



The Federation of St Mary's Priory Catholic Infant & Junior Schools
www.stmarysre priory.haringey.sch.uk
Health and Safety Policy January 2016

MISSION STATEMENT

At St. Mary's Priory Catholic Infant and Junior Federations we strive to develop a happy, caring, healthy and secure learning environment. We seek to understand, celebrate and enhance the diversity of our community. In this calling we are encouraged by Christ as our centre and Mary as our mother.

Our Mission is:

- To love one another as Mary loves Jesus and Jesus loves us
- To do our best always
- To take care of ourselves and the world God has given us
-

OUR VISION

Our vision is to inspire our children:

- to be people of faith, hope and love
- to become confident, independent learners for life
- to keep safe, be strong and make a positive contribution to society

Introduction

The “Health and Safety at Work etc. Act 1974” (HSWA) and subsequent regulations place obligations upon employers, their employees, and the self employed, in respect of measures to safeguard everyone involved in, or affected by, work activities.

These obligations have been developed during the years since the original HSWA and through the issuing of regulations and approved codes of practice.

This process of development may be expected to continue and has been given additional impetus through the embodiment into UK law of EC Directives, of which the “Management of Health and Safety at Work Regulations 1992” is a significant example.

This health and safety policy serves the dual purpose of drawing together into one document those procedures and guide-lines which have been developed within the Federation in response to the regulations that currently apply and a framework for future developments and updating that may apply as necessary.

Responsibility for the production, updating, and development of this policy lies with the Head Teacher, but the actual updating and amendment may be delegated.

All employees and contractors are required to be familiar with this policy, to understand it and to act in accordance with its requirements.

All employees and contractors have a legal obligation to work and act with due regard to the health and safety of themselves and others, to co-operate in complying with statutory duties, and not to intentionally or recklessly misuse anything provided by the Federation in the interests of health, safety and welfare.

This policy is issued with the authority of the Head Teacher and its requirements are binding upon all employees.

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Roles and responsibilities.

Governors

Whilst Governors do not have to actually implement the health and safety policy of the Federation, they do have a role in ensuring that the Federation has a suitable health and safety policy in place and that it is acted upon.

By ensuring that the health and safety policy is developed and implemented the Governors will be discharging their legal requirement of ensuring the health, safety and welfare of the Federation’s employees and the health and safety of those not in their employment i.e. pupils, parents, visitors and contractors.

The Governors must also ensure that the Senior Federation Management operates safe federation premises with safe equipment, materials and substances.

The Governors should also ensure that the policies and standards laid down by the L.A are adhered to.

To ensure that the above are in place it will be necessary for the Governors to periodically inspect the Federation and ask specific questions of Senior Federation Management to ensure compliance.

Head Teacher

The Head Teacher retains overall responsibility for ensuring the health, safety and welfare of all the employees and the health and safety of pupils, visitors and contractors. The following duties normally relate to the Head Teacher but any of them may be delegated to suitable staff. Note that even if duties are delegated, overall responsibility rests with the Head Teacher to ensure they are carried out.

Head Teacher duties include activities organised on behalf of the Federation but being undertaken away from the Federation site.

The Head Teacher will:

- take day to day responsibility for all health and safety matters affecting the Federation;

- ensure effective communications on health and safety matters exist between the Federation and the Education's Department Safety Advisers;

- ensure compliance with health and safety law;

- provide Governors with an annual report on matters affecting health and safety within the Federation;

- together with Federation staff, assess and control the risks to persons, from hazards within the Federation, and any of its activities, wherever they are undertaken;

- provide equipment and articles for the Federation that are adequate for their intended use, are correctly serviced and properly maintained;

- ensure hazardous substances, i.e. cleaning substances, are properly used, stored and disposed of;

- maintain first aid and accident reporting systems that are suitable for the Federation;

- evaluate the need for health and safety training for Federation staff and arrange for its delivery;

- bring to the attention of the Governing body or the L.A, any matter of health and safety that can not be resolved or is of substantial or imminent danger to any person;

- liaise with contractors, or their representative undertaking work on the Federation site, to ensure the safety of any persons exposed;

ensure arrangements for fire prevention within the Federation are adequate and that suitable arrangements are in place for testing the fire alarm systems, fire fighting equipment, emergency lighting etc. and that records are maintained;

ensure adequate fire drills are carried out and their results recorded;

keep the Federation's health and safety policy under review and bring any amendments to the notice of all staff;

ensure that adequate emergency procedures exist in relation to fire, gas leak intruder etc.;

ensure that the Federation has access to competent health and safety advice.

