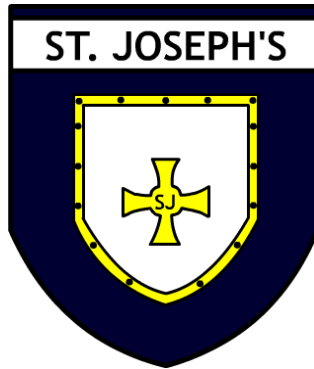


Health and Safety Policy

St Joseph's Catholic Primary School



'We are all God's children
and will try to live, love, work and
serve as Jesus taught us.'

Approved by:	The Governors of St. Joseph's Catholic Primary School	Date: 19 th November 2024
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1. Aims

St Joseph's Catholic Primary School recognises its legal responsibilities and duty of care to the pupils, staff, visitors and contractors who study or work at the school, or participate in organised activities on or off the school premises. Our school will:

- Provide and maintain a safe and healthy environment and culture.
- Ensure that the premises and equipment are maintained, regularly inspected and meet regulatory requirements.
- Have robust health and safety procedures in place that implement this Health and Safety policy.
- Establish and maintain safe working practices amongst staff, pupils, contractors and visitors to the school site.

2. UK Health and Safety Legislation and Regulations

This policy is based on:

- The Bournemouth Christchurch and Poole Council (BCP) Health Safety and Welfare Policy, v1.8;
- Advice from the Department for Education on [health and safety in schools](#);
- [National guidance published by Public Health England](#) when responding to infection control issues.
- The [statutory framework for the Early Years Foundation Stage](#).
- The Health and Safety Executive guidance <https://www.hse.gov.uk/pubns/hsc13.pdf> and the following key legislation and regulations:
 - The Health and Safety at Work etc. Act 1974, which sets out the duty of care that employers and employees have in the work place; and duties relating to pupils, visitors, contractors and lettings of the school premises.
 - Workplace (Health, Safety and Welfare) Regulations 1992: cover a wide range of basic health, safety and welfare issues such as ventilation, heating, lighting, workstations, seating and welfare facilities.
 - The Management of Health and Safety at Work Regulations 1999, which require employers to carry out risk assessments, make arrangements to implement necessary measures, and arrange for appropriate information and training.
 - The Regulatory Reform (Fire Safety) Order 2005, which requires employers to take general fire precautions to ensure the safety of their staff.
 - Personal Protective Equipment at Work Regulations 2022: <https://www.legislation.gov.uk/uksi/2022/8/contents/made> require employers to provide appropriate protective clothing and equipment for their employees.
 - Provision and Use of Work Equipment Regulations 1998: require that equipment provided for use at work, including machinery, is safe.
 - Manual Handling Operations Regulations 1992: cover the moving of objects by hand or bodily force.
 - The Health and Safety Information for Employees Regulations 1989: require employers to display a poster telling employees what they need to know about health and safety.
 - The Control of Substances Hazardous to Health Regulations 2002, which require employers to control substances that are hazardous to health.
 - The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) 2013, which state that some accidents must be reported to the Health and Safety Executive and set out the timeframe for this and how long records of such accidents must be kept.
 - The Health and Safety (Display Screen Equipment) Regulations 1992, which require employers to carry out digital screen equipment assessments and states users' entitlement to an eyesight test.
 - Health and Safety (First Aid) Regulations 1981: cover requirements for first aid.
 - Electricity at Work Regulations 1989: require people in control of electrical systems to ensure they are safe to use and maintained in a safe condition.
 - The Gas Safety (Installation and Use) Regulations 1998, which require work on gas fittings to be carried out by someone on the Gas Safe Register.
 - The Work at Height Regulations 2005, which requires employers to protect their staff from falls from height.
 - Construction (Design and Management) Regulations 2015: cover safe systems of work on construction sites.

3. Roles and responsibilities

3.1 The governing body

The governing body of a voluntary aided school has ultimate responsibility for health and safety matters in the school, but will delegate day-to-day responsibility to the headteacher.

The governing body has a duty to take reasonable steps to ensure that staff and pupils are not exposed to unacceptable risks to their health and safety. This applies to activities on or off the school premises.

