and safety training</p>	<p>The Headteacher will consider health and safety training on an annual basis in line with the school's health and training matrix, focusing on mandatory training as a priority.</p>	<p>Headteacher and School Business Administrator</p>

	<p>The Headteacher, Senior Leader and Administrator are responsible for new staff inductions and briefings.</p> <p>There is a Health and Safety Leaflet at the front of the school for volunteers, agency workers and contract workers.</p> <p>The Headteacher is responsible for establishing minimum health and safety competencies for certain roles and activities (e.g. use of hazardous substances, work at height, use of DSE).</p> <p>The Headteacher is responsible for organising refresher training.</p> <p><b>Training records are kept in the Headteacher's Office and are maintained by the Head teacher.</b></p>	
Competencies: Risk assessment	<p>Senior Leaders, Curriculum Subject Coordinators, EVC, and persons in charge of identified activities and events will be supported and advised in identifying and ensuring that significant findings are recorded and control measures are implemented.</p> <p>All risk assessments are kept in a file in the Head's Office.</p> <p>Risk assessments should be given to the Headteacher for checking before use.</p> <p>Staff to use WCC guidance to risk assess trips.</p> <p>All off site visits are risk assessed.</p>	Headteacher EVC coordinator
Competencies: Specialist advice and support	<p>Specialist competent advice and support will be obtained from Warwickshire County Council, as required.</p>	
Monitoring, Measuring and Reviewing Performance and Auditing: Measuring and monitoring performance	<p>To determine whether health and safety requirements are being achieved it is necessary to measure performance against predetermined plans and objectives. This will be achieved by implementing the following:</p> <ul style="list-style-type: none"> <li>• Annual health and safety audit by an external contractor/consultant with an accompanying action plan - e.g. inside and outdoor play equipment</li> <li>• Termly updates on the progress of audit and other action plans, i.e. water hygiene</li> </ul>	Head teacher

	assessment, fire risk assessment, fire service audit Reference links: <a href="#">DfE Governance handbook and competency framework</a> <a href="#">HSE</a>	
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Monitoring, Measuring and Reviewing Performance and Auditing: Auditing	<p>Auditing is the structured process of collecting independent information on the efficiency, effectiveness and reliability of the total health and safety management system and drawing up plans for corrective action. St Mary's Catholic School recognises that auditing needs to take place at a local level.</p> <p>The auditing process will review and establish whether:</p> <ul style="list-style-type: none"> <li>• Appropriate management arrangements are in place.</li> <li>• Adequate risk control systems/strategies are in place for the associated risks.</li> <li>• Those control strategies are being implemented.</li> </ul> <p>Other auditing regimes from other agencies may be undertaken, with or without notice, as appropriate.</p>	Head teacher
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Monitoring, Measuring and Reviewing Performance and Auditing: Reviewing performance	<p>To review performance, all of the information gathered from monitoring and auditing activities needs to be examined. This enables the Governing Body to ensure that our health and safety management system is working effectively, and that our policy objectives are being achieved.</p> <p>St Mary's Catholic School will continually review and update its policies when there are:</p> <ul style="list-style-type: none"> <li>• Changes to legislation, British Standards, Approved Codes of Practice, or relevant industry guidance;</li> <li>• Changes in organisational structure, process, activities and/or equipment;</li> <li>• Lessons learnt/actions resulting from the findings of an incident investigation or audit;</li> <li>• Lessons learnt from a national or regional incident.</li> </ul>	Headteacher
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<p>Accidents, incident and near misses: involving staff, pupils and/or visitors – including those reportable under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR)</p>	<ul style="list-style-type: none"> <li>• Minor accidents, incidents and near misses are recorded by the Headteacher. All minor accidents are recorded in the First Aid duplicate sheet book. Parents / guardians should be notified of all head/face injuries as good practice of all injuries.</li> <li>• Major or more serious accidents are recorded onto a proforma.</li> <li>• The Headteacher needs to be notified at the school when major and more serious accidents occur. If the accident is serious, senior management should be made aware and immediate action taken to ensure the location of the accident is still safe to use. • The Headteacher is responsible for reporting accidents/incidents that fall under Reporting of Injuries, Diseases and Dangerous Occurrences (RIDDOR).</li> <li>• The Headteacher in conjunction with other staff witnesses are responsible for completing investigations following minor incidents or near misses.</li> <li>• The Headteacher is responsible for completing investigations following major and serious accidents/incidents.</li> <li>• Necessary action should be taken and where possible details recorded for an accident investigation. If members of the public are involved, names and addresses should be taken (including witnesses). Where possible, photographs will be taken to illustrate the report.</li> <li>• Parents / guardians or other persons are notified of accidents involving pupils by telephone, an accident slip or are given a letter from the first aid book.</li> <li>• The Headteacher and the Caretaker are responsible for taking any appropriate action necessary to prevent recurrences.</li> <li>• Accident reports and investigation records for incidents involving a pupil must be kept until the child reaches the age of 21 and if the accident involved a member of staff, for 3 years.</li> </ul>	<p>Head teacher</p>
<p><b>Topic</b></p>	<p><b>Action/Arrangements</b></p>	<p><b>Responsibility of:</b></p>

