

St John Evangelist Catholic Primary School

HEALTH & SAFETY POLICY



*Mission Statement: To love, to learn with God in our hearts*

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## 1. Policy Statement

The aim of the Governing Board and the Headteacher is to provide a safe and healthy working and learning environment for staff, pupils and visitors, this will be achieved by implementing the health and safety objectives detailed in this policy.

This establishment attaches great importance to the health, safety and welfare at work of all its employees and other users, particularly children, parents and visitors. This establishment aims to provide, so far as it is reasonably practicable, for its employees when working on the premises or elsewhere:

- Instruction, training and supervision to enable its employees to work safely without risk to their health;
- Premises and places of work that are well maintained, have safe access and egress for all and are without risk to health
- Where vehicles are used, to ensure that they are well maintained, safe and without risk to health;
- Safe systems and methods of work that are without risk to health
- Machinery and equipment that is safe and without risk to health
- Articles and substances for use at work that are safe when properly used, stored, handled and transported
- Suitable safety clothing and equipment when required by regulation, approved code of practice, departmental instruction or when considered necessary by the Premises Manager / Headteacher;
- Any other suitable protection, where appropriate, where staff might be at risk
- For the safety of visiting contractors, members of the public and authorised visitors
- For arrangements to involve all members of the school community including pupils in developing this health and safety policy.
- For our responsibility towards the environment and ensuring that our activities do not adversely affect it.

## 2. Responsibilities

The School Health and Safety Committee consists of representatives of key management and staff. Issues affected by Health and Safety are addressed as part of the Resource, Health and Safety and Staffing Committee.

Chair		<u>Daniel Beazer</u>
Members	1	<u>Stephanie Maker</u>
	2	<u>Nick Matthias</u>
	3	<u>Kirsty O'Connor</u>

### Governing Board

The Governing Board has corporate responsibility as an employer for providing a safe and healthy working environment for teaching and non-teaching staff in its employment, for the children attending the school and for other people who are users of the school.

We will take all reasonable steps to fulfil this responsibility, to provide suitable facilities and equipment and safety arrangements especially in areas of high risk; imparting information and advice conducive to safety and for the provision of a healthy working environment and adequate welfare facilities.

The Governing Body is responsible for:

- setting policy and strategy in all areas of Health and Safety
- reviewing this policy once a year and making changes where necessary or desirable
- ensuring that procedures are in place to monitor compliance with this policy
- receiving and considering regular reports from the Resources Committee, the Health and Safety Committee and the Headteacher in relation to the matters covered by this policy

### The Headteacher

The Headteacher has primary responsibility for Health and Safety matters within the establishment. In the Headteachers absence the Deputy Head or whoever is nominated, will assume this responsibility.

The Premises Manager, reporting to the Headteacher will be designated to be responsible for managing the arrangements for health and safety in the school and for liaising with the Health and Safety Manager from Islington Council for advice and information on health and safety matters

### The Headteacher is responsible for:

The Headteacher is responsible for health and safety day-to-day. This involves:

- Implementing the health and safety policy
- Ensuring there is enough staff to safely supervise pupils
- Ensuring that the school building and premises are safe and regularly inspected

- Providing adequate training for school staff
- Ensuring that suitable health and safety induction training is provided to every new employee and that every assistance is given to perform their duties in a safe manner. In particular to ensure that they are given a copy of this statement of local arrangements and the opportunity to read it, before starting work.
- Reporting to the governing board on health and safety matters
- Ensuring appropriate evacuation procedures are in place and regular fire drills are held
- Ensuring that in their absence, health and safety responsibilities are delegated to another member of staff
- Ensuring all risk assessments are completed and reviewed
- Monitoring cleaning contracts, and ensuring cleaners are appropriately trained and have access to personal protective equipment, where necessary
- Ensuring that a suitable plan is in place to deal with emergencies, which could occur both during and out of school hours. This will include arrangements to deal with the immediate emergency and for contacting Islington Council, school staff, service providers and parents.