The governing body, as the employer, has a duty to:

- Assess the health and safety risks to staff, pupils and other persons affected by school activities in order to identify and implement appropriate measures required to control the potential consequences of such risks.
- Inform employees about health and safety risks and the control measures in place to manage them.
- Ensure that adequate health and safety training is provided.

The governor who oversees health and safety is Mr Michael Board.

In order to carry out its responsibilities for health and safety, the governing body endorses the relevant policies and procedures of the BCP local authority, and buys into a Health and Safety service level agreement with Dorset Council.

3.2 Headteacher

The headteacher is responsible for day-to-day health and safety. In the headteacher's absence, the deputy headteacher takes on this responsibility. Their health and safety responsibilities include:

- 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
- Reporting work place accidents, incidents and near misses are recorded and reported as required to the Governing body, Dorset Council (RIDDOR forms), BCP and HSE
- Ensuring appropriate fire evacuation procedures are in place and regular fire drills are held
- Ensuring all risk assessments are completed and reviewed
- Ensuring that health and safety responsibilities are delegated to a senior member of staff when required, in the absence of the Deputy Headteacher.

3.3 Health and safety lead

The nominated health and safety lead is the Headteacher, Mrs Elizabeth Rippon.

3.4 Staff

Staff shall:

- Take reasonable care of their own health and safety and that of others who may be affected by what they do at work
- Co-operate with the school on health and safety matters
- Work in accordance with regulations, procedures, training and instructions from the Headteacher
- Inform the appropriate person of any work situation representing a serious and immediate danger so that remedial action can be taken
- Model safe and hygienic practice for pupils
- Understand emergency evacuation procedures and feel confident in implementing them.

3.5 Pupils, Parents and Visitors

Pupils and parents are responsible for following the school's health and safety policy, procedures and control measures, both on-site and off-site (when required), and for reporting any health and safety incidents to a member of staff. When visiting the school, at induction, in newsletters and Parentmails, parents are informed of any necessary health and safety issues. Safety in school is communicated to children in assemblies and lessons. Risk assessments are in place.

3.6 Contractors

Contractors shall implement and comply with regulatory requirements, and the school's health and safety procedures. Before starting work the contractor will provide the Headteacher with an adequate risk assessment of all planned work and evidence of any appropriate credentials.

4. Site security

The Headteacher is responsible for the security of the school site in and out of school hours. The Caretaker carries out visual inspections of the site, and is responsible for checking the intruder alarm system. The intruder alarm is monitored by an external contractor.

The Headteacher, Deputy Headteacher and Caretaker are key holders and will respond to an emergency.

5. Fire

Emergency exits, assembly points and assembly point instructions are clearly identified by safety signs and notices. Fire risk assessment of the premises shall be reviewed regularly by the Headteacher and Governors.

Emergency evacuations are practiced at least once a term.

The fire alarm is a loud continuous bell. Fire alarm testing by the Caretaker will take place once a week and tests are recorded in the fire log book. The fire alarm system is maintained by an external contractor.

Staff are trained in fire safety and all pupils will be made aware of fire risks.

In the event of a fire:

- The alarm will be raised immediately by whoever discovers the fire and emergency services contacted. Evacuation procedures will also begin immediately
- Fire extinguishers may be used by staff only, and only then if staff are trained in how to operate them and are confident they can use them without putting themselves or others at risk
- Staff and pupils will congregate at the assembly point. This is on the far side of the playground, away from the school building
- Class teachers will take a register of pupils, which will then be checked against the attendance register of that day
- The headteacher will take a register of all staff and office staff will take a register of visitors to the school that day
- Staff and pupils will remain outside the building until the emergency services say it is safe to re-enter.

The school shall have special arrangements in place for the evacuation of people with mobility needs and fire risk assessment shall pay particular attention to those with disabilities. Where appropriate a personal emergency evacuation plan (PEEP) shall be in place.

6. 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.

Control of substances hazardous to health (COSHH) risk assessments are completed by the headteacher or other trained staff, and circulated to all employees who work with hazardous substances. Staff shall also be provided with protective equipment, where necessary.

