



# St Benet's RC VA Primary School



# Health and Safety Policy

*(Read in conjunction with COVID-19 Risk Assessments)*

Safeguarding pervades all aspects of school life and therefore will be reflected in the way the school is organised and the in the way policies are written and implemented.

For the purposes of compliance with the Health & Safety at Work etc. Act 1974, and all legislation enforced under the HSW Act, the Governing Body, as the employer, has adopted the principles set out in Sunderland Council's Health and Safety Policies in the formation of the school Health and Safety Policy.

This policy is a supplement to, and not a substitution of, the City of Sunderland's Corporate Health & Safety Policy and the Health & Safety Policy of the Children's Service's Department (Sunderland LA).

The purpose of this policy is to indicate the organisation and management arrangements for applying these policies at a local level within St Benet's RC VA Primary School.

This policy will be reviewed by the Headteacher and the Governing Body in Autumn term following the start of the each academic year.

Each member of staff will be issued with a copy when joining the staff of the school. It is part of the Induction process. The policy will be available to all staff at all times the School Network.

### Contents

Part 1	General Statement
Part 2	Organisation & Management Arrangements
<b>Part 3</b>	<b>Procedural Arrangements</b>

### **Roles and Responsibilities:**

It is recognised that ultimately the Governing Body and Headteacher are responsible. However, roles and responsibilities have been designated to various staff;

**Premises Manager:** Paul Lawrence (Site Supervisor)

**Samo:** Paul Lawrence (Caretaker)

**VSE assessor:** Jo Dooley (School Business Manager)

**First Aiders (First Aid at work):** Tracey Ward and Dan Alderson

**Paediatric First Aiders (Including AED training):** Dan Alderson, Lynne Crawford, Helen Shaw, Suzanne Shields, Tom Rose, Janine Binns, Kelly Wilkinson, Tracey Ward, Kath Smith, Leanne Watchman, Mary Ellis, Joanne Fannen, Sarah Fraser, Danielle Wright, Victoria Gilmore and Rachael Taylor

**Management of medication:** Joanne Fannen, Lynne Crawford, Helen Shaw, Kath Smith and Victoria Gilmore

## PART I

### **GENERAL STATEMENT**

1. The Governing Body and Headteacher recognise and accept their respective responsibilities under the Health & Safety at Work Act 1974 and, as an employer, is committed to providing a safe and healthy workplace for all its employees.
2. The Governing Body, Headteacher and all staff will, individually and collectively, take all steps within their power, where reasonably practicable, to meet their responsibilities, paying particular attention to the provision and maintenance of:
  - a. Plant, equipment and systems of work, that are safe;
  - b. Safe arrangements for the use, handling, storage and transport of articles and substances;
  - c. Sufficient information, instruction, training and supervision to enable all employees to avoid hazards and contribute positively to their own health & safety at work;
  - d. A safe place of work and access to it;
  - e. A healthy working environment and adequate welfare facilities.
3. Although it is the duty of the Governing Body and Headteacher to ensure the health, safety and welfare of all persons, nevertheless all employees acting in a managerial capacity are responsible for ensuring that all persons under their charge comply with this Health & Safety Policy, at all times.
4. Children's Service's Health & Safety Co-ordinator provides competent technical advice on health and safety matters, where necessary to assist such employees in their task.

## PART 2

### **ORGANISATION & MANAGEMENT ARRANGEMENTS**

- |           |  |
|-----------|--|
| Section 1 | The Governing Body                     |
| Section 2 | The Headteacher/Assistant Headteachers |
| Section 3 | All Employees                          |
| Section 4 | Safety Representatives                 |

## **Section 5 Legal Framework**

### Improvement and Prohibition Notices

#### (Section 1) The Governing Body

Will:

- Make themselves aware of Children's Service's Health & Safety Policy and ensure that copies are maintained and accessible in school.
- Ensure that there is an effective policy for health and safety within school (This School Health & Safety Policy) and that a copy has been issued to all members of staff. Copies are shared via email, our school server or hard copies.
- At least annually, or when necessary, monitor and review the effectiveness of this policy and ensure that any revisions are made, seeking advice from the LA where necessary.
- Ensure that the headteacher and staff take steps to evaluate all significant risks to the health and safety of any person who may be affected by any work carried out on the premises by;
  - Developing generic risk assessments provided by the LA.
  - Taking account of reports from monitoring provided by the LA
  - Reviewing the application of this policy from time to time and at least annually
- Ensure that health and safety functions of all staff are clearly described within job descriptions.
- Support the headteacher by promoting a culture in which all staff are made aware of the importance of managing health and safety risks. This is achieved by; involving staff with risk assessment, investigating accidents, communicating via staff meetings, notice boards, circulation of minutes, liaison with union reps, safety inspections and appropriate training.
- Advise the LA of, and obtain advice on, the control of any significant health and safety risks which exist and which the Governors cannot remedy due to insufficient finance.
- Ensure, through the LA, that all liability is covered by adequate insurance.