**The Premises Manager is responsible for:**

- The safety and physical condition of all areas of the school including playgrounds and outbuildings.
- Arranging for the maintenance and servicing of firefighting equipment and fire alarm systems, premises security systems.
- Ensuring that all premises machinery and equipment is serviced and maintained by competent persons in accordance with supplier's guidance and statutory requirements and that suitable records are kept.
- Ensuring that all contractors on site are aware of the emergency evacuation procedures and have sight of the school health and safety policy as appropriate to their work.
- Informing all contractors of any known hazards, which might affect them whilst at work.
- Ensuring that all visitors, including contractors, are made aware of any hazards on site of which they may be unaware.
- Resolving health and safety problems.
- Noting all the guidance produced by the Health and Safety Manager from Islington Council on health and safety issues and bringing them to the attention of the Headteacher (or relevant staff).
- Keeping a file or record of such guidance, including that issued by other competent authorities, to which all staff can have access.
- Ensuring that all areas of the site are inspected termly by the Premises Manager with the Senior Management on site.
- Ensuring that a system is established and maintained for reporting, recording or investigating accidents, and that all reasonable steps are taken to prevent recurrences.
- Ensuring the use of any personal protective equipment as may be necessary and ensuring that it is maintained and renewed as necessary.
- Ensuring that a suitable fire risk assessment is prepared and maintained to comply with the Regulatory Reform (Fire Safety) Order 2005.
- Ensuring that arrangements are made for suitable training for all aspects of their work.

**The Admin Team are responsible for:**

- Ensuring that arrangements are made for suitable training for all aspects of their work.
- Reporting accidents (see Accidents)

Keeping suitable records of:

- Employee health and safety training
- Reporting and keeping records of accidents
- RHSS Committee meetings
- Premises safety inspections
- Fire equipment tests
- All testing and certificates for work carried out by contractors
- Machinery and equipment safety tests and inspections
- Risk assessments

**All employees are responsible for:**

- Taking care of the health and safety of themselves and their colleagues and for any child under their charge
- Keeping up to date with current safety procedures
- Attending and implementing training as directed
- Following instructions issued by the employer on matters of Health and Safety
- Immediately reporting any accidents, dangerous occurrences or safety concerns to the Premises Manager and Senior Management.
- Not misusing any equipment provided for their safety.

**Line Managers are responsible for:**

- The safety of their staff and pupils within their work area by ensuring staff receive necessary training and supervision
- The safety of equipment, materials and systems of work by setting up arrangements for regular inspection
- Making arrangements for cover of staff with key safety responsibilities

**Classroom teachers and Teaching Assistants are responsible for:**

- The safety of all children under their charge by effectively supervising their activities
- Being able to carry out emergency procedures in respect of fire, emergency evacuation, security, first aid
- Observing all safety procedures and instructions

**The Science Leader is responsible for:**

- Coordinating the school science policy
- Monitoring health and safety practice in science throughout the school
- Ensuring resources are safely and securely stored

**Technicians are responsible for:**

- The safety of the areas in which they work

### 3. Contractors

Contractors should notify any hazards arising from their activities, which may affect the occupants of the school. All contractors should report to the school office on arrival. The Premises Manager will be responsible for controlling the work of contractors to ensure the safety of pupil's staff and visitors. In the interests of safety, major work should take place out of school hours and during school holidays.

Where work carries significant hazards, permits to work should be raised for contractors before they start work.

Examples of work which requires a permit to work are:

- Work on mains electrical wiring, mains incomers and distribution boards.
- Removal of asbestos or work where asbestos materials are known or suspected to be in place.
- Major excavations
- Access to roofs and roof voids
- Sterilising of water systems with chemicals
- Access by anyone to confined spaces such as voids sumps and drains

All contractors who work on the school premises are required to ensure safe working practices and must pay due regard to the safety of all persons using the premises.

### 4. Catering

Kitchen and cooking facilities carry significant risks to school premises and high standards of organisation and control are required to minimise them.

The Catering contractor is responsible for:

The safety of the kitchen areas and of keeping the school informed of any hazards which could affect the safety of people or premises

Ensuring that its employees are competent in working safely in the kitchens with particular regard to the following:

Hygiene	To maintain suitable standards of hygiene in the kitchen areas including storage areas and staff rest areas
Equipment	Ensuring that staff are properly trained in the use of catering equipment.
Fire	To be aware of the arrangements for fire prevention and evacuation and for extinguishing fires in the kitchen.  To keep fire extinguishing and safety equipment readily available and unobstructed.  To keep fire doors closed and not propped open.
Training	Providing suitable practical training to ensure that staff are able to deal with kitchen fires by using available kitchen fire-fighting equipment.

## **5. Asbestos**

The Headteacher is responsible for ensuring that arrangements are in place for managing asbestos in accordance with the procedures and guidance, which are found in the Islington Council manual, Asbestos Management Policy and Procedures.

