



Health and Safety Policy

"With Jesus as our guide; we live, love and learn together."

This statement is issued in accordance with the **Health and Safety at Work Act (1974)** and the **Management of Health and Safety at Work Regulations (1999)**. The School's Health and Safety Policy accompanies and compliments that of Sandwell LA's "**Organisation & Arrangements for Health & Safety At Work**" (March 2004).

We recognise that as a Voluntary Aided School, the **Governing Body is the employer** of the School's staff and retains **overall responsibility** for Health and Safety.

The health and safety of our **employees** and **pupils** is of paramount importance. We aim to provide and maintain safe and healthy working conditions, equipment and systems of work for all our employees and pupils, and to provide them with the necessary information, instruction and training to achieve this aim.

We accept our responsibility for the health and safety of **other persons** who may be affected by our activities, i.e. parents, contractors, and other visitors.

The Health and Safety at Work Act 1974 requires **all staff**, including supply staff and contractors working on the School premises, to **conduct themselves in a manner in which they pose no risk to their own or any other person's health and safety**.

The Governing Body recognises that achieving and maintaining high standards of safety requires that the School's management, staff, pupils, visitors and contractors are aware of and discharge their respective responsibilities. The objectives of this safety statement can only be achieved through the **support and cooperation of employees** and **all other persons who use the premises**.

We recognise the importance of employer/employee **consultation** on matters of health and safety, and the value of individual consultation prior to allocating specific health and safety functions.

The Governing Body has a commitment to **continuous improvement** and **seeks to measure, audit and review its performance** in all matters of health and safety.

The arrangements set out below are designed to implement the **general aims** of Holy Name Catholic Primary School.

Chair of Governing Body

Date _____

General Guidelines

It is the policy of the Governing Body, so far as is reasonably practicable, to:

- establish and maintain a safe and healthy environment throughout the school in compliance with statutory requirements;
- establish and maintain safe systems of working among staff and pupils;
- maintain the cleanliness and state of repair of the building;
- provide safe plant and equipment;
- make arrangements for ensuring safety and absence of risks to health in connection with the use, handling, storage and transport of dangerous materials and substances;
- manage and maintain the use of personal protective equipment;
- ensure the provision of sufficient information, instruction and supervision to enable all employees, pupils, contractors, visitors and others to avoid hazards and follow the school safety procedures (e.g. through the display of Health & Safety notices around the school, induction, etc.) and to ensure that they have access to health and safety training as appropriate;
- maintain all areas under the control of the Governors and Head Teachers in a condition that is safe and without risk to health and to provide and maintain means of access to and egress from that place of work that are safe and without risk;
- formulate, practice and maintain effective procedures for use in case of fire and for evacuating the school premises;
- provide adequate statutory first aid facilities;
- lay down procedures to be followed in case of accident, and carry out detailed reporting and investigation of all accidents and dangerous occurrences to persons and/or property to prevent a recurrence;
- teach safety as part of pupils' duties where appropriate;
- provide consultative processes to monitor and review the effectiveness of Health and Safety measures;
- provide and maintain adequate resources and welfare facilities, and liaise with the Diocesan Schools Commission, Sandwell L.A., the Health and Safety Executive and other official bodies with the aim of continuously improving all aspects of health and safety at work.

Responsibility of the Governors and Head Teachers

The Governors and Head Teacher are responsible for implementing this policy within the school. In particular they will:

- monitor the effectiveness of the safety policy and the safe working practices described within it and shall revise and amend it, as necessary, on a regular basis;
- implement the Local Authority's accident reporting procedure (i.e. to notify the LA and the Health and Safety Executive of major accidents and dangerous occurrences) and draw this to the attention of all staff at the school as necessary;

- prepare an emergency evacuation procedure and arrange for periodic practice evacuation drills (normally at least once a term) to take place and for the results of these to be recorded;
- make arrangements to draw the attention of all staff employed at the school to the school safety policies and procedures and of any relevant safety guidelines and information issued by the Authority;
- make arrangements for informing staff and pupils of relevant safety procedures. Other users of the school will be appropriately informed;
- ensure that regular safety inspections are undertaken. (A Health & Safety team will inspect all school premises and property once a term.);
- arrange for the withdrawal, repair or replacement of any item of furniture, fitting or equipment identified as being unsafe by the Health and Safety inspection team;
- report to the L.A. Property Services Department any defect in the state of repair of the buildings or their surrounds which is identified as being unsafe and make such interim arrangements as are reasonable to limit the risk entailed. N.B. The Governing Body will deal with all aspects of maintenance which are under their control. Report to the Director of Education any other situation identified as being unsafe or hazardous and which cannot be remedied within the financial resources available to them;
- monitor, within the limits of their expertise, the activities of contractors (in liaison with the staff of the Sandwell L.A. Property Services Department), hirers and other organisations present on site, as far as is reasonably practicable;
- identify any member of staff having direct responsibility for particular safety matters and any member of staff who is specifically delegated to assist the Governors and Head Teachers in the management of health and safety at the school. Such delegated responsibility must be defined as appropriate.

