

# St Luke's CE (Aided) Primary School

## Health & Safety Policy and Procedures



**St Luke's**  
Primary School

Policy reviewed and updated: January 2023

Policy adopted by FGP: 21<sup>st</sup> March 2023

Signature of Chair of FGP Committee:

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This policy will ensure compliance with Corporate and Ofsted requirements establishing clearly defined roles, responsibilities and arrangements at a local level.

There are four parts to this Policy:-

1. **Statement:** Declaration of intent by the Chair of Governors/Headteacher
2. **Organisation:** The management structure and defining roles and responsibilities within the school
3. **Arrangements:** The procedures and systems necessary for implementing the Policy
4. **Monitoring:** The system for auditing the effectiveness of the arrangements and for reviewing health and safety performance
5. **Appendices**

## 1. Statement

Good health and safety management will be an integral part of the operation of St Luke's CE (A) Primary School, the Governing Body, Headteacher, employees, partners and all other people with whom we do business.

St Luke's CE (A) Primary School will ensure compliance with minimum legal standards/approved codes of practice, along with health and safety guidance provided by Children and Young People and the Central Safety Unit, where relevant.

Wherever possible and where statutory standards and requirements are not in place the school will meet best practice standards.

It is furthermore the policy of the school to ensure that:-

- all plant, equipment and premises meets appropriate safety standards
- appropriate health and safety training is in place for all staff
- a high concern for health and safety among all employees is encouraged through a consultative process involving trade unions and/or employee safety representatives as appropriate, which includes establishing a school safety committee (or including H&S in the remit of an existing consultative process)
- information and advice is provided to maintain safe working practices

The school will expect employees to show a proper, personal concern for their own, pupil and others safety, and the safety of equipment, by exercising due care and attention and observing authorised methods and codes of practice, including those inherent in professional or trade training.

## 2. Organisation

### The Governing Body

The Governing Body of St. Luke's School is responsible for the following:

- a) the production of a School Health and Safety Policy, to be reviewed as required;
- b) ensuring that the requirements of health and safety legislation are met, that Children and Young People's health and safety standards are met, where relevant, and to promote best practice;
- c) ensuring that the school budget is managed on a risk priority basis, so that health, safety and welfare is maintained;

- d) ensuring that effective health and safety planning and target setting takes place within the school and that regular monitoring, audit and review of health and safety performance is undertaken;
- e) ensuring that the health and safety functions and duties of all staff are discharged in line with this policy;
- f) ensuring that all staff are fully aware of their duties and responsibilities and that they are competent to meet those expectations;
- g) ensuring effective communication with the Headteacher, the Children and Young People's Service, staff, parents and pupils in respect of health and safety matters;
- h) ensuring that the Governing Body and Headteacher recognise and set out the roles of specialists (e.g. Health and Safety Officers, Education Advisors, Fire Officers, etc) and the means of effectively liaising with them – School Health and Safety Committee
- i) ensuring that adequate resources are made available to ensure effective health and safety management.

In practice, this Governing Body will delegate the functions necessary to discharge these responsibilities to the Headteacher and senior management team of the school, however they will ensure that they have adequate monitoring of these functions in place.

### **The Headteacher**

The School Governors have placed responsibility on the Headteacher to achieve the objectives of the health and safety policy. The Headteacher undertakes to ensure that all necessary health and safety activities, requirements and standards are undertaken and met within their area of control.

In addition to their statutory duties, Headteachers and Teachers have a common law duty of care for pupils which stems from their position in law "in loco parentis".

The Headteacher will:-

- a) manage the school budget on a risk priority basis, so that health, safety and welfare are maintained;
- b) provide an effective risk assessment process which:
  - o eliminates accident potential as far as is reasonably practicable;
  - o regularly reviews and updates risk assessments as appropriate, including post accident risk assessments;
  - o conforms to statutory regulations, CSU and CYP codes of practice and guidance and to best practice;
  - o takes account of individual personal requirements, such as disabled people, individuals with poor literacy and those who use another language;
  - o pays particular regard to pupils, service users, visitors and contractors, who may be unaware of the dangers and risks;
- c) ensure that accidents, incidents of aggression, near miss incidents and ill health conditions are investigated and reported according to CSU and Children and Young People's procedures as well as legal requirements;
- d) carry out investigations of all incidents in order to identify any measures necessary to prevent a recurrence;
- e) provide the information, instruction, training and supervision necessary to secure the health and safety of all persons under their control;
- f) ensure that all employees under their control know and accept their individual responsibilities regarding health and safety and related legislation and are adequately trained to carry out those responsibilities;

