



# St Matthew's Catholic Primary School

## Health and Safety Policy

'I try to live like Jesus: I love; I forgive; I pray.  
Come Follow Me - Be the best that I can be'

### **Policy Statement**

Although Bradford Council's Health and Safety Policy (which can be found on the Council's website [www.bradford.gov.uk/hands](http://www.bradford.gov.uk/hands)) is the over-arching document, this policy applies specifically to our school.

This policy covers staff, pupils, visitors and other users of the premises. It aims to show how the Governors and Headteacher discharge their duties under the Health and Safety at Work Act 1974. The Management Team of the School and the Governing Body are committed to ensuring the Health and Safety of everybody involved in the school.

We aim to:

- Ensure that all reasonable steps are taken to ensure the health, safety and welfare of users of the premises and all participants in school trips.
- Establish and maintain safe working procedures for staff and pupils.
- To provide and maintain safe school buildings and safe equipment for use in school.
- Develop safety awareness, by appropriate training if necessary, amongst staff, pupils and others who help in school.
- Formulate and implement effective procedures for use in the event of fire and other emergencies.
- Investigate accidents and take steps to prevent a re-occurrence.

### **Roles and Responsibilities**

The Governing Body has ultimate control of the school. They will:

- Decide policy.
- Give strategic guidance.
- Monitor and review health and safety issues.
- Ensure adequate resources for health and safety are available.
- Take steps to ensure plant, equipment and systems of work are safe.
- Ensure that the school provides adequate training, information, instruction, induction and supervision to enable everyone in the school to be safe.
- Maintain the premises in a condition that is safe and without significant risk.
- Provide a working environment that is safe and healthy.

- Provide adequate welfare facilities for staff & pupils.
- In their critical friend role, maintain an interest in all the health and safety matters.
- Review and monitor the effectiveness of this policy.

The Headteacher is responsible for the day to day running of the school. The Headteacher will:

- Promote a positive, open health and safety culture in school.
- Report to Governors on key health and safety issues.
- Seek advice from other organisations or professionals, such as the Health and Safety Executive, safety advisers etc. as and when necessary.
- Ensure that all staff co-operate with the policy.
- Devise and implement safety procedures.
- Ensure that risk assessments are reviewed on an annual basis.
- Ensure relevant staff have access to appropriate training.
- Meet with the Facilities Manager regularly to ensure any building/grounds issues are dealt with in a timely manner.

Senior Management within the school will support the Headteacher in their role. They will:

- Ensure risk assessments are accurate, suitable and reviewed annually.
- Deal with any hazardous practices, equipment or building issues and report to the headteacher if they remain unresolved.
- Provide a good example, guidance and support to staff on health and safety issues.
- Carry out a health and safety induction for all staff and keep records of that induction.
- Keep up to date with new developments in Health and Safety issues for schools.
- Carry out investigations into accidents and produce reports / statements for any civil or criminal action which may arise.
- Ensure any contractors on site are competent in health and safety matters.

The Caretaker is responsible for day to day maintenance and other buildings / grounds issues. The caretaker will:

- Ensure that any work that has health and safety implications is prioritised.
- Report any concerns regarding unresolved hazards in school to the senior management team immediately.
- Ensure that all work under their control is undertaken in a safe manner.
- Carry out a daily check of the grounds and building to spot any disrepair or other hazards such as broken glass etc. in the play areas.
- Ensure that all cleaning staff are aware of safe working practices, especially regarding reporting of hazards, the use of hazardous substances and manual handling.
- Carry out a weekly test of the fire alarm.
- Ensure all contractors are 'inducted' and shown the relevant risk assessments, asbestos records and are made aware of any fragile roofs or other hazards in the areas where they will be working.
- Fully co-operate with health and safety arrangements during larger building projects

All School Staff will:

- Read the Health and Safety Policy.
- Comply with the School's health and safety arrangements.
- Take reasonable care of their own and other people's health and safety.
- Leave the classroom / playground / office in a reasonably tidy and safe condition.
- Follow safety instructions when using equipment.
- Supervise pupils and advise them on how to use equipment safely.
- Report practices, equipment or physical conditions that may be hazardous to their line manager and/or the appropriate member of staff.
- Follow the accident reporting procedure (which is a separate document).
- Contribute to and highlight any gaps in the school's risk assessments.

Pupils will, in accordance with the school rules and procedures on discipline:

- Follow safety and hygiene rules intended to protect the health and safety of themselves and others.
- Follow safety instructions of teaching and support staff, especially in an emergency.

The Occupational Safety Team (Bradford Council) will:

- provide advice and guidance to help schools fulfil their health and safety responsibilities.
- answer queries from staff on health and safety issues.
- visit where necessary to give advice on all aspects of new and existing health and safety policies and procedures.
- collect information on accidents and incidents to report to HSE where necessary.
- advise on and facilitate (when possible) staff safety training.
- draft and/or advise on policies, procedures and guidance for health and safety.
- interpret and advise on new legislation impacting on the working environment.
- attend meetings to advise on occupational safety issues.