The **Head Teacher** will be responsible for the day-to-day implementation of the Governing Body's policy and procedures and will act swiftly without recourse to the sub-committee in cases where persons may be at risk. The Head Teacher will:

- be responsible and accountable to the Governing Body for the implementation of the School's Health and Safety policy;
- ensure that there are clear lines of communication within the school;
- ensure that procedures are in place to deal with all matters relating to health, safety and welfare within the school;
- be responsible for ensuring that all new, amended or updated material regarding Health & Safety matters is brought to the attention of the Environment Committee;
- seek expert advice where it is required;
- act as the School's Health and Safety Co-ordinator (unless this role is delegated to another member of the Senior Management Team);
- be a member of the Governing Body's Environment Committee whose responsibility is Health & Safety.

The **Health and Safety Co-ordinator** is responsible for the day-to-day co-ordination of the School's Health and Safety Policy to include:

- regular inspections and risk assessments;
- liaising with contractors;
- initiating action on reported hazards and accidents;
- fire and emergency procedures;
- co-ordinate arrangements for the dissemination of information and for the instruction of employees, students, pupils and visitors on safety matters and to make recommendations on the extent to which staff are trained;
- maintaining an accurate record of completed training on Health and Safety issues for current staff. Temporary, part-time and supply staff must be informed of their responsibilities and the school's agreed policy **prior** to the commencement of their duties.

N.B.







The above role must not be confused with that of the **Health and Safety Representative** which is a trade union appointment to enable the representation of staff interests in health and safety matters. Although Health & Safety Representatives have no legal responsibilities at all, they have the right to carry out inspections and investigations, and to make reports to the Head Teachers etc. ***This post is currently vacant.***

The School's Health and Safety Representatives are:

Trade Union/Area Represented	Persons Responsible:
NUT	
NAS/UWT	
Unison	

Organisation & Key Personnel at Holy Name Catholic Primary School and Children and Family Services

Head Teacher and Deputy Head (with overall responsibility for H & S)	Mr Andrew Neenan
Health & Safety Coordinator	Mr Andrew Neenan
Site Manager	Mr Matthew Brown
Governor with responsibility for Health & Safety	Mr John Concannon
Premises Committee	Chair: Mrs. John Concannon Mrs Samantha Kolar

<p>Health & Safety Officers Education and Children and Family Service</p> <p>Central Health and Safety Unit 0121 569 3807 or 3804</p>	Julie Haden, Health and Safety Officer	
		0121 569 8328
		Sandwell Council House Oldbury
		chris_williams@sandwell.gov.uk
	Kevin Jeavons, Health and Safety Officer	
		0121 569 3789
	Sandwell Council House Oldbury	
	kevin_jeavons@sandwell.gov.uk	

Responsibilities of staff towards pupils and others in their care

All staff are responsible for the health and safety arrangements in relation to staff, students, pupils and volunteer helpers under their supervision. In particular, they will monitor their own work activities and take all reasonable steps to:

- exercise effective supervision over all those for whom they are responsible, including pupils. Classes should not be left unattended. Small groups may be asked to do tasks without direct supervision, such as taking messages etc., within the general supervised environment of the school.
- be aware of and implement safe working practices and to set a good example personally;
- identify actual and potential hazards and introduce procedures to minimise the possibility of mishap;
- ensure that any equipment or tools used are appropriate to that use and meet accepted safety standards;
- provide written job instructions, warning notices and signs as appropriate;
- provide appropriate protective clothing and safety equipment as necessary and ensure that these are used as required;
- minimise the occasions when an individual is required to work in isolation, particularly in a hazardous situation or on a hazardous process;
- evaluate promptly and, where appropriate, take action on criticism of health and safety arrangements;
- provide the opportunity for discussion of health and safety arrangements;
- investigate any accident (or incident where personal injury could have arisen), and take appropriate corrective action;
- provide for adequate instruction, information and training in safe working methods and recommend suitable "off the job" training;
- where private vehicles are used to transport children to and from school functions, staff should ensure that the vehicle is adequately insured, and that

child restraints and seats appropriate to the age of the children concerned are used and that parents have given consent.

- ensure that only tools that can be supervised are available, with pupils only using tools with which the teacher is familiar.
- ensure that there is an efficient system for the storage of equipment which should be clearly labelled.
- in the interests of fire safety ensure that displays and decorations are not suspended above heaters or attached to light fittings.
- teaching staff should never add or alter wiring or replace fuses; report any needs to the caretaker.

N.B. When any member of staff considers that corrective action is necessary, but that action lies outside the scope of their authority, they should refer the problem to the Head Teacher.