#### (Section 2) The Headteacher/Deputy Headteachers

Will:

- Within their level of responsibility and with the resources available to them have responsibility for discharging the LA's duties in relation to the management of health and safety in School on a day-to-day basis.
- Ensure that a written copy of the School's Health & Safety Policy is prepared for approval by the Governing Body and issued to each member of staff in the School.
- Have day-to-day responsibility on behalf of the Governing Body to ensure that this Policy is understood, implemented and complied with at all times and at all levels.
- Take a direct interest in the Policy and support the Governing Body with any monitoring and review.
- Arrange with officers of Children's Services for any safety induction or subsequent training found to be necessary.
- Co-operate fully in the training of Safety Representatives and arrange consultation procedures as appropriate.
- Familiarise themselves with Children's Service's Health & Safety Policy and ensure that where relevant, the arrangements for the management of areas of health and safety in school are formalised in Part 3 of the School's Policy, i.e. Risk Assessment, Accident reporting, First Aid, Fire/Evacuation, Control of Contractors, Management of Asbestos etc.
- Ensure, where reasonably practicable, that only safe working practices are used, in order to provide maximum safety for all personnel under their charge.
- Liaise with the Safety Representative on the Governing Body, concerning health and safety matters and welfare at work and advise the headteacher accordingly.
- Maintain good housekeeping standards in their school at all times.

(Section 3) All Employees

Will:

- Ensure, where reasonably practicable that only safe working practices are used by them and persons who are under their charge.
- Ensure that any health and safety problem, which cannot be resolved, is raised quickly with the Headteacher.

- Make themselves familiar with the Safety Policy (including risk assessments) of the School and that of their respective department including any safety rules and codes of practice that have been established.
- At all times, make full use of appropriate safety equipment and protective clothing and make full use of appropriate safety devices.
- Report any accidents, unsafe working practices or systems of work, which develop contrary to instructions, unsafe working conditions, damage to plant, machinery or equipment to the Headteacher.
- Take reasonable care of the safety of himself/herself and of other persons who may be affected by his/her acts or omissions at work.
- Co-operate with the School's management so as to enable it to carry out its own responsibilities.
- Not intentionally or recklessly interfere with or misuse anything provided' in the interests of health and safety or welfare by the LA and/or the School.

#### (Section 4) Safety Representatives

Where trade union representatives request to appoint a member of staff as a Union Safety Representative, the school will afford them this facility in accordance with the Safety Committees & Safety Representatives Regulations 1977. Also, non union representatives are entitled to be represented under the Health & Safety (Consultation with Employees) Regulations 1996.

The Headteacher will:

- Ensure that the management and employees of the School co-operate effectively in promoting and developing measures for health, safety and welfare at work, in consultation with appointed representatives and afford them sufficient paid leave of absence for the purpose of fulfilling their duties.
- Identify Union Safety Representatives on the HSE Health & Safety Law Poster, displayed in the school and below.

#### Appointed Union Safety Representatives

(The unions /associations have not requested representation)

(Section 5) Legal Framework (Aided Sector Only)

The following is a brief guide to the legislation for the benefit of all staff at the School