## **Arrangements**

### Accidents and Incident Reporting

- The accident reporting procedure and all the associated paperwork can be found on the Council's website: [www.bradford.gov.uk/hands](http://www.bradford.gov.uk/hands)

### Administration of Medicines

- Medication is only administered to pupils when the parental consent form has been completed.
- The medicine will be administered by one nominated member of staff for each pupil and appropriate records kept.
- Medicines are only administered during school time when they have been prescribed by a child's GP or other relevant medical professional.
- Medicines are kept in the Headteacher's office
- The only exceptions to this are asthma medication and 'epipens' (following discussion with parents) which may be kept in appropriate locations, out of the reach of other pupils, as appropriate.

- The doses administered during the school day are to be kept to the minimum, e. g. a course of antibiotics requiring four doses a day - only one dose (lunchtime) will normally need to be administered at school.

#### Animals in School

- The following animals cannot be brought into school (Dangerous Wild Animals Act)
  - all canines, except domestic dogs
  - all cats, other than domestic cats
  - monkeys, apes, crocodile and alligator family
  - poisonous snakes, including adders
- No animals may be brought into the school premises without the prior permission of the Headteacher.
- The discovery of any unattended and potentially dangerous animals needs to be reported immediately to the Headteacher/Deputy Headteacher who will contact the appropriate department (if necessary) to remove said animal from the premises/site. If children are outside upon discovering a potentially dangerous animal their safety comes first.
- Children will be kept inside the building if stray dogs etc are found roaming the playground during PE lessons, break and lunchtimes. They will remain inside until the animal has been removed.

#### Asbestos

- All staff are made aware of the location of any asbestos in school.
- All contractors must sign to say they have seen the register before starting work on site.

#### Control of Hazardous Substances

- The use of hazardous substances in school will be kept to a minimum.
- The Site Manager (with appropriate support from senior managers) will complete a COSHH assessment for all hazardous substances used on site.
- The associated procedures and control measures will be funded and enforced.

#### Display Screen Equipment

- For members of staff with 'desk based jobs' the Council's procedure for carrying out workstation self assessments on an annual basis will be followed.
- For members of staff provided with portable devices (e.g. laptops, tablets) staff will be issued with the current Council guidance on their use.

#### Educational Visits Risk Assessments

- All off site trips will be subject to risk assessment and the advice of the Council's Educational Visits Adviser will be closely followed.
- Via BMDC's access to Evolve, the educational visits software, the school maintains a comprehensive set of risk assessments that cover appropriate curriculum based activities in school and school visits.
- They are all available the website for staff to inspect and refer to as necessary

### Electrical Safety

- All items of portable electrical equipment in school are inspected and checked annually.
- Care must be taken not to overload electrical circuits by plugging in too many appliances through multi-way adapters.
- Cables must be checked for fraying and to ensure that they are securely connected to the plug. Cables should not be trailed across doorways, placed under carpets or in any situation where pressure may cause damage to the cable. A damaged plug must never be used.

### Employee Health and Wellbeing

- The Council's Employee Wellbeing Service support the school and staff are referred as outlined in the Council's Sickness Absence Policy.

### Fire Safety & Evacuation of the Building

- All documentation relating to Fire Safety is in the Fire Register (Red fil) which is located in the locker room.
- All staff and visitors should familiarise themselves with the fire exits, evacuation routes and the fire assembly point in the school grounds.
- Fire exits have appropriate signage.
- Plans showing exit routes are displayed by the door of each classroom.
- A fire drill is practised and documented once a term by the caretaker in conjunction with the office staff and Headteacher.
- Evacuation times and any issues which arise are recorded in the fire register
- Fire extinguishers are checked annually by Chubb.
- Immediate evacuation of the building is required when the Fire Bell rings. Evacuation may be required because of fire or because of the danger from an explosive device.
- When the alarm is sounded each class must leave the building by the nearest outside exit point. All classes should proceed to their designated fire drill position in an orderly manner. The registers will be given to each member of staff on arrival at their fire assembly point and the register will be taken carefully and quickly.
- As soon as the registers have been taken, a member of staff will inform the Headteacher so that the time taken can be noted.
- If any child is missing the Headteacher / Deputy Headteacher must be informed so that an immediate search can be organised.
- Copies of PEEPS are kept in the Fire Register.

### First Aid Provision

- The school has carried out a first aid risk assessment to ascertain the required number of first aiders and the location / number of first aid kits.
- Portable first aid kits are taken on educational visits.
- If the risk assessment dictates that it is necessary, a qualified first aider will be present on the trip.

### Food Technology

- Cooking equipment including ovens and hobs will only be used if fire precautions and appropriate risk assessments are in place.
- Staff must be satisfied that the tasks undertaken are appropriate for the pupils concerned.
- Close supervision will be appropriate for riskier parts of the cooking process, i.e. taking food in or out of hot ovens.
- Knives are to be locked away and children supervised when they use them.