The Regulations require employers and others in control of premises to report certain accidents, diseases and dangerous occurrences arising out of or in connection with work. This means that you have to report injuries that lead to a worker being incapacitated (absent, or unable to do their normal work which he or she would reasonably be expected to do) for over seven consecutive days. This period of time starts the day after the accident, and includes weekends and rest days. The report must be made within 15 days of the accident. There are no other substantive changes to the reporting requirements for deaths, major injuries, occupational diseases and dangerous occurrences.

All serious incidents that occur on site should be reported to the Head teacher or (Senior leader or Administrator if Head not present). The Head teacher will forward the details to the Health and Safety Executive (HSE) Where there are 10 or more employees, readily accessible accident records, must be kept either in written or electronic form. These records must be kept for a minimum of 3 years.

Reference links:

[HSE RIDDOR](#)

[DfE Guidance on first aid for schools](#)

Asbestos management

**The duty to manage asbestos is a legal requirement under the Control of Asbestos Regulations 2012 (Regulation 4). It applies to the owners and occupiers of commercial premises who have responsibility for maintenance and repair activities. In addition to these responsibilities, they also have a duty to assess the presence and condition of any asbestos-containing materials. If asbestos is present, or is presumed to be present, then it must be managed appropriately.**

- Up to date information regarding asbestos is found on the ATLAS Database.
- Asbestos is identifiable through photographs of the relevant areas.

Topic	Action/Arrangements	Responsibility of:
Contractors, selection and management of	<p>The Headteacher is responsible for managing contractors on site including relevant training- needs updating before another project.</p> <p>Head teacher is responsible for employing the Principal Contractor/Contractor and Principal Designer/ Designer.</p> <p>A pre- start meeting is the local arrangements for induction of contractors, exchange of health and safety information, agreeing safe working arrangements before work starts.</p> <p>Staff report any concerns to about safe working practices of contractors to the Head.</p> <p><u>Reference links:</u>  <a href="#">HSE Need building work done?: A short guide for Clients on the Construction (Design and Management) Regulations 2015</a>  <a href="#">HSE Managing health and safety in construction: Guidance on Regulations</a></p>	Head with governors
Control of Substances Hazardous to Health (COSHH)	<p>For information COSHH does not cover/include explosive or radioactive substances, asbestos or lead.</p> <p>The Caretaker maintains the COSHH file and where it is kept.</p> <p>The Caretaker is responsible for obtaining material safety data sheets and carrying out risk assessments for hazardous substance</p> <p>All Coshh products purchased through a central point, staff are informed not to bring products in from home.</p> <p>The care taker has received a two day comprehensive caretaking course run by Warwickshire county council.</p> <p>Yes all containers with decanted substances clearly labelled with product information and dilution rates.</p> <p>Staff are made aware of the black cross as a hazard sign.</p> <p>The inside bulbs for fluorescent lighting must be stored in a box and taken aware at a cost by Warwickshire County Council.</p>	Premises with Head