Responsibilities of all Employees

All employees have a responsibility under the Act to:

- take reasonable care for the health and safety of themselves and of any person who might be affected by their acts or omissions at work;
- understand and obey all safety rules, procedures and safe working practices applicable to their posts. (Where in doubt, they must seek immediate clarification from the Head Teacher);
- check that areas and equipment are safe before commencing an activity (e.g. the school field, the playgrounds, the school hall following dinner time, etc.);
- be sensibly and safely dressed for working conditions;
- stop any practice, or use of any plant, tools, equipment or machinery which is unsafe;
- not interfere with or misuse anything provided in the interests of health, safety and welfare;
- ensure that tools and equipment are in good condition and report any defects to the Head Teacher;
- use protective clothing and safety equipment provided and ensure that these are kept in good condition;
- ensure that offices, general accommodation and vehicles are kept tidy;
- report any hazard, malfunction or potential danger to the Head Teachers
- report all accidents, whether or not an injury occurs, and ensure that they are recorded in the school accident folder by completing a **“Health & Safety Incident Report Form”** (SHW012) as soon as practically possible;
- avoid improvisation which could create unnecessary risks;
- attend relevant training courses;
- encourage pupils and visitors to comply with the Health and Safety Policy.
- Avoid use of glass/breakable containers etc. in areas used by pupils.

WHENEVER AN EMPLOYEE BECOMES AWARE OF ANY POSSIBLE DEFICIENCIES IN HEALTH & SAFETY ARRANGEMENTS, THESE MUST BE BROUGHT TO THE ATTENTION OF THE HEAD TEACHER.

Please note the following:-

1. It must be realised that *newly appointed employees* could be particularly vulnerable to any risk and it must be ensured that all relevant health and safety matters are drawn to their attention at an early stage;
2. Whilst it is a management responsibility to instruct all employees in safe working procedures in relation to their posts and work places, employees may from time to time find themselves in *unfamiliar environments*. In such cases, the employee concerned should be particularly alert for hazards, and whenever possible, ensure they are accompanied by a person familiar with the environment or that they are advised of specific hazards;
3. All *volunteer helpers* will be expected, as far as reasonably possible, to meet the same standards required of employees.

Responsibilities of Pupils

All pupils are expected, within their expertise and ability, to:

- exercise personal responsibility for the safety of themselves and their fellow pupils;
- observe standards of dress consistent with safety and/or hygiene (this would preclude unsuitable footwear, jewellery, knives and other items considered dangerous);
- observe all the safety rules of the school and in particular the instructions of the teaching staff in the event of an emergency;
- use and not wilfully misuse, neglect or interfere with things provided for safety purposes.

N.B.

The Governors, Head Teacher and staff will make pupils (and where appropriate the parents) aware of these responsibilities through direct instruction, notices and the school handbook.

Visitors

Regular visitors and other users of the premises (e.g. contractors and delivery men) are expected, as far as reasonably possible, to observe the safety rules of the school.

REPORTING, MONITORING AND REVIEWING SAFETY

Any person on the school premises has a duty to report to the Head Teachers (or the appointed representative) any item of concern relating to Health and Safety.

The Environment (Health and Safety) Committee of the Governing Body will meet each term and engage fully in the active monitoring of Health & Safety policy and procedures. Governors will be kept familiar with documents and records relating to Health & Safety held within the school, and have a good understanding of Health & Safety issues relating to particular activities and locations.

The Governing Body will review the contents of this Policy Statement and its effectiveness on an annual basis or more frequently should the need arise, e.g. on the publication of new regulations or on the receipt of new documentation from the LA, and to reflect the changes in the nature of the activities and the size or complexity of the school.

This policy has immediate effect from the date shown below.

Compiled by:
Signed: (Chair of Governors)
Approved by full Governing Body on:

Review date:	Signed:
Review date:	Signed:
Review date:	Signed:
Review date:	Signed:
Review date:	Signed:

Arrangements for Health and Safety

1. RISK ASSESSMENT

Risk assessment and risk control are central to safety management.

At Holy Name Catholic Primary School, we conduct risk assessment by:

- undertaking a Health & Safety audit of the school premises each term (Head Teacher, Caretaker and Governor with responsibility for Health & Safety);
- requiring all employees to identify hazards and risks as and when they occur;
- conducting an assessment of any substance or material introduced into the School and school site to ensure compliance with COSHH regulations;
- undertaking an assessment of any new activity or procedure introduced into the School;
- ensuring that all electrical equipment is tested at least annually or as appropriate.

An inventory of hazards is maintained.

Risk Assessments are recorded online using the Flamefast website facility or manually using generic risk assessment forms. Completed forms and paper blanks are held in the Head Teacher office in the risk assessment folder. Assessments must be reviewed at least every 12 months. In addition assessments must be reviewed whenever there is reason to suspect that they are no longer valid or there have been significant changes to related matters.

For new operations, substances, plant and equipment it is particularly important that assessments are completed before commencement or introduction. Safety must be considered at the planning stage.