### Head Lice

- If head lice are noticed on any child, parents will be informed via a standard letter explaining treatment is issued to the class of the child. In some cases the parents will be informed directly.

### Health and Safety Across the Curriculum

- P.E apparatus and equipment is tested regularly but all teachers must satisfy themselves that equipment is safe to use. On no account must damaged apparatus be used. Pupils must not move large pieces of equipment or apparatus on their own or without supervision.
- Staff and pupils must wear appropriate footwear in all PE lessons.
- Earrings, including sleepers, should not be worn for PE at all. However, new studs or sleepers can be taped up.
- The only earrings permitted in school are small studs.
- For swimming refer to LEAs' 'Swimming and Water Related Activities' Policy.
- All tools must be handled with care and only used for the correct purposes. Hands and bodies must always be behind the direction of cutting. Clamps and bench hooks must be used for holding wood when sawing.
- Pupils using the cooker must be supervised at all times when in use.
- Appropriate hand protection must be worn when handling glue guns. A bowl of cold water must be close at hand.

### Internet Use

- See E-safety Policy and Acceptable Use policies

### Legionella

- Aquatrust provides advice and has assisted with the preparation of the school's Legionella risk assessments and also sample water as per the risk assessment.

### Lifts & Hoists

- All passenger lifts and hoists for disabled pupils are inspected by a competent engineer on a six monthly basis.
- Lifting equipment not used to lift people is inspected on an annual basis

### Manual Handling

- Pupils and staff must only lift equipment and furniture within their own individual capability.

- Manual handling training will be provided for appropriate members of staff including, if necessary, include how to lift pupils safely.

#### Playground Equipment

- Playground equipment and its use is supervised during all breaks during the school day.
- If the equipment is used during lesson time supervision is again maintained.
- A decision is made and enforced if inclement weather (damp / icy) means that equipment becomes unsafe to use on a particular day.

#### Playground Supervision

- Appropriate levels of supervision will be maintained in playgrounds as described in the playground risk assessment.

#### Pregnant Members of Staff

- Bradford Council's procedures for pregnant members of staff will be followed, including carrying out a 'Pregnancy Risk Assessment'.

#### Risk Assessment

- The management team will take steps to ensure that appropriate staff are aware of the risk assessments appropriate to their role and will monitor compliance with control measures specified in the risk assessments.
- All risk assessments are reviewed on an annual basis (except risk assessments for school trips which should be reviewed each time the trip takes place).

#### Slips Trips and Falls on the Level

- The potential for slips trips and falls in school has been risk assessed and appropriate controls have been put in place.
- This includes working procedures for mopping floors, absorbent floor mats near entrances and regular hazard spotting inspections.

#### Smoking

- We have a non-smoking policy throughout our school and grounds.

#### Snow and Ice

- A plan has been produced outlining the main pedestrian routes that the site staff will strive to keep open during snowy and icy conditions.
- If it becomes impossible to keep these routes clear the head teacher is informed immediately and this information contributes to any decision to close the school.
- The condition of Saffron Drive and access to school will be key in making a decision to close in the event of heavy snow or icy conditions on the roads and footpaths.

#### Stress at Work

- Proactive - the Council's templates for Stress Risk Assessment are used, as and when necessary, in order to identify how levels of stress (caused by work) amongst staff can be reduced.

- Reactive – individuals who are identified to be suffering from excessive levels of stress (caused by work or personal issues) are supported in accordance with the school's welfare policies and, if necessary, by accessing the Employee Health and Wellbeing Service.

#### Supervision of Pupils

- Sensible, safe behaviour will be promoted to pupils by all members of staff.
- Dangerous or risky behaviour displayed by pupils will be addressed and dealt within the school rules.
- Pupils will only be allowed into or stay in classrooms under adult supervision.
- Appropriate supervision of cloakrooms and toilet access will be in place at busy times.

#### Training

- Health and Safety Training Needs are assessed as part of individual's annual review.
- Training needs may also be identified as part of a risk assessment process.

#### Violence at work

- We do not tolerate (either during or outside working hours) the verbal or physical harassment of staff, or pupils.
- All incidents of threats and actual physical violence at work will be recorded and action will be taken which will involve the completion of an incident report form.
- Disciplinary procedures will be carefully followed.

#### Working at Height

- Working at heights risk assessments have been completed for the school.
- Appropriate record keeping and safe systems of work are kept in the working at heights file.
- All site/caretaking staff who undertake working at heights have been on a half day training course.
- Teaching and other staff who assist in putting up displays in school have been given appropriate in-house training and advised that they must:
  - o Use appropriate access equipment - step ladders, kick stools etc.
  - o Wear flat shoes whilst putting up displays.
  - o Not climb on furniture to put up displays.

#### **Monitoring and Review**

This policy will be reviewed by the Buildings, Health and Safety and Finance Committee annually.

Date agreed by Governors: 11/10/17

Signed (Governor):

Date: