



# **VENERABLE EDWARD MORGAN CATHOLIC PRIMARY SCHOOL**

## **HEALTH & SAFETY POLICY**

This Document is a statement of intent within Venerable Edward Morgan. It was developed through a process of consultation with Key stakeholders and in correspondence with the School's planning and review schedule.

This sets out a framework by which to work.

<b>Approved On:</b>	
<b>Next Review:</b>	
<b>Signed:</b>	

**“LOVE AND SUPPORT IN ALL WE ARE TAUGHT.”  
“CARIAD A CHEFNOGAETH YM MHOPETH RHYDAN NI’N  
DDYSGU.”**



## **HEALTH & SAFETY POLICY**

### **STATEMENT OF INTENT:**

The aim of the statement is to ensure that all reasonably practicable steps are taken to ensure the health and safety of all persons including staff, pupils, contractors and any other person who may be affected by the school undertaking.

And in particular:

- a) To establish and maintain a safe and healthy environment throughout the school and for all school activities.
- b) To establish and maintain safe working procedures among staff and pupils.
- c) To make arrangements for ensuring safety (via the risk assessment process), to avoid risks to health in connection with the use, handling, storage and transport of articles and substances.
- d) To ensure the provision of sufficient information, instruction and supervision to enable everyone to avoid hazards and contribute positively to their own health and safety training as and when required.
- e) To maintain a safe and healthy place of work with safe access and egress.
- f) To provide and maintain adequate welfare facilities.

### **HEALTH AND SAFETY MANAGEMENT:**

The school will ensure that a Health and Safety Management System is developed, implemented and monitored throughout which will ensure the assessment of risk and the effective organisation, planning, monitoring and review, of the preventative and protective measures necessary to control risk.

### **PLANNING:**

The school will identify and assess the risks from hazards associated with all its work activities with the aim of eliminating and controlling the risks, so far as is reasonably practicable.

The school will, so far as is reasonably practicable, allocate sufficient resources to meet the requirements of this Policy,

The school will set realistic short and long term objectives, decide priorities and establish adequate performance standards. It will also monitor and review such standards to ensure that they are being met and maintained.

### **HEALTH AND SAFETY ASSISTANCE:**

Without detracting from the primary responsibility of governors and teaching staff for ensuring safe conditions of work and in compliance with legislation, the school will provide on site competent assistance in applying the provisions of health and safety law where it is necessary to assist management in that task. The Health and Safety Co-ordinator is Mrs R Langley, Headteacher. Arrangements are in place for her to attend the minimum of IOSH (Institution of Occupation, Safety and Health) 5 day course 'Managing Safety'.

The Council's LEA Health and Safety Advisor will also be available to provide competent assistance.

### **CO-OPERATION AND CONSULTATION:**

No Health and Safety Policy is likely to be effective unless it actively involves the employees themselves. The school recognises the contribution which employees and pupils are able to make towards health and safety in their workplace and will operate and consult with employees and pupils as necessary.

The school will actively encourage and support consultation with Trade Unions and other appointed safety representatives to enable them to fulfil their statutory functions and will co-operate in the setting up of a Safety Committee or committees as required.

### **CO-ORDINATION:**

Where school shares premises with another department or employer, whether permanently or temporarily, arrangements and procedures shall be adopted to ensure that all concerned are able to comply with their statutory health and safety duties. The school will ensure that arrangements are made to co-ordinate the activities of its own employees and those of outside agencies working on departmental premises such as contractors, cleaning staff maintenance personnel.

### **INFORMATION TO STAFF:**

This Health and Safety Policy and any supplement Guidance Documents, Codes of Practice etc will be brought to the attention of all employees of the school and any other persons who may need to be aware of their contents.

### **REVIEW OF POLICY:**

This school's Health and Safety Policy will be regularly reviewed and amended as necessary. Supplemental Guidance Documents and Code of Practice will similarly be regularly reviewed and where appropriate further guidance notes will be issued relating to particular work activities or as a result of changes in Health and Safety legislation.

**CONCLUSION:**

It is the responsibility of everyone to make these arrangements work. This will ensure, so far as is reasonably practicable, that working conditions are safe and that the working life of everyone is accident free.

If an improvement or prohibition notice is served by an enforcement officer (e.g. Health and Safety Executive or Environmental Health Inspector), the Headteacher should immediately advise the LEA. If a prohibition notice is issued with immediate effect the activities specified should cease forthwith.