	<p>The staff receive some written training on D.S.E at the start of the year.</p> <p>Head and Administrator are main D.S.E users.</p> <p>DSE users informed of their entitlements to eye sight tests and help towards glasses for DSE work verbally.</p> <p>The Administrative assistant is responsible for DSE self-assessment forms e.g. ensuring they are completed, actioned and reviewed .</p> <p>Reference links:  <a href="#">HSE Work with display screen equipment: Guidance on regulations</a> <a href="#">HSE Working with DSE: A brief guide</a></p>	
<p>Driving at work: use of personal cars, minibuses and transporting children etc.</p>	<p><b>Road traffic legislation imposes specific requirements on employers in respect of vehicle use and maintenance, but employers also have responsibility under health and safety legislation to ensure so far as reasonably practicable the health and safety of their employees and others who may be affected by their work activities. This includes the activity of driving on public roads.</b></p> <p>Signpost to any school specific Driving at Work risk assessments.</p> <p>Employee responsibility expected for the correct business insurance.</p> <p>Reference links:  <a href="#">HSE Driving at work: Managing work-related road safety</a>  <a href="#">DfE Driving school minibuses – advice for schools and local authorities.</a></p>	<p>Head</p>
<p>Electricity</p>	<p>Hard- wiring checks last done January 2018 and priority works carried out.</p> <p>Portable appliances tested (PAT) by a qualified electrician.</p> <p>PAT registers are kept by the Administrative assistant.</p> <p>Staff are expected to conduct pre-use visual checks on electrical items to identify defects. Reference links:  <a href="#">HSE Electricity at work: Safe working practices</a>  <a href="#">HSE Electrical safety and you: A brief guide</a></p>	<p>Head</p>

Topic	Action/Arrangements	Responsibility of:
Fire	<ul style="list-style-type: none"> <li>- The caretaker is responsible for weekly testing of fire alarms and visual checks of fire extinguishers.</li> <li>- The caretaker does the monthly testing of emergency lighting and fire door closures. - Yearly inspection and maintenance of fire extinguishers are bought in from WES.</li> <li>- Six monthly inspections and maintenance of the fire alarm and emergency lighting systems are bought in from WES</li> <li>- The Headteacher is responsible for undertaking and reviewing the fire risk assessment and where it is kept.</li> <li>- The Headteacher is responsible for updating the Building Emergency Evacuation Plan.</li> <li>- The Head teacher and Fire Warden are responsible for co-ordinating evacuations and how will they be identified by staff and emergency services. The Fire Warden calls the emergency services. The Fire warden takes registers to assembly point. Fire Warden or Head teacher meets fire service on arrival. Termly fire drills will take place. The assembly point is in large playground by the dolphin bin .</li> </ul> <p>Reference links:  <a href="#">DfLG&amp;C Fire Safety Risk Assessment Educational Premises Coventry Solihull and Warwickshire Resilience Team</a></p>	Premises with Head overseen by H&S Governor
First aid, medication and supporting pupils at school with medical conditions	<p><b>Regulations require employers to provide adequate and appropriate equipment, facilities and personnel to ensure their employees receive immediate attention if they are injured or taken ill at work. The Regulations do not place a legal duty on employers to make first-aid provision for non-employees such as the public or children in schools. However, HSE strongly recommends that non-employees are included in an assessment of first-aid needs and that provision is made for them. Schools should have a separate policy in place to support pupils with medical conditions (This is a statutory requirement see <a href="https://www.gov.uk/government/publications/supporting-pupils-at-school-with-medical-conditions-3">https://www.gov.uk/government/publications/supporting-pupils-at-school-with-medical-conditions-3</a>).</b></p> <p>The first aid needs to be assessed by the First Aider and details recorded in the first aid book by all first aiders.</p>	