Staff should be briefed on the hazards of asbestos, the location of any asbestos in the school and the action to take if they suspect they have disturbed it.

Arrangements will be in place to ensure that any asbestos in the premises is not disturbed by the work of contactors or hirers of the premises

The premises manager will identify the location of any intended work to ensure that there is no asbestos in the location of the work by examining the asbestos register.

Contractors will be briefed in the action they should take if they discover material which they suspect could be asbestos. They should immediately stop work, evacuate the area and request advice from the Health and safety team, telephone 020 7527 5971.

## **6. Hirers, Contractors & Others Using or Working in the School**

This section should be read in conjunction with the Islington Council guidance.

## **7. Community Use of School Premises and Facilities**

When the school's premises are used for purposes not under the direction of the Headteacher then the principal person in charge of the activities or use will have responsibility for safe practices. Hirers must be aware of the fire detection and alarm arrangements of the school and the action to take:

- If the fire alarm sounds
- If they discover a fire

They should have procedures in place for:

- Activating the fire alarm
- Calling the emergency services.
- Evacuating the premises
- Accounting for their groups

The Head will seek to ensure that hirers, contractors and others who use the school premises conduct themselves and carry out their operations in such a manner that all statutory and the school's safety requirements are met at all times.

When the premises are hired to persons outside the employ of the Governing Board, it will be a condition for all hirers that they are familiar with this policy, and comply with all safety directives of the Governing Board. They will not, unless with prior consent of the Governing Board:

- a) Introduce equipment for use on the school premises
- b) Alter fixed installations
- c) Remove fire and safety notices or equipment

- d) Take any action that may create hazards for persons using the premises or the staff or pupils of the school.

## 8. Visitors

All visitors must report to the school office where a signing-in system is in operation. Visitors and other users of the premises, for example, contractors and delivery persons, are required to observe the safety rules of the School. Contractors working in the school premises will be made aware of the health and safety arrangements applicable to them by the premises.

Visitors should wear their visitor's sticker when on the premises which includes their name and photograph.

## 9. Provision of first aid

A risk assessment will be carried out annually at the beginning of each school year to decide what first aid arrangements are required for the school. This takes into consideration the types of activities in the school and their levels of risk to decide numbers training levels and first aid facilities.

Early Years staff must undertake suitable training in paediatric first aid:

Name	Location	Ext no
Sue Burbridge	Reception Teacher	1006
Debbie Galvin	Teaching Assistant	1006
Helena Dornallas	Nursery Nurse	1019

The schools designated first aiders are:

Name	Location	Ext no
Nicholas Matthias (First Aid at Work)	Premises Managers Office	0207 226 1314
Kim Costa (First Aid at Work)	KS2 Teaching Assistant	1017 (Pluto) /
Francesca Marinaro (Paediatric First Aid)	Admin Officer	1000 (office)
Jodie Hobden (Paediatric First Aid)	KS2 Teaching Assistant	1009
Nicola Hanifan (Paediatric First Aid)	KS1 Teaching Assistant	1008
Tania Douglas (Paediatric First Aid)	KS2 Teaching Assistant	1016



Terrie Goodey (Paediatric First Aid)	KS2 Teaching Assistant	1010
Stephanie Maker (Paediatric First Aid)	Headteacher	1003 (main office)

The designated persons responsible for checking and maintaining the contents of the first aid boxes is Francesca Marinaro.

**Note:** If necessary a trained first aider should be summoned immediately to tend to an accident and provide first aid in accordance with his/her training.

If an ambulance is required the emergency 999 service should be used.

Delays in calling the ambulance service can be very serious. The opinion of a first aider is sufficient to authorize an ambulance to be called and this should take place without delay.

It may be appropriate on some occasions to transport a member of staff or pupil to a casualty department without the ambulance service but it should be noted that this should always be on a voluntary basis.

## 10. Accident Reporting

Accidents must be reported on the Council's 'Incident Reporting System' online: Info Exchange [islington@info-exchange.com](mailto:islington@info-exchange.com)

It is the responsibility of the Headteacher to sign off an accident form in the event of an incident. She should also investigate the accident and suggest action to prevent recurrence. Accident forms must be completed with copies retained for at least three years.

In the case of minor accidents to non-staff, i.e. pupils or parents, where there are no issues of liability and there have been no contributory failures of premises, procedures or equipment, details may be recorded in a schools minor injuries book which should be retained for at least 3 years.