- g) ensure that all managers and supervisors act so as to adequately control risks to health and safety associated with work places and work activities under their control, in accordance with the requirements of the Management of Health and Safety at Work Regulations 1999 and other relevant legislation;
- h) ensure that health and safety responsibilities are identified within job descriptions, as required;
- i) evaluate, monitor and review health and safety arrangements and performance formally once a year, or where there are significant changes;
- j) consult with the appropriate specialist support services and any employee's representatives so that any issue that may affect the health and safety of employees at work and users of the CYP Services can be effectively dealt with;
- k) arrange for health and safety representatives, who may be appointed under statutory regulations, to carry out their duties;
- l) ensure that CYP and School Governors are informed of any breach of health and safety statutory requirements, Corporate and CYP Policy, which cannot be effectively dealt with;
- m) ensure that premises are managed in line with health and safety requirements, that statutory inspections of plant and equipment are undertaken and that site inspections take place each term;
- n) implement CDM procedures to ensure that contractors operating at facilities under their control are provided with an induction to site and sufficient information to carry out their work without risk, in line with guidance provided by CYP;
- o) ensure that all welfare facilities are provided and maintained to an appropriate standard;
- p) ensure that this policy is communicated to all employees, Governors and others operating at the school site.

### **The Senior Leadership Team**

The SLT will undertake general responsibility to ensure that all necessary health and safety activities, requirements and standards are undertaken and met within their respective areas of control. This will be done under the direction of the Headteacher. The Deputy Headteachers, Assistant Headteacher, Phase Managers and Subject Managers and any other member of staff with supervisory responsibilities will:-

- a) ensure that risk assessments are in place for all activities undertaken in areas under their control and that professional knowledge and input is provided, as required;
- b) ensure that health and safety is considered in routine meetings with staff;
- c) identify any employee health and safety training needs and ensure that these are communicated to the Headteacher;
- d) ensure that any new staff receive specific health and safety induction training and record that this has been done;
- e) take immediate appropriate action in respect of any work situation (including contractors) within their control, which they consider to pose a serious and immediate risk to health and safety;
- f) ensure that all injuries, occupational illness, fires, incidents of aggression at work and near misses are immediately reported to the Headteacher;
- g) ensure that the Headteacher is made aware of any breach of statutory regulations or unsafe practices which cannot be dealt with effectively by them;
- h) ensure that all defective equipment or plant is taken out of use or disabled until repaired or replaced;
- i) ensure that protective clothing or equipment is issued and used when necessary;
- j) ensure that all areas of work are maintained to a high standard of housekeeping;
- k) respond appropriately to all hazards brought to their attention by employees;
- l) undertake appropriate health and safety training courses.

## **Employees**

All employees are required to take health and safety seriously and perform their work in such a way that does not place themselves or others at risk.

Every employee has a legal duty to:

- ◆ take reasonable care for their own health and safety and that of other persons who may be affected by what they do or do not do;
- ◆ co-operate with their employer, in allowing the employer to fulfil their health and safety obligations;
- ◆ correctly use work items or anything provided in the interests of health and safety;
- ◆ not interfere or misuse anything provided for their health, safety or welfare;
- ◆ request specialist or professional knowledge if required to inform risk assessments in their area;

Employees at this school must:

- ◆ Report any hazard or malfunction to their supervisor. Employees must use all normal lines of internal communication before contacting external enforcement agencies;
- ◆ Follow all written and verbal instructions they are given to ensure personal safety and the safety of others, particularly pupils and service-users who may not have sufficient maturity or understanding to have due regard for their own health and safety
- ◆ Use their professional and specialist training to undertake dynamic risk assessments in difficult or emergency situations
- ◆ Be sensibly and safely dressed for their particular working conditions
- ◆ Conduct themselves at all times in an orderly manner in the workplace and refrain from any form of unsafe behaviour
- ◆ Use all safety equipment and protective clothing provided
- ◆ Avoid any improvisations or shortcuts that could create unnecessary risks to health and safety
- ◆ Maintain tools and equipment in good condition, reporting all defects to supervisor
- ◆ Report to supervisor all accidents, incidents of aggression, work-related ill-health and near misses;
- ◆ Attend appropriate health and safety training courses, where applicable
- ◆ Have knowledge of all processes, materials and substances they use
- ◆ Understand all fire evacuation procedures, the positions of fire safety equipment
- ◆ Understand the risk assessments in their areas and comply with the control measures arising from them

## **3. Arrangements**

The following arrangements will be adopted to ensure that Governors and the Headteacher fulfil their responsibilities and provide the foundation for securing the health and safety of employees, and all users of the site.

### **Setting Health and Safety Objectives**

The Governors and the Headteacher will specifically review progress of health and safety objectives at the Governing Body meeting each term. This may be included as part of the Headteacher's report to Governors. Where necessary health and safety improvements will be identified and included within the school action plan.

The Headteacher will review the Health and Safety Training records on a regular basis. Details of CPD completed will be shared with the Governors on a termly basis via the Headteacher report.

### **Provision of and effective Joint Consultative Process**

The committee responsible for Health and Safety will meet at least once per term. This committee will report to the Headteacher and Governors, who will ensure that concerns are adopted within a clear action plan, with identified responsibilities and target dates for action.

### **Specialist Advice and Support**

Specialist advice and support will be obtained from the LA Health, Safety and Welfare team and CREST H&S services and CSU as required.

### **Establishing Adequate Health and Safety Communication Channels**

Communication channels will be established for the exchange of health and safety knowledge and information. Where necessary, these communications will be recorded, to include:

- ◆ line management meetings and staff meetings at site;
- ◆ the Site Health and Safety Committee;
- ◆ provision of information relating to safe systems of work and risk assessments;
- ◆ communication of advice from Schools Advisors and Educational Officers;
- ◆ communication of health and safety bulletins or information from CYP;
- ◆ communication of CYP and City Council advice, guidance and policies;
- ◆ communications with relevant specialist advisors.

Where health and safety issues cannot be resolved at local level, they will be escalated through the management structure, as appropriate.

### **Financial Resources**

The Governors will review the school budget to determine, in the light of past performance, if adequate resources are being deployed to ensure adequate health and safety and will take appropriate actions.

Specific site arrangements can be found or may be referenced in the appendices of this document.

## **4. Monitoring**

This Health and Safety Policy and its effectiveness, in terms of health and safety performance, will be reviewed by the **Health and Safety Working Group/Committee** and Governors annually. The school's risk assessments will also be reviewed regularly.

### **Health and Safety Action Plan and Objectives**

The Governing Body will ensure that all health and safety objectives and actions are carried out in a timely manner.

### **Accidents/Incidents**

The Headteacher will ensure that accidents and incidents are reported and monitored in line with the Local Authority Guidance and Procedures. Following incidents where a pupil is taken directly to hospital, taken home, is absent from school or when an incident occurs to staff, pupils, members of the public etc., which is caused by poor equipment design, failure of equipment, premises problems, poor supervision or failure to follow health and safety procedures, these will be brought to the attention of the Health and Safety Team for further advice. Appropriate remedial actions will be taken.

### **Third Party Monitoring/Inspection**

The school will be subject to third party inspection and monitoring, as follows:

- CREST Education Safety Services Health & Safety Consultant
- LA Health, Safety & Welfare team
- Ofsted

Actions arising from third party audit/inspection will be incorporated within the school action plan with appropriate target dates for completion.

## **5. Appendices**

### **Communication**

Alison Grennan is responsible for disseminating information on health and safety issues. Staff will be made aware through the Health & Safety Onenote and the Health & Safety Channel on Microsoft Teams, the Headteacher's Weekly Bulletin, through the staff room notice board and in staff meetings of any health and safety updates or issues. The **Health and Safety Working Group/Committee** will meet regularly to review risk assessments, policies and monitor record books.