	<p>The First Aider details are displayed in the Reception area. The Administrative assistant is responsible for identifying and organising refresher training. The First Aid kits kept in the Before and After school, each classroom, kitchen and main office. Mrs Worrall is responsible for replenishing them. Paediatric first aiders must communicate effectively and let Head teacher know, plus another paediatric first aider if off site.</p> <p>Paediatric First aider administers prescription medicine if given written instruction from Doctor and parent. Medicine is stored in the medical cupboard in School office. If parents want the school to administer prescription medication they need to have signed consent from parent / guardian.</p> <p>Prescription medicines are marked with pupil details. Paediatric first aiders sign book to say what medication has been given.</p> <p>Reference links:  <a href="#">HSE First aid at work: Guidance on Regulations</a>  <a href="#">HSE First aid at work: Your questions answered</a>  <a href="#">DfE Guidance on first aid for schools</a>  <a href="#">DfE Supporting pupils at school with medical conditions: Statutory guidance</a></p>	
<p>Glass and glazing including window restrictors</p>	<p><b>Schools must ensure the safe management of all glass and glazing products.</b></p> <p><b>Window restrictors are required in schools where people who are vulnerable to the risk of falling, have access to windows, and the windows are at such a height where anybody falling out of them is at risk of sustaining a serious injury.</b></p> <p>No glazing survey / risk assessment been carried out however Head teacher has a clear idea of what needs doing and is trying to do on a rolling programme.</p> <p>Head will continue to monitor this risk.</p>	
<p>Housekeeping, cleaning and waste disposal</p>	<p>Daily arrangements to ensure premises are kept clean to minimise accumulation of rubbish by care taker and cleaners. Nappies are disposed to a nappy bin which is taken away by Citron on a weekly basis.</p> <p>Arrangements for security/location of external waste bins is that they are not near buildings.</p> <p>If floors are wet we will put in place wet floor sign.</p> <p>If paths are covered in slippery leaves or wet mud, clear away so that accidents will be reduced.</p>	

Topic	Action/Arrangements	Responsibility of:
Infection control	Signpost to this site. Reference links: <a href="#">Public Health England Guidance on infection controls in schools and other childcare settings</a>	
Lifting	<a href="#">HSE Thorough examination of lifting equipment: A simple guide for employers</a> <a href="#">HSE Lifting equipment at work: A brief guide</a> <a href="http://www.hse.gov.uk/pubns/hsis3.pdf">http://www.hse.gov.uk/pubns/hsis3.pdf</a>	
Lone Working/ Personal Safety	Lone working discouraged wherever possible due to potential risks involved.  Safe working practices/rules for staff that have to work alone e.g. mobile phones.  Reference links: <a href="#">HSE Working alone: Health and safety guidance on the risks of lone working</a> <a href="#">Suzy Lamplugh Trust</a>	
Maintenance/Inspection of Equipment	Maintenance and, where necessary, examination and testing of plant and equipment such as electrical equipment, local exhaust ventilation, pressure systems, gas appliances, lifting equipment and glazing safety. Arrangements are in place for servicing, maintenance and inspection of plant and equipment e.g. WES Service Contracts, WES Safety and Premises contractors and Boiler services. Records are in place in Admin assistants office. Reference links: <a href="#">HSE Safe use of work equipment: Approved Code of Practice and guidance</a> <a href="#">HSE Using work equipment safely</a>	

Topic	Action/Arrangements	Responsibility of:
Manual Handling – loads and people	The caretaker does activities that require a manual handling operation, e.g. lifting, pushing, pulling etc. He has had training from WES and has appropriate equipment. Staff would ask for assistance with this type of activity. The care taker would risk assess activities.	Premises with Head