Any member of staff noticing a failure to comply with this Statement of Organisation and Arrangements or other advice/guidance issued by the LEA or Headteacher in pursuance of the Health and Safety Policy should immediately report the circumstances to the Headteacher. The Headteacher should then initiate appropriate remedial action. If it is possible for the Headteacher to resolve the matter he/she should then report the facts to the LEA.

Suggestions by any member of staff to improve standards of health and safety are welcomed by the Headteacher.

## **ORGANISATION AND RESPONSIBILITIES:**

### **INTRODUCTION:**

Local Management of school requires the school staff, governing body and the LEA to work together to ensure the health, safety and welfare objectives are achieved.

### **GOVERNING BODY:**

The Education Reform Act 1988 gives governing bodies important powers and duties in controlling school premises managing schools including health, safety and welfare responsibilities towards employees, pupils and visitors.

In particular the governors are responsible for ensuring a Health and Safety Management System is in place within the school. Such a system will ensure:

- a) A clear written policy statement is created
- b) That responsibility for health, safety and welfare are allocated to specific people - the Headteacher, R Langley and Mr B Griffiths a Governor - who should receive specific, relevant information and training in order to ensure competence.
- c) That information is displayed throughout the school confirming who has responsibility for health, safety and welfare.
- d) The involvement of everyone in making the policy work.
- e) That personnel have sufficient experience, knowledge and training to perform the tasks required of them.
- f) The specification of who is responsible and the arrangements for identifying hazards, undertaking risk assessments and implementing appropriate control measures.
- g) That everyone has sufficient information about the risks they run and the preventable measures they should take to minimise the risks.
- h) The visible demonstration of commitment to achieving a high standard of health and safety performance within the school and the development of a positive attitude to health and safety among staff and pupils.
- i) Health and safety performance is measured by the use of inspections, checks and the recording of accidents
- j) That a review of the school's Health and Safety Policy and performance takes place annually and action on the reviews findings, including amending the school policy, if necessary takes place.

### **THE HEADTEACHER:**

The day-to-day responsibility for all school health, safety and welfare organisation and activity rests with the Headteacher, who will:

- a) Be the focal point for reference on health, safety and welfare matters and give advice or indicate sources of advice.

- b) Co-ordinate the implementation of the Governor's health, safety and welfare procedures of the school
- c) Make clear any duties in respect of health and safety which are delegated to members of staff
- d) Stop any practises or the use of any plant, tools, equipment machinery, etc. he/she considers to be unsafe, until satisfied as to their safety
- e) Put in place procedures to monitor the health and safety performance of the school
- f) Make or arrange for risk assessments of the premises and working practises to be undertaken, recorded and reviewed on a regular basis and ensure that he/she is kept informed of accidents and hazardous situations
- g) Ensure that all accidents are investigated and any remedial actions required are taken or requested
- h) Review from time to time (e.g. annually)
  - the emergency procedures
  - the provision of first aid in school
  - the risk assessment
- i) Review regularly the dissemination of health and safety information in the school paying particular attention to newly appointed and temporary staff, volunteer helpers and other users of the premises.
- j) Ensure that all equipment used in the school is adequately maintained and inspected in accordance with the 'Provision and use of Work Equipment' guidance and procedures contained in the departmental Health and Safety manual
- k) Report to the Governing Body annually on the Health and Safety performance of the school.
- l) Co-operate with and provide the necessary facilities for Trade Union appointed Safety Representatives.
- m) Chair the Health and Safety Committee, if applicable.

**SCHOOL HEALTH AND SAFETY CO-ORDINATOR:**

School Health and Safety Co-ordinators will require to be trained in health and safety in order to ensure competence. The minimum level of competence must be IOSH (Institute of Occupation, Safety and Health) 5 day 'Managing Safety'. The school Health and Safety Co-ordinator has the following responsibilities:

- a) To co-ordinate and manage the annual risk audit process for the school
- b) To ensure the yearly general workplace monitoring inspections are carried out by a Governor (Mr B Griffiths).
- c) To monitor the provision for the inspection and maintenance of work equipment throughout the school
- d) To monitor adequate records of the above processes are kept on the school premises

- e) To advise the Headteacher on situations or activities which are potentially hazardous to health and safety of staff, pupils and visitors
- f) To maintain continuing observations throughout the establishment and make relevant comment to the Headteacher, the Head of a department or a member of staff, as appropriate, if any unsatisfactory situation is observed or reported to them
- g) To monitor that staff are adequately instructed in safety and welfare matters in connection with their specific work place and the school generally
- h) Carrying out any other functions devolved to him/her by the Headteacher or Governing Body
- i) To act as a point of contact between the school and the LEA Health and Safety Adviser
- j) To provide an annual Health and Safety report together with Mr B Griffiths to the Headteacher for submission to the Governing Body
- k) To ensure that Section 3 of the Health and Safety Policy is clearly detailed and is periodically brought to the attention of the School Safety Committee

**TEACHING/NON-TEACHING STAFF HOLDING POST/POSITIONS OF SPECIAL RESPONSIBILITY:**

These staff include Deputy Headteachers, Curriculum Co-ordinators, Class Teachers, Clerical Managers, Caretakers and other Supervisory Staff – Senior Midday Supervisor, After School Club Co-ordinator, Playgroup Plus Supervisor.