Assessments will be carried out by nominated competent persons within the school and will include:

- (i) the risks to the health and safety of employees to which they are exposed whilst they are at work, and
- (ii) the risks to the health and safety of other persons arising out of or in connection with work activities.

The significant findings of the assessment will be recorded:

- (i) Hazards;
- (ii) Risks;
- (iii) Group(s) of people especially at risk;
- (iv) The control measures already in place;
- (v) The effectiveness of those measures;
- (vi) A measure of the remaining risk;
- (vii) The control measures needed to comply with the requirements or prohibitions of health and safety legislation;

The following members of staff will be responsible for undertaking risk assessments at Holy Name Catholic Primary School:

Role	Named person	Areas of responsibility
Head Teacher Deputy Head	Mr Andrew Neenan Mrs Demelza Smith	All
Site Manager	Mr Matthew Brown	All
All Class Teachers		Classrooms/Hall/grounds & other workspaces
Office Manager	Mrs Maggy Brennan	Office

The Governing Body will enable officers of the Diocese, or their agents, to carry out risk assessments in respect of landlord items.

2. EMPLOYEE TRAINING

Employees are required to attend health and safety training where it is identified as necessary. Employees must co-operate with their employer by attending training as directed.

The identification of training needs will be as a result of:

- (i) risk assessment;
- (ii) monitoring activities;
- (iii) the occurrence of accidents and incidents of violence and aggression;
- (iv) new legislation;
- (v) updated information and technology;
- (vi) new procedures or changes to existing procedures;
- (vii) Education and Lifelong Learning health and safety plans, and
- (viii) the results of health and safety audits.

3. ACCIDENTS & ILLNESSES

Definition: an accident is any unplanned event, which results in, or might have resulted in, personal injury or damage to property, plant and equipment. This definition includes fires and near misses.

Reporting:

- (a) All employees are required to report all accidents.
- (b) The school will maintain a supply of incident report forms for their employees. The accident folder and report forms are to be found in the School office.
- (c) In the case of an accident to a member of the public, an accident report form must be completed by an employee, not by the member of the public.
- (d) In the following cases:
 - Any fatal or major injury to an employee whilst at work, or to any other person as a result of an accident whilst on Children and Family Services premises.
 - Any person being taken from the scene of an accident to a hospital for treatment.
 - Any of the dangerous occurrences listed in the Children and Family Services premises accident procedure.
 - Any fire.

a report must be telephoned immediately to the Safety Officer on **0121 569 8328**. An answer phone is in operation out of office hours. An accident report form must also be completed.

The Safety Officer is responsible for notifying:

- (i) The Health and Safety Executive.
- (ii) The Health, Safety and Welfare Officer.
- (iii) The Risk Management Section if applicable.

Investigation:

- (i) For every accident, the Head Teacher will carry out an investigation and complete the appropriate section of the accident report form to indicate the remedial action taken.

- (ii) The Head Teacher may ask for the advice and/or assistance of the Safety Officer when completing investigations.

A detailed accident procedure is available from the Health and Safety Unit.

The person responsible for administering the accident reporting procedure, the notification of serious accidents causing death or major injury and dangerous occurrences is the Head Teacher.

All major accidents and near misses should be reported in the school accident folder by completing a "Health & Safety Incident Report Form" (SHW012).

If absence has lasted, or is expected to last, for more than 3 days the Head Teachers will contact the Health & Safety Officer of the LA and forward the SHW012 form immediately.

When accidents are deemed only minor lunchtime supervisors or teachers/support staff (as appropriate) enter details on the 'Incident/Accident form' kept on the shelving outside the school office. Where a First Aider has treated a child, or if there is the slightest cause for concern a letter will be sent home. Head bump forms are available from the office. Parents may be contacted immediately if necessary, or spoken to at the end of the day by the child's class teacher or other appropriate person.

All accidents and near misses are monitored by the Head Teachers at least monthly, investigated appropriately, and reviewed to identify possible trends. This helps to put into place precautionary measures to avoid the recurrence of similar accidents in the future.

Illnesses

When accidents are assessed as only minor lunchtime supervisors or teachers/support staff (as appropriate) enter details on the 'Incident/Accident form' kept in the First Aid area outside the staffroom. When a first-aider has treated a child, or if there is the slightest cause for concern, a letter will be sent home. Head bump forms are available outside the staffroom and from the school office. Parents may be contacted immediately if necessary, or spoken to at the end of the school day by the child's class teacher or other appropriate member of staff.

LA Guidelines are available in school (Health and Safety Manual).

4. VIOLENCE AND AGGRESSION

Holy Name Catholic Primary School operates a zero tolerance policy towards violence. Parents are reminded of this policy (via newsletter) on an annual basis and it is included in the school prospectus.

The school will undertake risk assessments taking into account the behaviour of any specific pupils with particular reference to their statements, individual behaviour plans and to physical intervention strategies as necessary. A specific risk assessment procedure is in place for this, details of which are kept in the Health and Safety Manual (Individual Pupil Risk Assessment for Potential and Actual Aggression and Violence). Risk assessments are also carried out with reference to lone working and the security and physical layout of the premises.

Reporting:

- (i) All employees are required to report all incidents of violence and aggression. This may include actual, attempted or threatened physical violence, verbal abuse, racial abuse or verbal abuse of a sexual nature.
- (ii) The school will maintain a supply of incident report forms for their employees.
- (iii) In the case of an employee needing hospital treatment or taking any sick leave as a consequence of an incident of violence and aggression, a report must be telephoned immediately to the Safety Officer on 0121 569 8328. An answer phone is in operation out of office hours. An incident report form must also be completed.

The Safety Officer is responsible for notifying:

- (a) The Health and Safety Executive.
- (b) The Health, Safety and Welfare Officer.
- (c) The Risk Management Section if applicable.

For each incident of violence and aggression, Head Teacher must determine what action is appropriate in respect of both the employee and the incident, and complete an incident report form **within 10 days** of the incident occurring. The completed form must be sent to the relevant safety officer as soon as possible.

Sandwell MBC offers counselling support for victims of violence at work. Further information is available through the Head Teacher and from the personnel unit at Shaftesbury House. In cases of harassment, bullying or victimisation reference will be made to the school's Harassment and Bullying Policy.

In cases of complaint or grievance reference can be made to the Local Authority.

In cases of individuals suffering negative effects of work place stress (defined by the HSE as "The adverse reaction people have to excessive pressures or other types of demand placed upon them." June 2001) reference can be made to the school stress policy. Further details, including useful guidelines for recognising and dealing with stress are available from the Sandwell MBC Stress policy for School Based Staff, kept

in the Health and Safety Manual. Sandwell Council provide a counselling service which can be used in cases of workplace stress. See Local Authority policy for details.

5. PUPIL SUPERVISION

Duty Supervision

- Members of staff are on duty at the main school entrance and in classrooms from 8.45 onwards to supervise pupils from Y2-Y6.
- Members of staff are on duty at the reception class entrance and in classrooms from 8.45 onwards to supervise pupils from Reception and Y1.
- Members of staff from the Nursery are on duty at the nursery entrance from 8.45 onwards to supervise pupils from Nursery (this is repeated at 12.30pm).
- At break times, a member of staff will be on duty to receive the children into the playground and at the end of break children will be collected by a member of staff for their class.
- Lunchtime supervision is managed by teaching assistants and lunchtime supervisors.
- At the end of the school day members of staff will be on duty until 3.40pm.

MEDICATION

- No medication is accepted into school.
- Where there are exceptional circumstances allowances may be made on discussion with the Head Teacher, in which case the school will follow the guidelines published by the local authority in the document 'Management of Children with Medical Needs in School'. This details guidance as to the labelling, storage and administration of medication required, and for how long, giving the school permission to administer as prescribed.
- Teachers' conditions of employment do not include the administering of medication or the supervision of pupils who administer their own medication. This is also true of most non-teaching staff found in schools. No member of staff will accept responsibility for the administration/supervision of medicines.
- Pupils need to learn to administer and manage their own asthma inhalers. KS2 children hold their own inhalers; KS1 inhalers are kept in an open box in the relevant classroom.
- EPI Pen.

ILLNESS

In the case of pupils, parents will be asked to provide an emergency contact number and to alert the school of any known health problems, e.g. diabetes, asthma etc. This record will be kept centrally in the school office, in both paper and electronic formats.

In the event of serious illness or accident, school will ensure that an ambulance is called, parents contacted and asked to meet their child at the hospital.

Where the school is made aware that a pupil has a special medical need such as an allergy to nuts a risk assessment will be carried out. The following risk assessments can be carried out using the flamefast site (category: medical non-secure): bee/wasp stinging allergies; diabetes; dyspraxia; epilepsy; nut allergy; hearing impairment; wheelchair user; vision impairment. The school will use the local authority guidance 'management of children with medical needs in school' which is kept in the Health and Safety Manual, as a source of information for the management of such cases.

In the case of employees, two emergency contacts are held on the school **MIS (Facility CMIS)** and in paper format, and the same procedure applied for pupils in the event of serious illness or accident.

6. FIRE

Details of the schools fire procedures are contained within the Fire Risk Assessment and Log Book File.

Suitable and sufficient Risk Assessment will be completed on an annual basis using the proforma in the Fire Risk Assessment and Log Book.

The Fire Log Book will be kept up to date and along with the Risk Assessment be available for inspection by any fire officer undertaking an inspection of the school.

Fire drills should be undertaken on a termly basis and recorded in the Log Book.

Fires must be reported to the Health and Safety Unit on 0121 569 8160/8328 and an investigation carried out.

All staff will receive training in the action to be taken in the event of a fire, and periodic refreshers on the fire and bomb alert procedures and general fire precaution.

The following members of staff will be responsible for undertaking fire risk assessments at St. Francis Xavier Catholic Primary School.

Head Teacher	Mr Andrew Neenan
Deputy Head	Mrs Demelza Smith
Site Manager	Mr Matthew Brown

The school's procedures for fire and emergency evacuation are appended. They are also posted in the school entrance hall, in the school hall, in each teaching area and in the staffroom.

These procedures will be updated as appropriate.

Arrangements are made to regularly monitor the condition of all *fire prevention equipment*. This includes the regular visual inspection of fire extinguishers and the fire alarm system.

7. OTHER SERIOUS OR IMMINENT DANGER

Members of staff have a responsibility to take action in response of danger, which they reasonably believe to be a serious or imminent danger to themselves and/or others, including school pupils and the public.

Employees who believe there is serious or imminent danger have the authority to take action accordingly.

Actions by employees, without further instructions from more senior employees, could include:

- (a) Evacuation of a classroom/building.
- (b) Isolation of part of a classroom/building.
- (c) Closing off an access to a classroom or building.

In any event, the employee taking such action must ensure that sufficient precautions are taken to prevent danger to anyone.

The employee taking such action must inform the Head Teacher and Chair of Governors immediately, or as soon as is practicable.

The incident must be reported by the employee taking the action and an investigation must be carried out.

8. AREAS OF SPECIAL RISK

The School will follow any guidance issued by the Diocese & L.A. in relation to the use of equipment or substances or the performance of activities recognised as being of special risk. The need for training in the use of equipment perceived to constitute a risk and the need for regular servicing and maintenance is acknowledged. The following areas/activities are recognised as potentially requiring additional attention in relation to management of health and safety and should all be risk assessed by the person responsible for activities relating to these curriculum areas:

- Technology
- Science
- Art
- PE
- ICT

Pregnant workers

Risk assessments will be carried out to identify hazards when a worker is pregnant or breastfeeding and put into place control measures using the LA guidelines (kept in the Health and Safety manual)

Working at height

Risk assessments are carried out to ensure that working at height conforms to HSE regulations using LA guidance (see Health and Safety manual). Members of staff should use the stepladders provided whenever working at height is unavoidable, checking the stepladder beforehand for damage and refraining from use if damaged. Inspection of stepladders should be part of the regular health and safety inspection. When using ladders the following should be taken into consideration:

The ladder should be:

- Prevented from slipping,
- Prevented from moving before it is stepped on,
- Long enough to do the job safely,
- Have a handhold available to allow the worker to maintain 3 points of contact where possible,
- Used without overreaching,
- Inspected and checked regularly where necessary.

Some of the human factors that would prevent you from using a ladder are:

- Recurring dizziness
- Epilepsy
- Psychiatric conditions (inc fear of heights)
- Heart condition
- Severe lung conditions
- Alcohol and drug abuse
- Significant impaired joint function
- Medication that recommends you do not operate machinery could also be a problem

9. SCHOOL VISITS and 'OFF-SITE' ACTIVITIES

The Governing Body will comply with Sandwell L.A.'s "Guidelines for Offsite/Out of Hours Educational Activities" (September 2003).

The Head Teacher will submit to the Governing Body a report on the arrangements for the management of health and safety, and welfare of pupils on all or certain types of off-site activities prior to the activities taking place. Reports will detail:

- the transport arrangements;

- the arrangements for supervision of pupils (including the staff/adult : pupil ratio);
- the arrangement for first aid cover;
- the level of qualified instruction and supervision that will be available for activities of special risk.

Off-site activities will be subject to periodic checks by the Head Teacher (approximately one in every eight off-site visits).

General guidance for walking out

- Young people should always walk in controlled groups with supervision at the front and rear of the party.
- Party leaders should ensure that, wherever possible, pavements are always used and that if no pavement is available the party walks along the side of the road which faces oncoming traffic.
- Group leaders should ensure that a crossing is safe before allowing the party to cross the road.

10. FIRST AID ARRANGEMENTS

A sufficient number of first-aiders will be appointed by the school in order to attend to people injured or taken ill.

A suitable and sufficient risk assessment will indicate the number of first-aiders required.

The Head Teacher will ensure that up to date notices are displayed identifying who the first aiders are and the location of the first aid boxes.

First Aid Training is provided by an approved provider.

The ***minimum contents of the First Aid box*** are as follows:-

- (a) One Guidance leaflet;
- (b) Twenty individually wrapped sterile adhesive dressings (assorted sizes);
- (c) Two sterile eye pads, with attachment;
- (d) Four individually wrapped triangular bandages (preferably sterile);
- (e) Six safety pins;
- (f) Six medium sized individually wrapped sterile unmedicated wound dressings (approx 12 cm x 12 cm);
- (g) Two large sterile individually wrapped unmedicated wound dressings (approx 18 cm x 18 cm);
- (h) One pair of disposable gloves.
- (i)

The following may also be kept in or near the First Aid box;

- (a) Disposable apron.
- (b) Scissors.