	<p>Reference links:  <a href="#">HSE Manual Handling Operations Regulations Guidance</a>  <a href="#">HSE Manual handling at work: A brief guide</a>  <a href="#">HSE Manual handling assessment charts (the MAC tool)</a></p>	
New and expectant mothers	<p>Staff should inform the Head if they are an expectant mother and then some measures may be put in place.  Reference links:  <a href="#">HSE New and expectant mothers who work: A brief guide to your health and safety</a>  <a href="#">HSE Infection risks to new and expectant mothers in the workplace: A brief guide</a></p>	Head
Smoking	<p>The school is a smoke free site and adults must not smoke on the site</p>	
Offsite and Educational Visits including residential visits and any school-led adventure activities	<p>St Mary's Catholic School will follow current Outdoor Education Advisors Panel (OEAP) national guidance to demonstrate that they are taking reasonable steps to manage risks. The school's Educational Visits Co-ordinator is the head teacher.  Staff must fill in the required forms and have done a risk assessment on the venue. This form must be given to the EVO coordinator .  Staff need to liaise with paediatric first aider/office on parental authorisation and first aid and with the Head teacher on supervision.</p> <p>Reference links:  <a href="#">Outdoor Education Advisors Panel (OEAP)</a></p>	Head teacher with Governors
Outdoor Play Equipment	<p>The inspection records, equipment specifications are kept on the admin system. Stay safe carries out formal inspections of equipment.  The caretaker carries out pre-use/daily visual inspections on outdoor play equipment and records on an inspection sheet. All staff to check prior to use.</p>	Caretaker

Topic	Action/Arrangements	Responsibility of:
Personal Protective Equipment	<p>Personal Protective Equipment (PPE) would be provided free of charge for employees where it has been identified through risk assessment.  The caretaker is responsible for selecting equipment.  On-going arrangements are in place for periodic checking and maintenance of the equipment.  Reference links:</p>	

	<a href="#">HSE Personal protective equipment (PPE) at work: A brief guide</a>	
Physical Education	<p>The inspection records, equipment specifications are kept in the Admin Office.</p> <p>Stay safe carries out formal inspections of equipment.</p> <p>Staff carry out pre-use visual checks carried out by staff on PE equipment.</p> <p>The Head teacher checks staff qualifications (where necessary).</p> <p>Refer to the current AfPE Safe Practice in Physical Education and Sport document. <a href="#">Reference links: Association for Physical Education</a></p>	Head with all staff.
Physical intervention	<p>The school follow Department for Education's guidance on the use of reasonable force to restrain pupils.</p> <p>Team teach training needs refreshing.</p> <p>Reference links: <a href="#">DfE Use of reasonable force: Advice for head teachers, staff and governing bodies</a></p>	
Pond	<p>The school follow CLEAPSS and RoSPA guidance on pond safety.</p> <p>The levels of supervision required for this area is two adults at all times.</p> <p>Unauthorised access is prevented by padlocked gate. Is a Risk Assessment in place? Yes. Currently no access.</p> <p>Reference links: <a href="#">RoSPA Water Safety</a> <a href="#">CLEAPSS Primary Site</a> <a href="#">CLEAPSS Secondary Site</a></p>	The caretaker and head teacher are responsible for the maintenance of this area.

Topic	Action/Arrangements	Responsibility of:
Public Events	<p>Include arrangements for school fetes and other events attended by the public, including where organised by PTA/PTFA <a href="#">Reference links: HSE Event safety microsite</a></p>	
Risk Assessments	<p>The Head teacher has overall responsibility for ensuring risk assessments are carried out for all work activities, processes, and operations at the school.</p> <p>The Head teacher is responsible for making staff aware of any risk assessments relating to the activities they undertake.</p>	

	<p>The headteacher is responsible for reviewing risk assessments when significant changes occur or yearly as a minimum.</p> <p>Reference links:  <a href="#">HSE Risk assessment: A brief guide to controlling risks in the workplace</a></p>	
Science	<p>For all science related activities we will follow guidance produced by CLEAPSS. Staff in school carrying out science activities will be trained and competent to carry out their role. We will follow guidance set out in the current 'Be safe – health and safety in primary school science and technology' – published by The Association for Science Education (ASE). This can be found in the staff room.</p> <p>Reference links:  <a href="#">CLEAPSS – Primary Site</a>  <a href="#">CLEAPSS – Secondary Site</a>  <a href="#">Association for Science Education (ASE)</a></p>	
Security	<p>Signpost to school's Security Policy. No public access to areas with children present unless they have been signed in.</p>	
Smoking	<p>NO site specific policies.</p> <p>Reference links:  <a href="#">Smokefree England</a>  <a href="#">HSE Smoking at work</a></p>	
Work-related stress and mental wellbeing	<p>Staff would speak to Headteacher if they are experiencing any problem. Occupational Health referrals made by Head to gain advise for staff.</p> <p>Reference links:  <a href="#">HSE Work related stress microsite</a>  <a href="#">HSE Tackling work-related stress using the Management Standards approach (workbook)</a>  <a href="#">HSE How to tackle work-related stress: A guide for employers on making the Management Standards work</a></p>	

