



ST. CHRISTOPHER'S C.E. PRIMARY SCHOOL

TEMPLE ROAD, COWLEY, OXFORD. OX4 2HB

☎: 01865-779772 FAX: 01865-807816

Email: office.3252@st-christophers-pri.sch.uk



Head Teacher – MRS S.E. BROADBENT BMus [Hons] PGCE

Health and Safety Policy

1 GENERAL STATEMENT OF INTENT

The Governing Body of St. Christopher's CE Primary School will meet its responsibilities under the Health and Safety at Work Act etc. 1974, the Management of Health and Safety Regulations 1999 and other health and safety legislation to provide a safe and health working environment for employees and to ensure that at this school, work does not adversely affect the health and safety of other people such as pupils, students, visitors and contractors. [Details of how this will be achieved are given in the arrangements section of this policy].

The Governing Body will ensure that effective consultation takes place with all employees on health and safety matters and that all individuals are consulted before delegating particular health and safety responsibilities to them.

Where necessary, the Governing Body will seek specialist advice to determine the risks to health and safety in the establishment and the precautions required to deal with them.

The Governing Body will ensure provision of sufficient information and training in health and safety matters to all employees in respect to the risk to their health and safety.

All employees must ensure the maintenance of high standards of health and safety in all activities undertaken by the school.

This policy includes a description of the establishment's organisation and its arrangements for dealing with different areas of risk. [Details of how these areas of risk will be managed are given in the arrangements section].

SIGNED:
Chair of Governors

SIGNED:
Head Teacher

POLICY AGREED BY FINANCE AND PREMISES COMMITTEE: FEBRUARY 2017

POLICY TO BE REVIEWED: JANUARY 2019

ORGANISATION

RESPONSIBILITIES OF THE GOVERNING BODY

The Governing Body will ensure that:

- The Head Teacher produces a school Health and Safety Policy.
- Suitable and sufficient risk assessments of the work activities are undertaken and a written record of the risk assessments is kept.
- Sufficient funding is allocated for Health and Safety e.g. in respect of training, personal equipment etc.
- Regular safety inspections are undertaken. It is advised by the Health and Safety Team for schools that this is completed termly as a minimum with the Head Teacher.
- A positive Health and Safety Culture is established and maintained.

RESPONSIBILITIES OF THE HEAD TEACHER

The Head Teacher will ensure that:

- A School Health and Safety Policy is produced for approval by the Governing Body and that the policy is regularly reviewed and revised as necessary; a minimum of every two years.
- Suitable and sufficient risk assessments of work activities are undertaken, that a written record of the assessments is kept and that the assessments are reviewed annually or upon change in circumstances and are removed if no longer valid.
- For high risk activities, safe systems of work are identified via a risk assessment. These risk assessment will comply with national standards and guidance, and are monitored to ensure they are followed and effective.
- Information and advice on Health and Safety is acted upon and circulated to all staff and Governors when necessary and as appropriate.
- A regular safety inspection is to be undertaken by the Head Teacher together with the Governing Body on a termly basis.
- An annual report is provided to the Governors' 'Premises and Finance Committee'.
- Co-operation with the ODST in meeting its legal requirements in respect of the monitoring of Health and Safety practice and procedures.
- Staff are competent to undertake the tasks required of them and that they have been provided with the necessary training by competent persons.
- Staff will be provided with equipment or other resources to enable the task to be undertaken safely.
- Those who received delegated responsibilities are competent; their responsibilities are clearly defined, have received necessary training and are provided with equipment or other resources in order to ensure they can fulfil such duties.
- There is co-operation, with, and provision of necessary facilities for trade union and safety representatives.
- That all statutory inspections are completed and records kept.

DESIGNATED RESPONSIBILITIES FOR STAFF

The following are the designated staff for First Aid and for Premises Checks:

FIRST AID: Mrs Ruth Smith

PREMISES CHECKS: Mr Ray Ganter

FIRE SAFETY: Mrs Sheenagh Broadbent

RESPONSIBILITIES OF ALL EMPLOYEES

All staff employed by the school will ensure that:

- There is co-operation with the ODST, Governing Body and Head Teacher on all matters relating to Health and Safety by complying with the Health and Safety Policy.
- Reasonable care is taken for their Health and Safety at work and that of other persons who might be affected by their acts or omissions at work and during off-site activities.
- Report immediately, or as soon as practicable, any defected noted with plant, equipment, machinery or the workplace generally to their line manager or other designated person.
- Use of equipment or machinery which they are competent to use or have been trained to use.
- There is no misuse of anything that has been provided for Health and Safety purposes.