- Health and safety legislation is enforced by the Health & Safety Executive, in accordance with the requirements of the Health & Safety at Work Act etc. 1974 and other relevant legislation.
- Under this criminal law, the Governing Body is ultimately responsible for health and safety in the School. Sunderland Local Authority has provided all schools with a framework for health and safety management and the Diocese recommend that headteachers and governors in the Voluntary Aided Sector should work within this to ensure compliance with health and safety. It includes the development and maintenance of policies, and the provision of guidance, on the management of foreseeable risks to health and safety in schools including those associated with building maintenance. This management system is clearly set out, in Children's Service's Health & Safety Policy.
- The LA will monitor standards of health and safety in schools, in particular ensuring adequate risk assessments are developed in accordance with generic guidance. The LA also remains responsible for reporting accidents and ill health resulting from the work activity in schools.
- Headteachers and school staff, as employees of the LA should implement policies and procedures described in Children's Service's Health & Safety Policy.
- They are also advised to co-operate with the LA's monitoring procedures and report any matters that may jeopardise their ability to comply with health and safety legislation. Essentially, how these Policies are applied in your school are described in this document the School Health & Safety Policy.
- Section 7 of the Act 1974 places a duty on all employees of the School to take reasonable care to ensure that their acts or omissions at work do not adversely affect the health and safety of themselves or other persons.
- You are also required to co-operate as far as is necessary so that the Governing Body can comply with any duties or requirements placed on them by any of the relevant statutory provisions
- A person who does not co-operate as necessary may be liable to prosecution by the Health & Safety Executive. Employees are advised that the commission of an offence carries a penalty, on summary conviction, at a magistrates court of a fine up to £20,000 for each

breach of Sections 2-6 of the HASAWA (up to £5,000 for breaches of Regulations).

### HM Inspectors of Health & Safety

- Inspectors may enter school premises at any time, without notice, but in practice they would usually notify Children's Service's Health & Safety Co-ordinator of a proposed visit to a school.
- Section 21 of the Act empowers a duly appointed Inspector under the Act to serve any person an Improvement Notice stating the he/she is contravening the Act of one or more of the statutory provisions and requiring the person to remedy the contravention within a specific time limit.
- Section 22 of the Act empowers an Inspector to issue a Prohibition Notice upon any person in control of activities, which constitute an immediate risk of serious personal injury. The Notice prevents the activity from taking place until the risk has been re-assessed and reduced.
- The Headteacher will advise the school's Chair of Governors and Children's Service's Health & Safety Co-ordinator immediately of any visit (announced or otherwise) by an Inspector from the Health & Safety Executive.
- Any person receiving an Improvement Notice, a Prohibition Notice or a Notice of Prosecution must immediately inform the Headteacher, who will, immediately, inform the Director of Children's Service's and the Chair of the Governing Body.

### PART 3

### **PROCEDURAL ARRANGEMENTS**

1. The Management of Health & Safety in St Benet's RC VA Primary School
2. Risk Assessments
3. Workplace Requirements
4. Control & Management of Contractors & Reporting Repairs
5. Management of Asbestos (Where relevant)
6. Violence & Aggression: Reporting Procedures
7. Accident Reporting
8. First Aid Arrangements
9. Provision & Use of Work Equipment



10. Display Screen Equipment
11. Personal Protective Equipment
12. Manual Handling of Inanimate Objects
13. Moving & Assisting People
14. Fire: Precautions & Emergency Procedures
15. Control of Substances Hazardous to Health
16. Electricity at Work
17. Prevention & Control of Legionella
18. Boiler & Electrical Room Safety & Maintenance of Heating Plant
19. Playground Safety
20. Vehicle Movement on School Premises
21. Visits to Farms
22. Outdoor educational guidelines and school visits
23. Arrangements for New Staff
24. Further technical information and advice

## **1. The Management of Health & Safety in St Benet's RC VA Primary School**

The Headteacher and staff recognise that like any work activity health and safety has to be managed proactively in school. The ultimate aim is to reduce the incidence of work related accidents, and ill health that may otherwise affect employees and visitors. The health and safety of children is particularly important given their inexperience and different perception of risk.

Apart from the moral and legal duties, failure to do so, results in civil claims costs for accidents and ill health against the school and the LA. The majority of these costs are not met by insurance, but from LA funds, which reduces financial resources available to all schools.

All staff are responsible for contributing to this proactive culture by applying the principles of this Policy. Health and Safety is a standard item on regular staff meetings and this contributes to open discussion about issues in School. Liaison is achieved with the Governors by making minutes of meetings available. A staff Governor represents the staff on the Resources Committee. The Site manager is co-opted onto this committee.

Advice on the technical aspects of health and safety and training is available from Children's Service's Health & Safety Department, Lisa Scott, Health and Safety Technical Assistants, Human Resources and Organisational Development, Chief Executive's Office, Sunderland City Council, Civic Centre,

Sunderland, SR2 7DN on telephone number 0191 561 2388.

## **2. Risk Assessments**

The School has followed the LA's guidance in Education & Community Service's Health & Safety Policy and developed generic risk assessments so that they are specific to the School. These are attached as an Annex to this Health & Safety Policy so that all staff know how to ensure their health and safety and that of others. Any queries should be raised with the headteacher.