Staff shall use and store hazardous products in accordance with instructions on the product label. All hazardous products shall be kept in their original containers, with clear labelling and product information, including a copy of the COSHH assessment.

Any hazardous products shall be disposed of in accordance with specific disposal procedures.

Emergency procedures, including procedures for dealing with spillages, are displayed near where hazardous products are stored and in areas where they are routinely used.

6.1 Gas Safety

- Installation, maintenance and repair of gas appliances and fittings will be carried out by a competent Gas Safe registered engineer
- Gas pipework, appliances and flues are regularly maintained
- All rooms with gas appliances are checked to ensure that they have adequate ventilation.

6.2 Legionella

- A water risk assessment was completed in April 2021 and was arranged through Dorset County Council. This risk assessment will be reviewed when significant changes have occurred to the water system and/or building footprint
- The Headteacher is responsible for ensuring that operational controls are conducted and recorded in the school's water log book
- Water hygiene testing is carried out annually by an external contractor
- Following risk assessments carried out by Dorset Council, the school has been informed that legionella checks are not required
- At the end of holiday periods, the water system is flushed through before school restarts.

6.3 Asbestos

- A record is kept of the location of asbestos that has been found on the school site. The school has an asbestos register which is located in the school office. All contractors are required to sign that they have viewed the register before any work commences
- Staff are briefed on the hazards of asbestos, the location of any asbestos in the school and the action to take if they suspect it has been disturbed
- Arrangements are in place to ensure that contractors are made aware of any asbestos on the premises and that it is not disturbed by their work
- Contractors shall be advised that if they discover material which they suspect could be asbestos, they will stop work immediately until the area is declared safe.

7. Equipment

- All equipment and machinery shall be operated and maintained in accordance with the manufacturer's instructions. In addition, maintenance schedules outline when checks should take place
- New equipment is purchased through a reputable supplier. It is checked by staff to ensure that it meets appropriate educational use standards
- All equipment is stored in the appropriate storage containers and areas. All containers are labelled with the contents and correct hazard sign, as required.

7.1 Electrical equipment

- All staff are responsible for ensuring that they use and handle electrical equipment safely
- Any pupil or volunteer who handles electrical appliances does so under the supervision of the member of staff who so directs them
- Any potential hazards will be reported to the Headteacher or a member of the School Office staff immediately
- Permanently installed electrical equipment is connected through a dedicated isolator switch and adequately earthed
- The Caretaker or staff members will check plugs for damage prior to use
- Portable appliance test (PAT) will be carried out by a competent contractor
- All isolator switches are clearly marked to identify their machine
- Electrical apparatus and connections will not be touched by wet hands and will only be used in dry conditions
- Maintenance, repair, installation and disconnection work associated with permanently installed or portable electrical equipment is only carried out by a competent contractor.

7.2 PE equipment

- Pupils are taught how to carry, and set up PE equipment safely whilst supervised by trained PE staff. Trained PE staff shall check that equipment is set up safely
- Any concerns about the condition of the gym floor or other apparatus shall be reported to the PE Coordinator
- PE kit is inspected annually by a competent contractor.

7.3 Display screen equipment

- All staff who use computers daily as a significant part of their normal work shall have a display screen equipment (DSE) assessment carried out. 'Significant' is taken to be continuous / near continuous spells of more than one hour of computer use.
- The headteacher is responsible for making sure the DSE assessment is carried out. Dorset Health and Safety provide the following link for DSE assessment <https://dorset-self.achieveservice.com/service/workstation-assessment>
- Staff identified as DSE users are entitled to an eyesight test for DSE use upon request, and at regular intervals thereafter, by a qualified optician (and corrective glasses provided if required specifically for DSE use).

7.4 Specialist equipment

- Parents/guardians are responsible for the maintenance and safety of their child's wheelchair; staff will promote the safe use of wheelchairs in school
- Staff will be trained by the School Nursing Team in the use, and storage of specific medical equipment as required. A risk assessment will be completed for each specific occurrence.