The Health and Safety law poster will be displayed in the staff room and in the Site Manager's office.

The headteacher will ensure that all new employees know where to find copies of the Health and Safety policy (on the school's Health & Safety Onenote/ Health & Safety Teams Channel).

Staff can raise any minor issues regarding health and safety by updating the Site Manager's Health & Safety list (Health & Safety Teams Channel) or by speaking to the Site Manager. The Site Manager will monitor the H&S Teams Channel for alerts, and will respond when first seen and repeated when actions have been addressed. Tasks should be addressed as soon as possible.

With regards to more complex issues, staff can complete the Health & Safety Concern/Near Misses/Hazard Form which can be located on the H&S Onenote and on the Health & Safety board in the staffroom.

### **Control of Contractors**

The person responsible for appointing the contractor is responsible for ensuring that the contractor is competent and will not put any school staff, visitors or students at risk. In the main, this will be the role of the Site Manager who must obtain method statements and risk assessments from the contractor in order to assess their ability to undertake work safely.

Contractors, are in the main, procured through the Local Authority. Contractors may need to obtain a permit to work before carrying out some work activities around the school, see Local Authority guidance.

The Site Manager will provide contractors with health and safety information;

- Fire Emergency Evacuation Plan
- Emergency Plan
- Any other pertinent health and safety issues

The Site Manager will be responsible for monitoring the safety and performance of contractors while the work is in progress. If contractors fail to perform to agreed standards he will report this to the Headteacher or to the Local Authority where appropriate.

### **Control of Substances Hazardous to Health**

Substances used within the school are eco-friendly. Material safety data sheets are obtained for any hazardous substance used on site.

When new substances are purchased, material safety data sheets will be obtained by Mrs Ferguson. The substance will also be added to the substance register by the Site Manager, who manages the register which is kept in the Site Manager's office.

COSHH risk assessments are obtained through the Local Authority or CREST H&S service.

Activities involving hazardous substances are risk assessed and hazardous substances are stored following the guidance on the material safety data sheet. The site manager ensures that COSHH substances are not overstocked and that alternative non-COSHH substances are sources where possible.

### **Curriculum**

Health and safety arrangements for Science, Technology, PE and Art are detailed in the individual curriculum policies.

### **Display Screen Equipment**

Geraldine Ferguson has been trained to undertake DSE assessments and will undertake assessments for all employees who are required to use display screen equipment as a significant part of their role.

All workstations, chairs and associated equipment comply with the Health and Safety (Display Screen Equipment) Regulations 1992 and current British Standards. Children work on computers for less than an hour at a time.

Habitual DSE users will be made aware of their entitlement to free eye tests and where applicable, contribution towards the cost of spectacles.

### **Driving at Work**

The school follows the council's driving at work policy.

Alison Grennan, Ian Spooner, Rita Samuels and Claire Sumner hold a minibus licence and the appropriate permit from the council. Minibuses are hired when required.

### **Educational Visits**

Please refer to the Educational Visits Policy.

### **Electricity**

Staff must not undertake any work on electrical equipment or installations. The statutory five yearly electrical installation check is carried out through Property Services. Electrical socket outlets must not be overloaded and where it is necessary to use extension leads they must be fused and PAT tested. Staff must conduct a visual check of equipment before it is used and if damaged, refrain from use until made safe and inform their line manager. Repairs must only be undertaken by competent persons. Records are retained of testing, maintenance and repair.

The electrical equipment must be suitable for the environment which it is to be used. Only portable or low voltage equipment must be used outside. An up to date inventory of electrical equipment is kept to ensure that all items are captured for the portable appliance testing every two years, arranged through Property Services.

### **Emergency Management Plan**

A separate Fire Emergency Plan & Guidance has been written by Alison Grennan. It is reviewed in the Autumn term.



## **Fire**

Please refer to the fire emergency evacuation plan and fire risk assessment. Checks of fire fighting and emergency equipment are recorded in the fire log book.