RESPONSIBILITIES OF VOLUNTEER HELPERS

All volunteers have the same duties as those indicated for employees.

NB Staff and volunteers are advised to ensure that their own vehicle insurance covers them for use of the vehicle for work purposes, including the transport of pupils if applicable. Staff should have 'business' insurance if they use their vehicle to travel to training at another premises within their work hours. The school does not hold insurance to cover use of private vehicles.

ARRANGEMENTS

HEALTH AND SAFETY REPRESENTATIVES AND COMMITTEES

Under the Safety Representatives and Safety Committee Regulations 1977, a recognised independent Trade Union has the right to appoint Safety Representatives. The Trade Unions are required to inform the school in writing when this is in place.

PREMISES AND FINANCE COMMITTEE

Health and Safety issues will be discussed at the Finance and Premises Committee meetings of the Governing Body.

CRITICAL INCIDENT AND EMERGENCY PLANNING [Including Fire Arrangements]

A critical incident is one that is likely [or has potential] to cause an occurrence that is beyond the capacity of the school operating under normal conditions to respond independently.

The school handbook and the Health and Safety file include details of emergency procedures including containment and fire alarms.

The priorities are:

- To ensure the safety all of persons, their removal from danger, their welfare and the application of first aid and medical treatment when appropriate.
- To call the emergency services where appropriate;
- To safeguard the premises and equipment, if this is possible, without putting persons at risk.

Individual Responsibilities:

- The person responsible for ensuring and supervising [where appropriate] is the Head Teacher.
- The person responsible for the controlled evacuation of people from the school or the school grounds to a place of safety is the Head Teacher.
- The person responsible for summoning the emergency services is the Deputy Head Teacher.
- The persons responsible for the roll call to be taken at the assembly points are the Class Teachers.
- The person responsible for ensuring that no-one attempts to re-enter the building until the 'all clear' is given by the emergency services is the Deputy Head Teacher.
- The person responsible for arranging, recording and monitoring fire drills at least once per term is the Site Manager.
- The Site Manager is responsible for the following:
 - Keeping a detailed record of all cleaning products used and kept in school together with any hazards associated with them should anyone [adult or child] come in contact with them and the appropriate action needed to deal with this.
 - The Asbestos Manual, Fire Safety Folder, Water Service-Water Hygiene Manual and Property Maintenance Manual kept safely in his cupboard.

ACCIDENT, DANGER OCCURRENCE, AND NEAR-MISS REPORTING

ACCIDENT INVESTIGATION – In accordance with [RIDDOR] 'Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013' DfE Guidance regarding reporting requirements for schools can be found on the following web-site:

<http://www.hse.gov.uk/pubns/edis1.pdf>.

Any employee who witnesses an accident, dangerous occurrence, verbal abuse or actual or threatened violence or near miss will complete an incident form and take it to the person responsible for recording such incidents. These incidents are then passed on to the HSE.

The person responsible for completing the incident forms is **Mrs Bernadette Fathers** [PA to the Head Teacher].

The Head Teacher would first of all be informed of any incident that needed to be reported.

Procedures for reporting accidents and first aid are in the school handbook. There are minor accident slips that are completed for children to take home which advises Parent/Carers of any minor incident/accident that has happened in school.

Any accident/incident involving a child hitting their head in whatever circumstance the Parent/Carer is telephoned immediately to be advised of this.

Where accidents are found to have been caused by faulty plant, equipment, premises or unsafe systems of work actions must be taken to remove or isolate the hazard and warn people until the necessary modification or repairs can be made.

ADMINISTERING OF MEDICINES

The school has clear guidance on the administering of medicines which is written into its 'Administering Medication to Pupils' Policy. Staff are trained in the administration of Epi Pens and Asthma Inhalers.

ASBESTOS MANAGEMENT

- Asbestos management on-site is controlled by the nominated responsible person, **Mrs Sam Jones**. Asbestos register is located in the site manager's cupboard.
- Under no circumstances must staff drill or affix anything to walls that may disturb materials without first checking the register. (There is very little asbestos actually on the site – one small patch in the cupboard in Rowan classroom).

CARETAKER AND CLEANING EQUIPMENT

This includes moving and handling equipment, powered cleaning equipment, power tools and hand tools.

The person responsible for ensuring that equipment is risk assessed, suitable for intended use, safe to use, inspected and maintained in a safe condition is the Site Manager **Mr Ray Ganter**.

CONTRACTORS ON SITE

- It is recommended that ODST recommended registered contractors are used for contractual work on the school premises. Where non recommended registered contractors maybe required or selected for use then appropriate safe selection procedures are to be used to ascertain competence prior to engaging their services. They will need adequate risk assessments to demonstrate their safe working practices for specific work being undertaken.
- All contractors must report to reception where they will be asked to sign the visitor's book and given a visitor's badge unless they have an official badge already.
- Contractors need to be made aware of the fire exits and evacuation process

DISPLAY SCREEN EQUIPMENT

All users must carry out periodic workstation assessments using the HSE Display Screen Equipment workstation checklist. Workstation assessments will be actioned as necessary by line managers and routinely reviewed at intervals not exceeding three years.

Electrical Equipment

The responsible manager will ensure that:

- Only authorised and competent persons are permitted to install or repair equipment
- Where 13-amp sockets are in use, only one plug per socket is permitted
- Equipment is not to be used if found to be defective in any way
- Defective equipment is to be reported and immediately taken out of use until repaired
- All portable electrical equipment will be inspected and tested annually
- Equipment testing/inspection can only be carried by a competent person
- Private electrical equipment is not to be brought on to the premises or used unless its use is approved by management and it has been tested
- New equipment must be advised to the responsible manager in order that it can be added to future PAT testing schedules

Any defective or suspected defective equipment, systems of work, fittings etc must be reported to **Mrs Sam Jones** and attended to as soon as possible

FIRE SAFETY

Arrangements regarding fire safety are set in full in the Fire Safety manual. The fire safety co-ordinator is the competent person for fire safety on the premises and is the immediate point of contact for all fire safety related enquires on site.

The responsible manager will ensure through the fire safety co-ordinator that:

- All staff receive the fire awareness training
- Fire safety procedures are readily available for all staff to read
- Fire safety information is provided to all new staff at induction and periodically thereafter
- Fire safety notices are posted in key areas of the building close to the fire points
- Evacuation routes and assembly points are clearly identified

- Staff are aware of their responsibilities for knowing the location of fire points and fire exits. They should also know the assembly point in the event of a fire
- All staff are familiar with the flammable potential of materials and substances that they use and exercise maximum care in their use, especially with those marked *flammable*
- Fire evacuation procedures, fire safety training and fire alarm testing are carried out in accordance with the guidelines and the premises fire safety manual
- The fire risk assessment is reviewed annually by the fire safety co-ordinator and amend as new hazards or required amendments are identified which is supported by the Health and Safety team at Oxfordshire County Council

All staff will receive basic fire awareness training (once every 3 years) and there will be 3 members of staff who have received higher level 'Fire Marshall' training (renewed every 3 years). These 3 Fire Marshalls are currently: **Sam Jones, Claire Gardner and Julia White.**

St. Christopher's School will hold an annual fire risk assessment, supported by the Health and Safety Team from Oxfordshire County Council.

The person responsible for maintaining the Fire Logbook is the **Head Teacher.**

FIRST AID

Arrangements regarding first aid provision are set out in the First Aid Policy. The names of the first aid trained staff on site are listed in the first aid policy and also clearly signposted around the school.

First aid is never to be administered by anyone except first aid trained staff with in-date training certificate, operating within the parameters of their training.