They will:

- a) Have a general responsibility for the application of the school's Health and Safety Policy to their own department or area of work and are directly responsible to the Headteacher for the application of the health and safety procedures and arrangements.
- b) Establish and maintain safe working procedures including arrangements for ensuring, so far as is reasonably practicable, the absence of risks to health and safety in connection with the use, handling, storage and transport of articles and substances, (e.g. chemicals, boiling water, sharp tools, DT, Cookery etc).
- c) Resolve health, safety and welfare problems members of staff may refer to them or refer to the Headteacher or Manager any problems for which they cannot achieve a satisfactory solution within the resources available to them.
- d) Carry out regular health and safety risk assessments of the activities for which they are responsible and report these to the Headteacher or the School Health and Safety Co-ordinator.
- e) Carry out regular inspections of their areas of responsibility to ensure that equipment, furniture and activities are safe.



- f) Ensure that all staff under their control are familiar with the health and safety Code of Practice, for their area of work.
- g) Ensure, so far as is reasonably practicable, the provision of sufficient information, instruction, training and supervision to enable other employees and pupils to avoid hazards and contribute positively to their own health and safety.
- h) Where appropriate, ensure relevant advice and guidance on health and safety.
- i) Investigate any accidents, which occur within their sphere of responsibility.
- j) Report on all matters to the Headteacher.

### **SPECIAL OBLIGATIONS OF CLASS TEACHERS:**

The health and safety of pupils in classrooms, is the responsibility of class teachers.

If for any reason a teacher considers he/she cannot accept this responsibility, he/she should discuss the matter with the Headteacher before allowing work to take place.

Class teachers are expected to:

- a) Exercise effective supervision of the pupils and to know the emergency procedures in respect of fire, first aid and other emergencies, and to carry them out.
- b) Follow the particular health and safety measures to be adopted of their own teaching areas as laid down in the relevant Code of Practice, if issued, and to ensure that they are applied.
- c) Give clear oral and written instructions and warnings to pupils as often as necessary.
- d) Follow safe-working procedures personally.
- e) Ensure the use of protective clothing and guards where necessary.
- f) Make recommendations to the Headteacher on health and safety equipment and on additions or necessary improvements to plants, tool, equipment or machinery.
- g) Integrate all relevant aspects of safety into the teaching process and, if necessary, give special lessons on health and safety.
- h) Avoid introducing personal items of equipment (electrical or mechanical) into the school without prior authorisation.
- i) Report all accidents, defects and dangerous occurrences to their Headteacher.

### **SCHOOL HEALTH AND SAFETY REPRESENTATIVES:**

The Governing Body and Headteacher recognise the role of Health and Safety Representatives appointed by a recognised trade union. Health and safety Representatives will be allowed to investigate accidents and potential hazards, pursue employee complaints and carry out school inspections within directed time, but wherever practicable outside teaching time. They are also entitled to certain information, for example, about accidents, and to paid time off to train for and carry out their health and safety functions. However, they are not part of the management structure and are not carrying out the duties on behalf of the Headteacher or Governing Body.

### **OBLIGATION OF ALL EMPLOYEES:**

Notwithstanding any specific responsibilities, which may have been delegated to them, all employees must:

- a) Act in the course of their employment with due care for the health, safety and welfare of themselves, other employees and other persons.
- b) Observe all instructions on health and safety issued by the LEAS, school or any other person delegated to be responsible for a relevant aspect of health and safety.
- c) Take heed of any instruction and/or training received on the use of equipment, machinery, dangerous substances or safety devices.
- d) Use and maintain correctly, in accordance with any instruction and/or training received, all personal protective equipment issued.
- e) Report all accidents in accordance with current procedure.
- f) Co-operate with other persons to enable them to carry out their health and safety responsibilities.
- g) Inform Headteacher of all potential hazards to health and safety, in particular those, which are of a serious or imminent danger.
- h) Inform the Headteacher of any shortcomings they consider to be in the School's Health and Safety arrangements.
- i) Exercise good standards of housekeeping and cleanliness.
- j) Know and apply the procedures in respect of fire, first aid and other emergencies.
- k) Co-operate with appointed Health and Safety representatives.