8. Lone working

Lone working may include:

- Late working
- Home or site visits
- Weekend working
- Site manager duties
- Site cleaning duties
- Working in a single occupancy office.

Staff shall gain approval for lone working from the Headteacher; and the lone worker will inform the Headteacher that they have vacated the school premises.

The lone working risk assessment shall be adhered to; potentially dangerous activities (e.g. where there is a risk of falling from height) will not be undertaken when working alone.

9. Working at height

The school shall ensure that work is properly planned, risk assessed, supervised and carried out by competent contractors.

In addition:

- The caretaker controls the use of ladders for working at height including inspecting and monitoring them termly
- Pupils are prohibited from using ladders
- Staff and pupils are not permitted to climb ladders and desks etc. Should access to high shelving etc. be needed, this should be booked in with and carried out by the caretaker
- Contractors are expected to provide their own ladders for working at height. Access to high levels, such as the roof, is only permitted to trained persons and with the permission of the Headteacher.

10. Manual handling

Staff will use the manual handling risk assessment to determine whether they should lift or move equipment, furniture or other heavy items. The school shall ensure that proper mechanical aids and lifting equipment are available in school, and that staff are trained in how to use them safely.

Staff, and pupils supervised by staff, shall use the following basic manual handling procedure:

- Plan the lift and assess the load. If it is awkward or heavy, use a mechanical aid, such as a trolley, or ask another person to help
- Take the most direct route that is clear from obstructions and is as flat as possible
- Ensure the area where you plan to offload the load is clear
- When lifting, bend your knees and keep your back straight, feet apart and angled out. Ensure the load is held close to the body and firmly. Lift smoothly and slowly; and avoid twisting, stretching and reaching where practicable.

11. Off-site visits

When taking pupils off the school premises, staff shall ensure that:

- Risk assessments are completed for off-site visits and activities using the EVOLVE reporting portal
- All off-site visits are appropriately staffed, including at least one first aider

- Staff will take a school mobile phone, a portable first aid kit, information about the specific medical needs of pupils along with the parents' contact details
- For trips and visits with pupils in the Early Years Foundation Stage, there shall always be at least one first aider with a current paediatric first aid certificate
- For other trips, there shall be at least one first aider on schools trips and visits
- The adult to child ratio for off-site visits will be dependent on the activity taking place and the age of the children.

12. Lettings

This policy applies to lettings. Persons who hire any aspect of the school site or any facilities shall be made aware of the content of the school's health and safety policy, and have responsibility for complying with risk assessments and health and safety procedures.

Persons hiring school facilities must provide a risk assessment for their activity, evidence of appropriate insurances and a completed and signed school lettings agreement. The Headteacher will sign the lettings agreement on behalf of the governors to approve the letting.

13. Violence at work

Staff, pupils and visitors should not be in danger whilst in the school environment. The Governors and Headteacher will not tolerate violent or threatening behaviour towards staff, pupils and visitors.

Staff shall report any incident of aggression or violence (or near misses) to their line manager / the headteacher immediately. This applies to violence from pupils, visitors or other staff.

Staff who are Teamteach trained shall restrain pupils when this is considered appropriate. When required, Dorset Police shall be called using 999 emergency services number to deal with incidents of violent or aggressive behaviour.

14. Smoking

Smoking and vaping are not permitted anywhere on the school premises.

15. Infection prevention and control

The school shall follow the national guidance published by Public Health England when responding to infection control issues. Staff and pupils shall follow the good hygiene practice, outlined below:

15.1 Handwashing

- Wash hands with liquid soap and warm water, and dry with paper towels
- Always wash hands after using the toilet, before eating or handling food, and after handling animals
- Cover all cuts and abrasions with waterproof dressings

15.2 Coughing and sneezing

- Cover mouth and nose with a tissue
- Wash hands after using or disposing of tissues
- Spitting is prohibited

15.3 Personal protective equipment

- Wear disposable non-powdered vinyl or latex-free CE-marked gloves and disposable plastic aprons where there is a risk of splashing or contamination with blood/body fluids (for example, nappy or pad changing)
- Wear goggles if there is a risk of splashing to the face
- Use the correct personal protective equipment when handling cleaning chemicals