Procedures for First Aid are in the staff handbook [pages 24-25]

The school will ensure the following is in place:

- Adequate first aid provision for lunch-times and breaks.
- First Aid provision for off-site trips and visits.
- Staff are well trained and aware of the actions needed in any first aid incident.
- Ensure that first aid training is provided with an HSE approved provider (we currently use St John's Ambulance training)
- First Aid staff training and certificates are up to date.

FOREST SCHOOL

The Forest School Handbook have their own Health and Safety policy, risk assessments and emergency evacuation plan. This is located in the Forest School Rucksack by the lockers in the staffroom. The responsible adult who is in charge of this is **Mrs Julie Bowler**

GROUNDS MAINTENANCE EQUIPMENT

The responsibility for grounds maintenance equipment lies with the contractors who work on the grounds.

The Ground Contractors are: **Oxford City Council** and **Colin Doling**.

HAZARDOUS SUBSTANCES

All Cleaning staff to having COSHH training

Hazardous substances, materials, chemicals and cleaning liquids are not permitted to be permitted or brought into use on site unless a documented COSHH assessor, and the product has been approved for safe use on site by the responsible manager **Mr Ray Ganter** (site manager).

When using harmful substances, whether it is a material, cleaning fluid or chemical substance, staff must ensure that adequate precautions are taken to prevent ill-health in accordance with the COSHH assessment completed for that substance. Staff must never attempt to use a harmful substance unless adequately trained to do so, and then only when using the safe working practices and protective equipment identified in the COSHH assessment.

All hazardous substances are to be stored in the secure and signed storage when not in use which is in the Year 1 building cleaner's cupboard. This is to remain locked at all times.

HEALTH AND SAFETY TRAINING

Health and safety induction training will be provided and recorded for all new staff/volunteers.

The line manager is responsible for ensuring that all staff/volunteer are provided with adequate information, instruction and training regarding their safety at work.

All staff will be provided with the following as a minimum training provision:

- Induction training regarding all the requirements of this health and safety policy
- Appropriate local training regarding risk assessments and safe working practices
- Updated training and information following any significant health and safety change
- Specific training commensurate to their role and activities
- Periodic refresher training of certain aspects of health and safety

Training records are held in the Health and Safety folder which is located in the head teacher's office.

The Health and Safety at Work Act 1974 requires schools to provide whatever information, instruction, training and supervision as is necessary to ensure, so far as is reasonably practicable, the health and safety at work of employees' HSE.

The person responsible for organising Health and Safety and Safeguarding training is the Head Teacher.

The person responsible for maintaining Health and Safety training records is the Head Teacher.

The person responsible for ensuring new staff receive an induction on their first day in essential safety matters such as emergency procedures for raising alarm and evacuation procedures, first aid and welfare facilities is the person's individual Line Manager.

HOUSEKEEPING AND DISPOSAL OF WASTE

Tidiness, cleanliness and efficiency are essential factors in the promotion of good health and safety. The following conditions are to be adhered to at all times:

- All corridors and passageways are kept free from obstruction
- Shelves in storerooms, cupboards and classrooms are stacked neatly and not overloaded
- Floors are kept clean and dry and free from slip and trip hazards
- Emergency doors and exits are not obstructed in any way
- Supplies are stored safely in their correct locations
- Rubbish awaiting collection must never be left where it obstructs escape routes or could aid the production and spread fire and smoke.
- All staff are responsible for ensuring the good housekeeping of their own workrooms, for example offices, classrooms, studios and corridors.
- Poor housekeeping and hygiene conditions are immediately reported
- Accumulation of rubbish and waste should be reported to **Mr Ray Ganter**, Site Manager who is responsible for the arrangement of disposal.
- The person who should be contacted if circulation routes are obstructed by rubbish is **Mr Ray Ganter**, Site Manager.

LOCATIONS OF MAIN SERVICE ISOLATION POINTS

The locations of the positions of all main service isolation points are as follows:

ELECTRICITY	-	Store Cupboard in Hall next to the sink
GAS	-	Cupboard on the wall at the front entrance gate
WATER	-	Old Boiler House at the front of the school

LONE WORKING

All lone working is to be approved by the head teacher and is to be carried out in accordance with the HSE Working Alone guidance. The Lone working guidance is located in the Health and Safety folder located in the head teacher's room.