## **3. Workplace Requirements**

For guidance on areas such as temperature, space, toilet facilities, lighting etc staff should consult Section 3.4 of Children's Service's Health & Safety Policy.

## **4. Control & Management of Contractors & Reporting Repairs**

Only contractors approved by the Council and/or the Diocese of Hexham and Newcastle can be used to carry out maintenance and construction work in school. A copy of the Approved List is in Section 3.5 of Children's Service's Health & Safety Policy. If a contractor is employed directly (not through Property Services) the Headteacher is responsible for seeking approval from LA and liaising with the Contractor regarding on site risk assessment. Support is available from the Health & Safety Unit.

Staff are responsible for reporting any outstanding repairs to the Headteacher, School Business Manager or Caretaker. In particular, repairs to floor surfaces must be reported promptly and action taken to make areas safe on a temporary basis.

## **5. Management of Asbestos in School**

The Site Supervisor, Paul Lawrence, carries out a yearly asbestos check. At present there is no known asbestos on the school site. Known or noticed changes are reported to the LA.

## **6. Violence & Aggression: Reporting Procedures**

The LA is committed to reducing the incidence of verbal and physical abuse towards staff in schools. Consequently, the School has adopted the LA's definition of violence at work; "any incident where a member of staff is abused, threatened or assaulted in circumstances relating to their work". Staff must report these incidents using the Violence at Work report forms held in the School office. The Headteacher will discuss the incident and any follow up action and support required from the LA with the member of staff.

## **7. Accident Reporting**

All accidents to employees, visitors and pupils must be reported on the Council's Incident Report Form which is available on-line. Tracey Ward, Admin Assistant will assist in the completion of these forms. All incidents should be reported to Jo Dooley, School Business Manager.

## **8. First Aid Arrangements**

There are several first aiders in school. Copies of their certificates are held in school. Most first aid equipment is held in the medical cupboard but all lunch time staff carry bum bags for essential first aid during the lunchtime period. Staff must observe the procedures in place.

## **9. Provision & Use of Work Equipment**

All work equipment must be suitable for the purpose for which it is intended and must not present a risk to the health and safety of the user or other people. Our risk assessment has shown that only work equipment, which presents a significant risk, is the use of ladders by the Caretaker who has received appropriate information, instruction and training in the use of ladders and mobile tower scaffold.

## **10. Display Screen Equipment**

All Staff have been issued with information about the risks associated with DSE use and understand how to control these risks.

## **11. Personal Protective Equipment**

The Headteacher, Ann Blakey, will arrange for the School to purchase PPE for any employee, if it is determined necessary as a result of risk assessment, to ensure the health and safety of that person. It is recognised that PPE is the last line of defence and other control measures should be considered in the first instance.

## **12. Manual Handling**

All manual handling tasks are eliminated or the risk to those involved reduced as far as is reasonably practicable by changing the work organisation (e.g. storage arrangements), use of mechanical aids etc. The Site Supervisor, Paul Lawrence, carries out the majority of manual handling and has received specific health and safety training in this respect.

## **13. Moving & Assisting People (*where appropriate*)**

The school currently has 0 children with special needs where moving and assisting people is necessary. However, should any such pupils be admitted to school then any staff who may have occasion to lift those

children will be provided with appropriate training by Education & Community Services.

#### **14. Fire Precautions**

Staff must ensure that fire escape routes and final exit doors are kept clear at all times.

Art work must not cover emergency signage or fire alarm call points.

Fire drills are carried out each term and a different exit is blocked on each occasion. **Please make time to familiarise yourself with evacuation routes and notices.**

A twice yearly maintenance of the fire alarm and emergency lighting system is carried in accordance with an SLA with Interlex.

A record of risk assessment, tests and procedures is held in the school office.

Key Staff received fire warden training (October 2017). On line training was completed in March 2022. (lasting until March 2025)

#### **15. Control of Substances Hazardous to Health**

Only the Caretaker, Paul Lawrence, and cleaning staff use chemicals and substances classified under the COSHH Regulations. Paul Lawrence has been provided with specific COSHH Risk Assessments and training so that he knows how to control risks to his health.

#### **16. Electricity at Work**

The mains electrical system is tested every 5 years in accordance with an SLA provided through Interlex. (Completed February 2022)

Portable electrical equipment is subject to periodic examination and test by - Portable Appliance Testing, Castletown. PAT testing is carried out annually. (Completed October 2022 scheduled again in October 2023)

Staff or visitors must not bring electrical equipment from home for use at work unless it has been subject to satisfactory examination and test.