15.4 Cleaning of the environment

- Clean the environment, including toys and equipment, frequently and thoroughly

15.5 Cleaning of blood and body fluid spillages

- Clean up all spillages of blood, faeces, saliva, vomit, nasal and eye discharges immediately and wear appropriate personal protective equipment
- When spillages occur, clean using a product that combines both a detergent and a disinfectant and use as per manufacturer's instructions. Ensure the cleaning agent is effective against bacteria and viruses and suitable for use on the affected surface
- Never use mops for cleaning up blood and body fluid spillages – use disposable paper towels and discard clinical waste as described below
- Use the spillage kits available for blood spills

15.6 Laundry

- Wash laundry in a separate dedicated facility
- Wash soiled linen separately and at the hottest wash the fabric will tolerate
- Wear personal protective clothing when handling soiled linen
- Bag children's soiled clothing to be sent home, never rinse by hand

15.7 Clinical waste

- Always segregate domestic and clinical waste, in accordance with local policy
- Used nappies/pads, gloves, aprons and soiled dressings are stored in correct waste bags in foot-operated bins
- If the School has clinical waste, this is disposed correctly via the registered waste contractors.
- For clinical waste, remove all clinical waste bags when they are two-thirds full and store in a dedicated, secure area while awaiting collection

15.8 Animals

- Wash hands before and after handling any animals
- Keep animals' living quarters clean and away from food areas
- Dispose of animal waste regularly, and keep litter boxes away from pupils
- Supervise pupils when playing with animals
- Seek veterinary advice on animal welfare and animal health issues, and the suitability of the animal as a pet

15.9 Pupils vulnerable to infection

Specific medical conditions can make individual pupils vulnerable to infections that would rarely be serious in most other children. The school should be made aware of such children, including those vulnerable to: chickenpox, measles or slapped cheek disease (parvovirus B19) and, if exposed to these diseases, the parent/carer will be informed promptly by staff and further medical advice sought. We will advise these children to have additional immunisations, for example for pneumococcal and influenza.

15.10 Exclusion periods for infectious diseases

The school will follow recommended exclusion periods specified by Public Health England guidance.

In the event of an epidemic/pandemic, the school will follow advice from Public Health England about the appropriate course of action.

16. New and expectant mothers

Risk assessments will be carried out whenever any employee or pupil notifies the school that they are pregnant.

Appropriate measures will be put in place to control risks identified. Some specific risks are summarised below:

- Chickenpox can affect the pregnancy if a woman has not already had the infection. Expectant mothers should report exposure to antenatal carer and GP at any stage of exposure. Shingles is caused by the same virus as chickenpox, so anyone who has not had chickenpox is potentially vulnerable to the infection if they have close contact with a case of shingles
- If a pregnant woman comes into contact with measles or German measles (rubella), she should inform her antenatal professional and GP immediately to ensure investigation
- Slapped cheek disease (parvovirus B19) can occasionally affect an unborn child. If exposed early in pregnancy (before 20 weeks), the pregnant woman should inform her antenatal care and GP as this must be investigated promptly

17. Food Allergies

Parents are required to notify the school if their child has a medical condition, including anaphylaxis. Individual Healthcare Plans are developed for children with anaphylaxis– see *Supporting Children with Medical Conditions and Managing Medicines* policy.

Parents are required to notify the school if their child has any food allergy. All staff are made aware of children with food allergies in their class. Class records are updated to reflect this and a list of children and their food allergy/ies is kept in the kitchen (inside a cupboard door) for lunchtime staff to reference.

18. Occupational stress

The Governors and Headteacher are committed to providing a school environment with excellent health, safety and wellbeing for staff and pupils. A wellbeing policy is in development and systems are in place within the school for responding to individual concerns and monitoring staff workloads. Staff should speak to the Headteacher or a Governor to report any concerns they have about wellbeing issues.