MANUAL HANDLING OF LOADS IN ACCORDANCE WITH 'THE MANUAL HANDLING OPERATIONS REGULATIONS 1992'.

Staff are not permitted to regularly handle or move unreasonably heavy or awkward items, equipment or children unless they have attended specific moving and handling training and/ have been provided with suitable aids in order to work safely. Where a manual handling activity cannot be completely eliminated then it must be assessed.

The risk assessment will identify the: Task/Individual/Load/Environment. If the activity presents significant risk to vulnerable individuals such as new and expectant mothers or people with pre-existing back injuries then those people will have to be prevented from carrying out the activity.

The person responsible for identifying hazardous manual handling activities involving objects and arranging for their elimination or risk assessment is the Head Teacher.

The person responsible for monitoring the safety of manual handling activities is the Head Teacher.

The person responsible for organising and maintaining training records for relevant staff is the Head Teacher.

The main person who manually handles loads as part of their role is the Site Manager, **Mr Ray Ganter**.

OFF-SITE ACTIVITIES

Arrangements and procedures for trips and events are written in the school handbook.

POSITIVE INTERVENTION

Arrangements regarding physical intervention are set out in the Positive Handling Policy (located in the Policies folder in the head teachers' office)

PROVISION OF INFORMATION

The responsible manager will ensure that information systems are established so that staff are periodically provided with information regarding safety arrangements on the premises. These systems are staff meetings, minutes of meetings, email distribution, text messages, signature based receipt of information.

The Health and Safety Law poster is displayed in the staffroom

REPAIRS AND MAINTENANCE

- A person encountering any damage or wear and tear of the premises which may constitute a hazard should report it to **Mr Ray Ganter**, Site Manager, by writing it in to the book in the staffroom.
- Defective furniture and equipment should be taken out of use immediately, labelled and reported to **Mr Ray Ganter**, Site Manager.

- The person responsible for ordering repairs which are the responsibility of the school is the Head Teacher.

RISK ASSESSMENT

General risk assessment management will be co-ordinated by **Mrs Sheenagh Broadbent** (head teacher), **Mrs Susie Davies** (deputy head) and **Mrs Samantha Jones** (Admin Manager).

Risk assessments must be undertaken for all areas where a significant risk is identified or a possibility of such risk exists.

The trained risk assessors on site are as above who will oversee the correct completion of risk assessments as appropriate. Risk assessments will be carried out by those staff with the appropriate knowledge and understanding in each area of work.

All risk assessments and associated control measures are to approved by the responsible manager or their delegated member of staff prior to implementation

Completed risk assessments will be stored in the Risk Assessment folder which is located in the school main office.

'Health and Safety law requires the employer to assess the risks to the Health and Safety of staff and others affected by their activities. The terms 'risk assessment' and 'risk management' are used to describe the process of thinking about the risks of any activity and the steps taken to counter them. Sensible management of risk does not mean that a separate written risk assessment is required for every activity. School employers should always take a common sense and proportionate approach, remembering that in schools risk assessment and risk management are tools to enable children to undertake activities safely, and not prevent activities from taking place. Sensible risk management cannot remove risk altogether but it should avoid needless or unhelpful paperwork'. DfE 2012.

Further information regarding the 5 steps to Risk Assessment can be obtained from the HSE web-site – www.hse.gov.uk/risk/index.htm.

Risk Assessment will be reviewed annually.

The date of the next review is February 2018

SCHOOL KITCHEN

The kitchen is managed by **Carillion**, who will be responsible for:

- Ensuring that equipment is risk assessed, suitable for intended use, safe to use, inspected and maintained in a safe condition.

- Ensuring that staff, who are employed by **Carillion**, receive instruction, training and supervision on the use of equipment.
- Monitoring the preparation of food, the nutritional standards of meals and the maintenance of satisfactory hygiene standards.
- Checking the suitable and sufficient risk assessments including manual handling, maintenance of equipment, COSHH assessments and first aid requirements are in place.
- Ensuring that the food waste bin is emptied regularly and kept clean.