## **First Aid and Accident Reporting**

Please refer to the first aid risk assessment. A wide range of staff have undertaken First Aid Paediatric training and Geraldine Ferguson and Sharon Parkes have completed the 'First Aid at Work' qualification. Alison Smith (Deputy Headteacher) reviews the First Aid provision on a regular basis and ensures that a sufficient number of staff are adequately trained.

Appropriate numbers of staff are on duty at playtimes and for educational visits. Photographs are displayed around the school regarding first aider locations and identities. Two first aid books are used to record first aid administered; one for children and one for the staff. Any children who are given treatment are given a letter to take home explaining the nature of the incident, time and place of occurrence and treatment given.

Sharon Parkes is responsible for checking the contents of first aid boxes and ensuring the contents are in date and removing any non first aid items. First aid boxes are available in all classrooms and are taken on educational visits. Inhalers are kept in these boxes for younger children, older children keep their own. Lists of children with any specific allergies or medical needs e.g. epilepsy are kept near the first aid boxes.

Two incident books are kept to record injuries to staff and to children. The IR1 form is used to inform Children & Young People about any incidents as per the guidance notes. A document is also available giving guidance on reporting incidents to the HSE (Health and Safety Executive) under the RIDDOR regulations.

## **Legionella**

The school employs the services of external contractors who provide the school with assessments and monthly monitoring. The Site Manager ensures that the system is flushed at the appropriate intervals and this is recorded in the legionella log book. Don Nelson has attended the legionella awareness training.

## **Lettings and Shared Users of the School**

All lettings and shared users of the school will be provided with instruction on accident reporting and given a copy of the fire emergency evacuation plan. Don Nelson has an information pack which is given to persons or groups letting the site. Lettings are arranged in conjunction with Blakenhall Community Health Living Centre. Hirers are required to present a minimum of £5M public liability insurance prior to the hiring.

## **Lone Working**

Lone working may be conducted by Don Nelson (Site Manager), Rita Samuels (HSCLO who conducts home visits), Jade Woodstock (Leading Pastoral Worker), a peripatetic music teacher and other members of staff on an ad hoc basis. Don Nelson, Rita Samuels and Jade Woodstock have all completed Lone Working CPD via the Local Authority Health, Safety & Welfare team. A lone working risk assessment is available which details controls in place. Members of staff who are lone working should not put themselves at personal risk e.g. approaching intruders.

## **Manual Handling**

Manual handling operations are covered by risk assessments. Don Nelson, Site Manager will carry out risk assessments for any activity involving significant manual handling. Staff are encouraged to avoid manual handling operations where practicable, or use alternative methods e.g. mechanical aids for instance a trolley used for moving chairs.

### **New and Expectant Mothers**

When a member of staff informs the school that they are expecting, a risk assessment is completed with the member of staff. The risk assessment addresses areas such as manual handling, working at height and VDU issues which may need modification. The completed risk assessment is signed by the member of staff in question and the head teacher and kept on the employees file. The assessment will be reviewed each trimester or where required.

### **Risk Assessments**

Alison Grennan completes risk assessments for any significantly hazardous activity. They are available on the H&S One Note. Staff are involved in producing and reviewing the risk assessments relevant to their area of expertise. Risk assessments are reviewed regularly, following an incident or any significant change.

### **Site Inspections**

Don Nelson carries out regular inspections around the site. All inspections are recorded using a computerised system.

### **Temporary Workers**

Supply teachers are very rarely used and are given relevant risk assessments and informed of fire evacuation procedures. Depending on the duration of their stay they will be given more detailed health and safety information. Students learn and become familiar with health and safety information as part of their Induction / training.

### **Training**

New members of staff are provided with an Induction handbook which includes information about general health and safety information.

Staff attend health and safety training relevant to their role. Training records are retained in the health and safety folder and on the H&S Onenote. Staff keep their own certificates and a copy is held in the health and safety folder. Don Nelson retains information about caretaking training.

There is a regular health and safety in house training session for all staff where risk assessments, fire and general health and safety awareness is discussed.

### **Vibration**

Cleaning staff use buffer machines. However, they are exposed for minimal amounts of time. The cleaning staff are trained how to safely use the machines by Don Nelson.