19. Accident reporting

19.1 Accident record book

- An accident form shall be completed as soon as possible after the accident occurs by the member of staff or first aider who deals with it and the form sent to Dorset Council Health and Safety Team.
- As much detail as possible will be supplied when reporting an accident
- Copies of RIDDOR forms are kept in accordance with the School's retention policy and relevant legislation
- Records held in the first aid and accident book will be retained by the school for a minimum of 3 years, in accordance with regulation 25 of the Social Security (Claims and Payments) Regulations 1979, and then securely disposed of -
 - Adults – date of incident plus 6 years

- Children – date of birth of the child plus 25 years

19.2 Reporting to the Health and Safety Executive

The local authority will keep a record of any accident which results in a reportable injury, disease, or dangerous occurrence as defined in the RIDDOR 2013 legislation (regulations 4, 5, 6 and 7).

The local authority will report these to the Health and Safety Executive as soon as is reasonably practicable and in any event within 10 days of the incident.

Reportable injuries, diseases or dangerous occurrences include:

- Death
- Specified injuries. These are:
 - Fractures, other than to fingers, thumbs and toes
 - Amputations
 - Any injury likely to lead to permanent loss of sight or reduction in sight
 - Any crush injury to the head or torso causing damage to the brain or internal organs
 - Serious burns (including scalding)
 - Any scalping requiring hospital treatment
 - Any loss of consciousness caused by head injury or asphyxia
 - Any other injury arising from working in an enclosed space which leads to hypothermia or heat-induced illness, or requires resuscitation or admittance to hospital for more than 24 hours
- Injuries where an employee is away from work or unable to perform their normal work duties for more than 7 consecutive days
- Where an accident leads to someone being taken to hospital
- Where something happens that does not result in an injury, but could have done
- Near-miss events that do not result in an injury, but could have done. Examples of near-miss events relevant to schools include, but are not limited to:
 - The collapse or failure of load-bearing parts of lifts and lifting equipment
 - The accidental release (in the locality) of a biological agent likely to cause severe human illness
 - The accidental release (in the locality) or escape of any substance that may cause a serious injury or damage to health
 - An electrical short circuit or overload causing a fire or explosion

Information on how to make a RIDDOR report is available here:

How to make a RIDDOR report – <http://www.hse.gov.uk/riddor/report.htm>

Schools with Early Years Foundation Stage provision add sections 19.3 and 19.4 below:

19.3 Notifying parents

The Class Teacher, Teaching Assistant or a member of the school office staff shall inform parents of any accident or injury sustained by a pupil in the school, and any first aid treatment given, on the same day, or as soon as reasonably practicable.

19.4 Reporting child protection agencies

The Headteacher will notify the Multi Agency Safeguarding Hub of any serious accident or injury to, or the death of, a pupil in the school, while in the school's care.

Schools with Early Years Foundation Stage provision and registered with Ofsted add the section below:

19.5 Reporting to Ofsted

The Headteacher will notify Ofsted of any serious accident, illness or injury to, or death of, a pupil while in the school's care. This will happen as soon as is reasonably practicable, and no later than 14 days after the incident.

20. Training

Staff shall be provided with health and safety training as part of their induction process.

Staff who work in higher risk environments (e.g. science lab, or field trips) or work with pupils with special educational needs (SEN), shall be given additional health and safety training as required.

Staff trained for specific role e.g. DSE assessment, WAH, Manual Handling assessor etc. A register of trained staff is kept by the head teacher.

21. Monitoring

This policy will be reviewed by the Health and Safety Governor and Premises Committee every year as part of the Governors' Health and Safety Responsibility.

At every review, the policy will be approved by the Full Governing Body.

22. Links with other policies

This health and safety policy links to the following policies and documents:

- First Aid
- Specific Risk Assessments kept by Headteacher
- Supporting pupils with medical conditions
- Accessibility plan
- BCP Health, Safety and Welfare Policy



Appendix 1. Risk Assessment Procedure / Blank Template

Risk Assessment Form - Generic

Activity:	Area:	
People at Risk:	Additional Information:	
Name of Person Completing Form:		Review Date:
Job Title:	Date:	

Hazard	Risk	Initial Rating L,M,H	Existing Control Measures	Final Rating L,M,H	Additional Action Required (action by whom and completion date – use separate Action Plan if necessary)