All employees who authorise work to be undertaken or authorise the purchase of equipment will ensure that the health and safety implications of such work or purchase are considered.

Employees entrusted with responsibilities for specific aspects of health, safety and welfare must satisfy themselves that those responsibilities as appropriate are

re-assigned in their absence. Such re-assignments must be approved by the employee's immediate superior.

Failure to exercise reasonable care for the safety of oneself, fellow employees or members of the public; to co-operate with the Department on health and safety matter; or the misuse of safety equipment provided may justify disciplinary action being taken against the employee concerned.

### **VISITORS AND OTHER USERS OF THE PREMISES:**

Visitors and other users of the premises should be required to observe the health, safety and welfare rules of the school. In particular parents and other volunteers helping out in school should be made aware of the health and safety policy applicable to them by the teacher to whom they are assigned.

### **ARRANGEMENTS- CHECK LIST:**

The following section covers the arrangements that must be in place to ensure the school complies with any statutory duties and/or LEA advice, guidance and other relevant standards.

LEA Health and Safety Policy	At Venerable Edward Morgan we comply with this
Auditing, Reviewing and Monitoring	This is carried out yearly by the Health and Safety Governor
Communication, Reviewing and Consultation with employees and others	We communicate with employees as appropriate
Risk Assessment	See file of specific R.A.'s.
Training and specific safety policies	D&T, PE and Science–included in policies
Asbestos (School Management System)	work completed Spring 2009
Contractors in Educational Establishment	sign in, visitors badge, Health & Safety checks as appropriate
Electrical safety	
Fire Safety	
Gas Safety	
Glazing	
Grounds Maintenance Issues	
Health, Safety and Welfare compliance with:	
(i) School Premises Regulations 1996	
(ii) Health and Safety Workplace Regulations 1993	
Legionella	
Mobile Telephone Masts	
Playground, Recreational Areas	Risk Assessment

Ponds in Educational Establishments	
Prevention of slips, trips and falls	signs to be put out
Safety in Caretaking and Maintenance Activities	
Premises Security Issues	Security Policy
Traffic Management	Risk Assessment
Tree Management	
Working at Heights	
Art Safety	Teacher's responsibility
Design Safety	Teacher's responsibility
Drama Safety	Teacher's responsibility
Educational Visits and	Evolve
Journeys Policy and Guidance	
comply with County guidelines on	
Out of School activities	
ICT Safety	Teacher's responsibility
Music Safety	Teacher's responsibility
Safety in Outdoor Education	See Policy and Risk Assessment/ Teacher's responsibility
Physical Education Safety	See Policy and Risk Assessment/ Teacher's responsibility
Science Safety	ensure safety where specific hazards exist Teacher's responsibility
Swimming Safety	Swimming Policy
Accidents	Reporting and Investigation letters/contact with parents, Accident Forms to County
Control of Major Accident Hazard (COMAH)	
Dealing with Emergencies/School Site Arrangements	
First Aid in Educational Establishments	First Aid cupboard in hall. List of First Aiders
Animals in Schools	inform parents of any visits
Bullying and Harassment	Policies
Civil Claims	
Control of Substances Hazardous to Health (COSHH)	
Display Screen Equipment (VDU's)	Risk Assessment
Information to Employees	notice board staffroom
Inspection and Monitoring	
Kitchen Safety/Hygiene	as per Flintshire County Council
Library Safety	
Lifts and Lifting Equipment	
Lone and Peripatetic Workers	Awareness of procedures
Office Safety	Staff Handbook

Organising Major Events on Educational Establishments	Risk Assessment
Safe Moving and Handling	
Personal Protective Equipment Pressure Vessels	
Procurement/General Safety Issues	
Safety Signage	
Transport Safety	
Violence at Work	(i) handling confrontation with pupils/parents etc – Discretion, not in a public place (ii) cash handling
Volunteers	Safety Considerations
Work Experience	(In-House, External and Extended) Staff/Visitor Handbook
Administration of Medicines in Educational Establishments	Headteacher
Alcohol & Drug	Awareness Talks
Health Issues for Employees	(Occupational Health)
Health Issues for pupils	
Controls to Prevent the Spread of Infection	Information to parents
Smoking	no smoking
Stress Management	Work/Life Balance Policy
Accident Forms	(i) Pupil (ii) Employees/Others – in Secretary’s room
Secondary Risk Assessment Pack	
Audit Pack	
Standard Risk Assessment Format	Risk Assessment File