#### **17. Prevention & Control of Legionella**

As part of a Service Level Agreement, the Council's Property Services Section carry out an annual risk assessment to determine what cleaning and disinfection is required to the water system in school. That treatment is carried out by an approved contractor monthly. The copy certificate is held in the School Business Manager's office. 30<sup>th</sup> August 2023. Our

online training by key staff was completed in March 2022 lasting until March 2024.

### **18. Boiler & Electrical Room Safety & Maintenance of Heating Plant**

As part of a Service Level Agreement, Interlex carry out an annual risk assessment to determine what servicing and maintenance is required to the heating plant. Copies of service records are held in the school office.

Boiler Plant and Electrical Rooms must not be used as storage areas and are out of bounds to pupils and staff. These areas are identified by safety signage and kept locked at all times.

### **19. Playground Safety/sports equipment**

All staff are responsible for the safety of children in the playground. There is always supervision by several staff with a first aider on duty. No child may leave the premises to retrieve balls etc. Any person on the outer perimeter fence should be questioned by staff and anyone who has concerns must immediately report this to the Headteacher.

Children sometimes play too boisterously or roughly and this should be channelled into games or other activities. Children must be supervised on the climbing equipment at all times. The quality of the playground surface is regularly reviewed by the Site Supervisor. However, staff should report damage or tripping hazards immediately to Paul Lawrence (Site Supervisor), Jo Dooley (School Business Manager) or Ann Blakey (Headteacher).

The outdoor Trim Trail is inspected annually by Playdale (the company who installed this equipment) - – last completed on 10<sup>th</sup> Aug 2023. The certificate is held in the SBM's Office.

SportsSafe UK complete an annual inspection of internal sports equipment – last completed on 7<sup>th</sup> Sept 2023. The certificate is held in the SBM's Office.

### **20. Vehicle Movement on School Premises**

Only staff and visitors are allowed to park in the car park. Staff must park in allocated bays. Staff should be careful to observe lorries or delivery vans at all times. If staff notice any vehicle causing obstruction – particularly on the paths, they must report this immediately to Paul Lawrence (Caretaker), Jo Dooley (School Business Manager), or Ann Blakey (Headteacher).

Our school minibus is parked securely every night and on a weekend. We have an annual SLA with Sunderland LA including MOTs, services, safety inspection and holiday storage.

### **21. Visits to Farms**

Information about visits to farms is contained in the Children's Service's Health & Safety Policy.

## **22. Outdoor Education Guidelines & School Trips**

The Department's Health & Safety Co-ordinator and staff at Derwent Hill Centre have prepared a comprehensive set of guidelines. These are set out in the Education & Community Service's Health & Safety Policy. The school has appointed Educational Visit Co-ordinators, Dan Alderson and Jo Dooley who have had EVC training.

School trips must be authorised by the Headteacher and are subject to formal risk assessment, parental consent and insurance arrangements.

The school administration team will make transport arrangements with an approved coach company. Details and information must be discussed with the headteacher so that appropriate risk assessment can be made and authorisation given for the visit.

## **23. Arrangements for New Staff**

All new staff are issued with and given a brief introduction to this policy by our Admin Team as part of their induction. Any queries should be directed in the first instance to the Headteacher.

## **24. Further Technical Information & Advice**

More detailed information on all of these arrangements is contained in the Children's Service's Health & Safety Policy, a copy of which is held in the school office. A separate copy for use by Governors and Teaching Staff is held in the Staffroom.

If technical advice is required then any member of staff can contact:

Children's Service's Health & Safety Department:

Paul Elliott – [paul.elliott@sunderland.gov.uk](mailto:paul.elliott@sunderland.gov.uk) - 07443 202 531

Lisa Scott – [lisa.scott@sunderland.gov.uk](mailto:lisa.scott@sunderland.gov.uk) – 07767434842

John Mountford – [john.mountfords@sunderland.gov.uk](mailto:john.mountfords@sunderland.gov.uk) - 07860 523 112

Senior Health & Safety Advisors, Corporate Services, Sunderland City Council, City Hall, Plater Way, Sunderland, SR1 3AA.

**Revised by: Head, staff & governors: September 2023**

**Next Review: Autumn 2024 or sooner if regulations / circumstances change**