- (c) Adhesive tape.
- (d) Individually wrapped moist wipes.

Travelling First Aid kits should be appropriate for the circumstances in which they are to be used. The following items should be included:-

- (a) One Guidance Leaflet;
- (b) Six individually wrapped sterile adhesive dressings;
- (c) One large sterile unmedicated dressing (approx 18 cm x 18 cm);
- (d) Two triangular bandages;
- (e) Two safety pins;
- (f) Individually wrapped moist cleaning wipes;
- (g) One pair of disposable gloves.

The following will be the designated first aid personnel at Holy Name Catholic Primary School:

TO POPULATE

The arrangements for first aid for sports, outdoor pursuits and field trips are the responsibility of the supervising staff.

11. PROTECTIVE CLOTHING & EQUIPMENT

Protective clothing and equipment will only be provided when an assessed risk cannot be eliminated or controlled by some better means, or where it is required by law.

Where protective clothing or equipment is provided, employees must make full and proper use of it at all times, and as instructed.

Employees must keep protective clothing and equipment clean, as far as is reasonably practicable, carry out user checks as required, and make it available for maintenance.

Head Teacher must ensure that protective clothing and equipment is kept clean, properly maintained and is properly used.

It is the duty of all employees to report losses or defects in protective clothing and equipment.

The person issuing protective clothing and equipment must obtain a clearly identifiable signature of the recipient (e.g. signature and name printed in capitals), dated at the time of issue.

Head Teacher must ensure that employees needing to use protective clothing and equipment are given necessary training, information or instruction on its purpose, use and care, and that such training, information and instruction is updated periodically and to incorporate changes.

In cases of spillage of bodily fluids certain minimum precautions are to be adopted which are outlined in the LA document 'Implementation procedures for the Safe Handling, Treatment and Disposal of Body Fluids' (kept in the Health and Safety Manual). Body spills cleaning materials and protective clothing are available in school in each class and centrally in the first aid box in the staff room. A body spills kit should be taken on offsite visits.

The caretaker will be responsible for cleaning when he is on site. When the caretaker is not on site staff should take initial action to make the area safe, bagging waste securely, and the caretaker should be informed on his arrival.

1. Clean up spillages of blood or body fluids however small **immediately**.
2. Open wounds must be covered with a waterproof dressing.
3. **It is essential to wear disposable non-seamed latex or vinyl gloves and an apron.**
4. If there is broken glass never pick it up with your fingers, even if wearing gloves. Use a paper/plastic scoop or litter picker and dispose of glass in a safe manner. Needles will be disposed in a special sharp's box.
5. Apply cleansing products ie sanitizing granules/body spills kit according to manufacturer's instructions.
6. Rinse area with hot water and detergent.
7. Dispose of gloves and apron as clinical waste.
8. Wash hands thoroughly with soap and hot water.
9. Splashes of blood or body fluid on the skin should be washed off immediately with soap and hot water.
10. If clothing becomes contaminated with blood or other bodily fluids, it should be rinsed with cold water, then laundered separately in a hot wash.

12. CONTRACTORS AND SERVICE PROVIDERS

The corporate **"Guidance for Premise Managers"** should be referred to by those with a responsibility for contractors.

The Premise Manager (Head Teacher) has a responsibility to ensure that contractors on site do not endanger the health and safety of employees, visitors, service users and the public.

Contractors must not start work on any site without first consulting the Premise Manager (Head Teacher) or the deputy head.

Contractors must not be allowed to start work until the Premise Manager (Head Teacher) or deputy head is satisfied that the work can be done, so far as reasonably practicable, without risk to employees, visitors, pupils and the public.

Should a contractor start work without permission or consultation, the Premise Manager (Head Teacher) must take appropriate action.

- (a) Inform the contractor of this policy in relation to contractors and/or,

- (b) Stop the work until proper consultation has taken place and/or,
- (c) Order the contractor off site, if necessary, until the operation can be isolated and/or further advice obtained.

The Premise Manager (Head Teacher) must obtain the contractor's

- (a) Risk assessment relating to the operation.
- (b) Method statement for the operation.

The Premise Manager must inform the contractor of fire and emergency procedures of the school, and any local hazards which may present a risk to the contractor whilst on site.