Topic	Action/Arrangements	Responsibility of:
Swimming Lessons (Public pool)	Swimming lessons take place at the public pool and subject to Risk Assessments from the pool and getting to and from it.	All Staff

Trees	Caretaker visually checks condition of trees especially after adverse or severe weather. WES then cut down dead trees.	Caretaker
Traffic management On-site vehicle movements	Caretaker is responsible for locking/unlocking access gates. Parents are not allowed to park on site unless in need of disabled bay.	Caretaker
Violence and aggression, Prevention of work-related...	<b>Violence to staff (may cross-refer to behaviour policy)</b> All staff at the school have the right to be treated with dignity and respect. The school therefore will not tolerate any acts of violent or aggression towards its staff. Staff are encouraged to report all incidents of verbal and physical violence and aggression to the Head teacher. <u>Reference links:</u> <a href="#">HSE Preventing workplace harassment and violence</a> <a href="#">HSE Violence at work</a>	
Visitors	Visitors come through the main Reception entrance and are given visitor badges. Visitors are informed about health and safety information for the site-verbally told by office staff and visitors leaflet. A Day to Day Routines Doc is provided for volunteer visitors. Any specific arrangements for school plays, parents evening etc- always do housekeeping ie. Fire exits	Admin
Water Hygiene (Legionella) and Water Systems	The water hygiene (legionella) risk assessment and log book is kept in caretaker's office. The caretaker is responsible for carrying out - monthly water hygiene testing weekly flushing of infrequently used outlets <u>Reference links:</u> <a href="#">HSE Legionella and Legionnaires' Disease microsite</a>  <a href="#">HSE Legionnaires' Disease: Approved Code of Practice and guidance on Regulations</a> <a href="#">HSE Legionnaires' Disease: A brief guide for duty holders</a>	Premises
Welfare facilities and wellbeing of staff and pupils	In order to comply with welfare regulations, the school will provide for employee and pupil wellbeing: <ul style="list-style-type: none"> <li>• toilets and hand basins, with soap and towels or a hand-dryer;</li> <li>• drinking water;</li> <li>• a place to store clothing (and somewhere to change if special clothing is worn for work);</li> <li>• somewhere to rest and eat meals.</li> </ul>	



	<ul style="list-style-type: none"> <li>• To ensure a healthy working environment, will we ensure there is: <ul style="list-style-type: none"> <li>○ good ventilation – a supply of fresh, clean air drawn from outside or a ventilation system;</li> <li>○ a reasonable working temperature;</li> <li>○ lighting suitable for the work being carried out;</li> <li>○ enough room space and suitable workstations and seating</li> </ul> </li> </ul> <p>Reference links:  <a href="#">HSE Welfare at work: Guidance for employers on welfare provision</a>  <a href="#">DfE Advice on standards for school premises: For local authorities, proprietors, school leaders, school staff and governing bodies</a></p>	
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Topic	Action/Arrangements	Responsibility of:
Work Experience	<p>The Head teacher is responsible for carrying out inductions and risk assessments.</p> <p>Head or Admin assistant</p> <p>Staff monitor/supervise work experience pupils whilst on site. Ideally meet these students before they start.</p> <p>Reference links:  <a href="#">HSE Work experience microsite</a></p>	Head
Work at Height	<p>Foot stools and small step ladders are available to staff.</p> <p>Staff must not stand on tables etc. They must carry out pre- use visual checks. No high ladders to be used by staff, only caretaker when not on his own and these will not be above 6 feet and he must have three points on the ladder.</p> <p>Reference links:  <a href="#">HSE Working at height: A brief guide</a>  <a href="#">HSE Safe use of ladders and stepladders: A brief guide</a> <a href="#">HSE WAIT Toolkit</a></p>	