Certain injuries must be reported to the HSE under the RIDDOR Regulations. (See [www.riddor.gov.uk](http://www.riddor.gov.uk))

## 11. Fire and emergency arrangements

It is the duty of all members of staff to be aware of the fire and emergency procedures, for ensuring that all escape routes are kept clear and to report any defective equipment, damage to extinguishers and any other equipment. Teachers must ensure all doors are kept free from furniture and obstructions. Doors must not be wedged open.

A formal check of the premises fire arrangements should be made by the members of the senior management team as often as is required. This will include fire doors, fire signage and alarm systems and will assess their suitability and any repairs or improvements required. Records of the inspection will be kept and addressed by the resources committee.

### Firefighting and precautions

All firefighting equipment is annually inspected and serviced by Chubb Ltd.

It is the responsibility of the Premises Manager to ensure that firefighting equipment is serviced annually and an inventory of all equipment plus a diagram showing its location and is kept up to date.

### **Fire alarms**

The fire alarms should be tested weekly and recorded on the Statlog system by the premises manager. Fire alarms should be serviced four times a year by a competent contractor and records kept of the tests. The Premises Manager is responsible for ensuring that this is recorded on Statlog and the admin team are responsible for keeping records.

### **Fire drills**

Fire drills will be arranged at least termly. The purpose of fire drills is to evacuate everyone to a place of safety as quickly as possible where they will be checked against the attendance registers.

Suitable arrangements must be in place for evacuating those with disablement or with special educational needs, for whom Personal Emergency Evacuation Plans (PEEPS) should be in place.

### **Notifying the Emergency Services**

The following staff have specific responsibility to call emergency services:

<u>Name</u>	<u>Location</u>	<u>Tel no.</u>	<u>Area of Responsibility</u>
Nick Matthias	School	020 7226 1314	Premises Manager
Tina Roseman	Office	020 7226 1314	Senior Admin Officer
Francesca Marinaro	Office	020 7226 1314	Admin Assistant

### **Clearing premises in an emergency**

The following staff have specific responsibility to check all areas are cleared:

<u>Name</u>	<u>Location</u>	<u>Tel no.</u>	<u>Area of Responsibility</u>
Nick Matthias	School	0207 226 1314	Premises Manager
Covering Premises Manager (as organized by the school)	School	0207 226 1314	Premises Manager

### **Assembly Areas**

The Headteacher or Deputy Head have specific responsibility to take charge of the assembly area and check numbers correspond with attendance figures.

## **12. Information, documentation and training**

Staff should either receive copies or have their attention drawn to relevant safety information contained in the School's health & safety guidance. The Headteacher must ensure that the guidance or safety standards are current and adhered to at all times.

Health & Safety documents are held by the school office. Staff must ensure that they are familiar with all relevant documentation.

It is the responsibility of the Headteacher and Deputy Headteacher to identify the health and safety training needs of staff, to ensure a record is kept of those who have attended training the type of training received.

### 13. Repairs and maintenance

All damage, signs of wear and defects in the premises must be reported to:

Name	Location	Tel no.	Area of Responsibility
Nick Matthias	School	0207 226 1314	Premises Manager

The incident must be reported via email and the Headteacher must be copied in.

**Note:** A record must be kept of all reported items in a maintenance book, along with details about measures taken to make immediately safe, and any medium or long term plans to permanently make good any notified defects.

### 14. School Premises Plans

Plans of the school indicating floor lay outs, emergency exits, fire extinguishers, storage of hazardous or flammable substances, location of hazardous equipment, plant, etc., and asbestos is held and maintained by the Premises Manager and the school office.

A copy of this plan should be held in an emergencies folder to be available in reception for use by the fire brigade.

### 15. Electrical equipment

All portable electrical equipment will be tested by Clarkes Electrical Ltd every year.

A copy of the inventory of the electrical equipment tested including the results should be kept with the school health and safety manual, which is held in the school office.

All staff must visually check all electrical appliances prior to their use and report any defects to Nick Matthias.

All defective equipment must be taken out of use immediately and reported to Nick Matthias. Privately owned appliances must not be used on the School's premises.

### 16. Machinery and plant

All machinery and plant will be of suitable safety specifications and will carry a CE marking which shows that it complies with the European Community safety standards

Certain pieces of equipment and plant must be inspected and or tested as part of a statutory safety regime. These include for example lifts, boilers, extraction equipment for the control of hazardous substances, pressure systems etc. The following people carry out these tests.