13. ASBESTOS

The most common applications within the school where asbestos is likely to be encountered are: -

- fire breaks in ceiling voids;
- fire protection in ducts, firebreaks in wall panels/partitions, soffit boards, ceiling panels and around structural steel work;
- thermal insulation of pipes and boilers e.g. molded or preformed lagging;
- insulating boards used for thermal insulation, partitioning and ducts;
- some ceiling tiles;
- asbestos cement products, which can be fully or semi-compressed onto flat or corrugated sheets. Corrugated sheets are largely used as roofing and wall cladding. Other asbestos cement products include gutters, rainwater pipes and water tanks;
- certain textured coatings e.g. artex;
- bitumen roofing materials;
- vinyl or thermoplastic floor tiles.

The Head Teacher (Premise Manager) is responsible for the management of asbestos on the school site and has a legal duty to prevent exposure of staff, pupils and contractors etc to asbestos.

The presence of asbestos containing materials must be considered prior to any work being undertaken at the school by members of staff, contractors or volunteers.

If planned maintenance is being organized through the schools Property Maintenance Surveyor, asbestos checks will automatically be carried out.

In the case of any other school alterations/improvements, e.g. security installations/upgrades, computer networking, or any other 'minor works' (including re-decoration) usually carried out "in-house", consideration must be given to the presence of asbestos. The Property Maintenance Surveyor must be informed so that asbestos checks can be carried out.

A Log Book and guidance on the procedures for dealing with asbestos will be maintained within the school.

The location of all asbestos containing materials will be brought to the attention of all staff.

The asbestos logbook for Holy Name Catholic Primary School is kept and maintained in the Head Teacher's office.

14. VOLUNTARY WORKERS ON SCHOOL SITES

If it is intended to use volunteers to carry out practical work on the school site, the Head Teacher as "Premise Manager" must consider the competency of the worker before commencement i.e. their skills, knowledge and experience.

All work must be undertaken strictly in accordance with relevant Health and Safety legislation and any conditions imposed by the Council.

The Head Teacher should conduct a risk assessment of the proposed work, in conjunction with the person(s) contemplating the work.

It is the duty of the Head Teacher to inform the "workers" of all existing hazards on the site that may present a risk, particularly potential hazards relating to work on/with unknown existing construction materials e.g. asbestos.

They must also be made aware of the following:-

- other construction work, taking place on site,
- security arrangements,
- lone worker arrangements,
- first aid arrangements,
- action to be taken in the event of fire or other emergency,
- safe and secure storage of materials,
- welfare facilities e.g. toilets and washing materials.

The worker must provide the Head Teacher with a written "Method of Safe Working Practices" that should be agreed before commencement. This should take into account:

- what is to be achieved?
- how is this to be achieved?
- where is this to be undertaken?
- the time period to complete the task,
- who is to be involved?
- what special skills are likely to be involved, if required?
- working space required to carry out the work in a safe manner, taking into consideration both the needs of the 'worker' and others that may be based in the area,

- specialized tools/equipment that might be brought onto site and the safe working methods,
- how others may be put at risk and what precautions should be taken?

The Head Teacher or other school based representative should check that the work is being carried out in a satisfactory manner and reserve the right to stop work at any time.

For further details see the school's policy on Voluntary Workers on Site.

15. PORTABLE & TRANSPORTABLE ELECTRICAL EQUIPMENT

The Electricity at Work Regulations requires that all electrical equipment is properly maintained. Guidance to these Regulations in respect of portable and transportable electrical equipment, recommends three types of maintenance regime. These are users visual checks, formal visual inspections and combined inspection and tests.

Combined inspection and test of portable electrical equipment should be undertaken on at least an ***annual basis***. Risk assessment will identify if more frequent testing is required. Combined inspection and tests will be carried out by an electrician or competent person using a portable appliance tester.

All electrical equipment should receive ***a formal visual inspection on a termly basis***. The Council's Health and Safety Unit can offer training for members of staff in order that they can achieve the required competency.

Members of staff will be encouraged to look at the electrical equipment they use for obvious signs of damage. This is particularly important for equipment which is moved, e.g. kettles, desktop fans, portable tools etc.

Any item failing an inspection/test should be taken out of service immediately, and until such time as it can be repaired and retested, or a decision is made to scrap the item.

Suitable and sufficient records should be maintained of schedules of electrical equipment tested and certificates of failure for failed items.

Any new electrical equipment may be put into service immediately, and will be included for inspection/testing at the next round.

Second hand or acquired electrical equipment, or employees own equipment brought from home, may not be used in the School's premises until it has been inspected and tested.

16. OTHER HEALTH & SAFETY POLICIES AND GUIDANCE

Details of the following Policies and Guidance are available within school or from the LA/Health and Safety Unit.

- Manual Handling
- Display Screen Equipment
- Control of Substances Hazardous to Health
- Off-Site Visits
- Physical Intervention Guidelines
- Medication Policy
- School Security
- Stress
- Arrangements for preventing and dealing with violence at work
- Fire Safety.

This policy should be read in conjunction with The Children's and Family Services document 'Organization and Arrangements for Health and Safety at Work' (kept in the Health and Safety Manual).

Reviewed annually

Reviewed _____

Approved by Full Governors _____