The main kitchen are is only to be used by authorised staff. Any persons not authorised but wish to enter the kitchen area must gain approval prior to entry and must adhere to kitchen safe working practices by speaking to **Mr David Gregory** (Head Chef)

SECURITY

The person responsible for unlocking and locking the building, arming and disarming security alarms is the Site Manager **Mr Ray Ganter**. This can be delegated to **Kayleigh Cooper** (Cleaner in charge) in his absence.

SEVERE WEATHER

The Head Teacher will be responsible for making any decision on school closures due to severe weather. The Head Teacher will contact the Admin Manager **Mrs Samantha Jones**, who will communicate any decision using the school text system 'ParentMail'.

SMOKING

Smoking is not permitted on the entire footprint of the school internally or externally. This policy applies to lettings, contractors and Friends of St. Christopher's events.

STATUTORY CHECKS AND MAINTENANCE OF CURRICULUM EQUIPMENT

SCIENCE – The Co-ordinator is **Mrs Szintia Boreham** and she will be responsible for ensuring that all equipment is risk assessed, suitable for intended use, safe to use, inspected and maintained in a safe condition. Pupils are instructed in the safe use of equipment before they use it and checking that they use it correctly.

PE Equipment – The Co-ordinator is **Miss Debbie Turner** and will be responsible for ensuring that all equipment is risk assessed, suitable for intended use, safe to use, inspected and maintained in a safe condition. The Co-ordinator is also responsible for ensuring that instruction, training and supervision is in place for use of all equipment. The PE equipment is inspected annually by Sportsafe, with any recommendations for repairs carried out following their report.

STRESS AND WELLBEING

St Christopher's CE Primary School is committed to promoting high levels of health and wellbeing and recognizes the importance of identifying and reducing workplace stress. (see ODST Staff well-being and stress management document located in H & S folder in head teachers' office).

VISITORS

All visitors must initially report to reception where they will be provided with the key fire safety information to enable them to act appropriately and safely in the event of an incident

Visitors to the premises will be need to sign into the visitors book and given a visitors badge unless they have an official name badge

VIOLENT INCIDENTS

Violent, aggressive, threatening or intimidating behavior towards staff, whether verbal, written, electronic or physical, will not be tolerated at St Christopher's CE Primary School. (see work-related violence policy)

Staff must report all such violent and aggressive incidents to ensure that there is an awareness or potential issues and/or injuries, and so as to enable incidents to be appropriately investigated so that reasonable actions may be taken to support those involved and reduce the risk of similar incidents occurring in the future.

Violent incident reporting in completely confidential. Violent and aggressive incident are to be reported through the RIDDOR reporting system.

VULNERABLE PERSONS

Where there are vulnerable persons (pregnant, elderly, those with a disability, those with temporary or permanent medical conditions etc) working or visiting the premises, a risk assessment will be completed and appropriate procedures implemented to ensure their health, safety and welfare whilst on site.

WATER MANAGEMENT

- Thames Valley Water Services (TVWS) organise an annual risk assessment in relation to water management, which is completed on the hot and cold water systems and measures have been introduced to manage the risk of Legionnaires Disease.
- All regular monthly checks of water temperatures are carried out by TVWS, who also de-scale the water tanks annually.

WORK AT HEIGHTS

Work at height is always to be undertaken in accordance with the HSE guidance (see guidelines in H & S folder). At St Christopher's general work at height will be undertaken in accordance with the onsite generic risk assessment for work at height which identifies general requirements and safe working practices. Specific or high risk tasks will be carried out in accordance with a specific risk assessment for that task

A competent person for work at height and has specific training is authorized to:

- Use steps, stepladders and leaning ladders in accordance with training
- Provide step stool training briefs to staff
- Carry out periodic inspections on all site ladders and step ladders
- Remove access equipment from use if defective or considered inappropriate for use

Work at height on premises is only permitted to take place under the following conditions:

- Any work to be carried out at height must be underpinned by a risk assessment
- Access equipment selected for work at height must be as per the risk assessment
- Any staff working at height must be appropriately trained to use the access equipment
- Staff are not to improvise or use alternative access methods of their choice
- Use of any furniture, including table and chairs, is forbidden for any work at height
- Any safety concerns about a work at height task must be raised prior to work starting
- Contractors working at height must only use their own access equipment

January 2017