Name	Equipment/plant to be tested	Frequency or interval
John James Ryan	Heating system & Boiler	Annually

Two Services	Service kitchen equipment	Annually
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Arrangements should be in place to ensure that the CLEAPSS guidance is fully available to science teachers and technicians and for suitable training support and monitoring to be in place to ensure continuing high standards of safety and control.

Information should be available without recourse to passwords or inaccessible PCs which will inhibit or reduce the availability of essential preparation or safety information.

### **17. Furniture and equipment**

All staff must ensure that equipment and furniture is regularly checked to ensure that it is functional and safe. All discovered defects must be reported to the premises manager who should arrange for repairs or replacement where necessary.

### **18. Control of Substances (COSHH)**

Schools are required to control hazardous substances, which can take many forms, including:

- Chemicals
- Products containing chemicals
- Fumes
- Dusts
- Vapours
- Mists
- Gases and asphyxiating gases

Germs that cause diseases, such as leptospirosis or legionnaires disease

All substances, chemicals, etc. purchased and used within the school must comply with the COSHH guidance contained in the relevant sections of the CLEAPSS Manuals. Risk assessments and hazard data sheets must be provided for all hazardous substances and suitable records kept.

COSHH risk assessments are completed by Nick Matthias, Premises Manager and circulated to all employees who work with hazardous substances. Staff will also be provided with protective equipment, where necessary.

Substances will be used in accordance with the guidance given in *"Be Safe" from the HSE*; in the *CLEAPSS booklet LP5 "Safe Use of Household and Other Chemicals"*; and in accordance with the manufacturers, instructions and advice on the label.

The school use and store hazardous products in accordance with instructions on the product label. All hazardous products are kept in their original containers, with clear labelling and product information. Hazardous substances are stored in locked units / cupboards and pupils do not have access to these.

Any substance, which it is proposed to use for a purpose not covered in either of the above texts, should be the subject of further advice (from CLEAPSS) and to the consent of the

Head. Any substance not identified should be disposed of. Any hazardous products are disposed of in accordance with specific disposal procedures.

## **19. Cleaning arrangements**

The School's premises are cleaned by Julius Rotherfoord.

The specification for the cleaning regime is held by Nick Matthias and Stephanie Day.

Any problem relating to the cleaning should be made to Nick Matthias.

The arrangements for school cleaning may be through a contract with a cleaning contractor or by cleaners employed directly by the school.

Cleaning contractors should provide a specification of the cleaning arrangements and will include:

- The health and safety policy of the contractor
- Risk assessments of the arrangements for cleaning tasks.
- Arrangements for supervision and control of their employees.
- Arrangements for training their employees in working safely and particularly the safe handling of hazardous substances.
- COSHH assessments for the use and storage of cleaning materials.
- Arrangements for maintaining testing and inspecting electrical equipment such as vacuums and floor polishers which require regular inspections to ensure electrical leads have not been damaged.
- Use and storage of personal protective equipment
- Training in responding to emergencies such as fire and accidents particularly when they occur out of hours when they may be alone in the building.

Regular meetings should be arranged between the cleaning contractors and the Premises Manager to review the suitability of safety arrangements and records kept of the meetings

## **20. Risk assessment**

The Management of Health and Safety at Work Regulations 1999 require all employers to carry out risk assessments for the risks to their employees and others who can be affected by their activities.

Risk assessments are used to identify potential sources of harm so that they can be minimised or avoided to reduce the risks of injury and ill health.

Schools as employers have a duty to carry out risk assessments for all of their activities which affect their employees, students, visitors and contractors.

Islington Council have produced a Risk Assessment Toolkit to guide through the process with particular reference to the school environment. These have been adopted by the school.

## **21. Offsite Visits**

It is important that suitable arrangements are made for all offsite visits by students. Class teachers are responsible for planning offsite visits. Francesca Marinaro, admin officer, will

assist teachers in the administration work. Parents give permission for their child to go on all school trips when they join the school. Teachers complete 'Safety Online' insurance for all trips: EVOLVE [evolve.islingtonvisits@edufocus.co.uk](mailto:evolve.islingtonvisits@edufocus.co.uk).

## **22. Conclusion**

It is the responsibility of every one to make these arrangements work. By achieving this collective responsibility there is much greater likelihood of achieving an accident free environment and progressively improving the management of safety and so the staff's, pupils' and the school's general well-being. This policy should be read in conjunction with the following;

- Security Policy
- Safeguarding & Child Protection Policy
- Lettings Regulations Procedures