### **Viral Illnesses and Pandemics (including Covid-19)**

Some infections such as some strains of Influenza, SARs or the Coronavirus (Covid-19) are highly infectious viral illnesses that have the capacity to spread rapidly. When a new viral strain emerges, one of the following situations may occur:

- A serious epidemic - where a disease infects a significantly greater number of people in the area than is usual, or
- A pandemic – which is an epidemic of global proportions

Such an illness will spread rapidly because people will not have any natural resistance to it. It is difficult to predict the scale, severity and impact of a serious epidemic or pandemic, but research suggests that in the case of a pandemic, it could affect the entire country and that up to half the population could develop the illness. There could also be more than one wave of the illness.

During a serious viral epidemic or pandemic, [Enter School Name] overall aim will be to encourage our staff, pupils and other stakeholders to carry on as normal if they are well, while taking additional precautions to protect them from exposure to infection and to lessen the risk of spread to others.

In terms of business continuity, this means that we will seek to sustain our core business and services as far as is practicable and therefore we will continue to operate largely within our existing policies and procedures. However, the School recognises that during such times, some additional provisions will be required to support our staff, pupils and other stakeholders.

Advice received from government agencies will be followed during epidemics and pandemics. Separate documentation relating to an epidemic or pandemic will be made available to staff, pupils and other stakeholders.

The school had a detailed Covid-19 Risk Assessment in place and this was regularly updated in line with Government and Local Authority Guidance. The risk assessment detailed the hazards within school and the control measures which were put into place such as, creating one-way systems, staggered times for break and lunch, additional cleaning, the provision of hand sanitising stations and the provision of Personal Protection Equipment.

A copy of the school Risk Assessment is still located on the school website (for reference).

### **Violence & Site Security**

Following any act of aggression the incident is recorded on an IR1 form and reported to the Local Authority. The incident is then investigated following the behaviour policy (available on the Learning Platform).

A screen has been installed in the reception area to protect staff. A panic button is also available for reception staff which alerts the police. The site has security procedures implemented; the main doors are always manned and a member of staff mans the doors when children are arriving or leaving site. Children are accompanied when leaving after school clubs.

The main school gates are locked 10 minutes prior to children arriving and leaving site to prevent access by cars. Traffic wardens monitor traffic regularly around the school entrance. The staff car park is locked once staff have arrived to prevent unauthorised access.

### **Visitors**

All visitors must sign in on arrival, and site staff draw their attention to health and safety information on the reverse of the visitors badge, which includes instruction to remain with their hosts in the event of an emergency.

### **Wellbeing & Stress**

All staff have regular interviews with their line manager when they have the opportunity to raise any issues affecting them. Staff are also able to speak to their line managers at any time about issues. A well-being committee is also in place which constitutes of members of staff across the school. The committee meets regularly, every half-term to discuss mental health and well-being.

### **Work Equipment**

Steps used in class are visually inspected and any defects reported to Don Nelson. ICT equipment instructions are retained. Teams for curriculum areas are responsible for ensuring equipment is in good working order. Don Nelson is responsible for ensuring the cleaning equipment is in good working order. Staff are responsible for working safely, not tampering with or attempting to repair any equipment, and reporting any faulty equipment to their line manager.

### **Working at Height**

Small steps are kept in classrooms and staff are instructed not to stand on tables and chairs. In house health and safety awareness sessions cover working at height. The site manager uses ladders which are secured at specially designed ladder points. He has been on the safe use of steps and ladders training. All activities involving working at height are risk assessed, planned and carried out by a competent person using the most appropriate equipment, properly inspected and maintained.

### **Young & Inexperienced Workers**

A 'young person' is defined as anyone under the age of 18. The school will ensure that young persons are protected from risks to their health and safety as a consequence of their lack of experience, absence of awareness of existing or potential risk or the fact that they have not fully matured. This will include young people who are participating in work experience.

The activities that the young or inexperienced workers are involved with are closely controlled to ensure that they are not exposed to any risks. Any young people who are participating in work experience will be given a brief induction talk by Mrs. Smith (Deputy Head), which will include any health and safety issues. They will be monitored at all times by a member of staff, who will also instruct them on health and safety issues, should the need arise – e.g. fire procedures. They will not be left alone to deal with any health and safety issues.