Deputy Head Teacher

The Deputy Head Teacher (DHT) may be delegated any of the duties of the Head Teacher so long as the Deputy Head Teacher is aware that they have been delegated to him or her and is competent to carry them out.

In addition to the duties listed for the Deputy Head Teacher, the DHT will also assume the duties of the HT when deputising for the HT. It is therefore important that the DHT is fully familiar with all aspects of the federation safety policy.

All employees

All employees are to be familiar with the Federation Safety Policy and:

ensure that they work in ways that are safe and without risk to themselves, the pupils other staff or visitors;

co-operate with those who have a duty to ensure health and safety by adhering to advice, instructions and procedures for health and safety;

and by reporting any unsafe practices which come to your notice;

participate with the Federation to improve the standard of health and safety.

Site Manager,

The Site Manager or Caretaker has very specific and important roles to play in the implementation of the health and safety policy for the Federation.

The Site Manager or Caretaker will ensure:

staff within their control are adequately trained or instructed to perform the duties for which they are employed;

the COSHH assessments have been carried out, up to date, and the assessment sheets available to staff who need them;

all staff using chemicals have been trained in their correct use, informed of the dangers from the chemicals they use and the control measures that are in place to prevent them from being harmed;

all staff using chemicals are informed of the first aid treatment required in the event of them coming into contact with the chemicals;

risk assessments have been carried out on all hazardous activities undertaken by the department i.e. using ladders, entering boiler rooms etc.

Arrangements or procedures for ensuring the policy is met.

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Administering medication in school

The Federation accepts the need for some pupils to receive medication during school hours. To this extent, the following people will administer medication under the guidelines shown in this procedure.

People who are prepared to administer medication:

Mrs. Loretta Pelizza Mrs Kim Callaghan Mrs Noreen Campbell

Only medication prescribed by a doctor will be accepted for administration.

The medication will only be accepted with written authorisation from the parent or guardian.

The written authorisation must contain clear instructions about the dosage and time of the administration.

A standard form will be issued by the Federation, for this permission to be given. It will normally contain a statement that the member of staff administering the medication does not claim to be any form of medical practitioner.

Medication will be administered in the presence of another member of staff.

The medication will be stored in a secure place;

On school trips, the trip leader will accept responsibility for the administration of medication.

This medication policy should be brought to the attention of all parents, normally in the Federation prospectus.

2. Animals in Federation.

Animals can play an important role in the education of children. Children can learn about their needs and characteristics. Only suitable animals should be used in the Federation and proper planning considered for their welfare, particularly during holiday times. Recognised publications should be used to determine suitable animals and should be available when keeping animals in school. This procedure is a guide to the precautions taken by the Federation.

Be aware that there are some animals and plants that can not be taken from the wild.

Have a reliable reference book available on the animal such as those produced by the RSPCA.

Only obtain animals from reputable suppliers.

Ensure that children wash their hands before and after handling animals.

Animal houses to be kept clean and disinfected as required.

Do not allow contact between school animals and wild animals to avoid transmission of disease.

Do not allow children to bring dead or injured animals in to the Federation.

If animals wander on to floors or tables wash afterwards.

Teach children how to handle the animals with care.

Feed animals correctly.

Any animal bites and scratches should be washed carefully. Seek medical advice if there is any risk of infection.

3. Asthma

Some children in the Federation are likely to have an asthmatic condition.

Guidelines for dealing with an asthmatic attack should be made known to all staff.

Details of all of the children in the Federation who have an asthmatic condition are contained in the federation medical register which all staff have access to.

All teachers should be aware of the location of each child's inhaler and where spare ones are stored.

4. Accident reporting.

All accidents should be recorded in the Federation accident book.

More serious accidents to pupils and any accidents to staff, visitors, or contractors should be notified to the L.A.

Notifiable injuries, as shown by the L.A, should be declared to the Health and Safety Executive local office and the L.A.

Where a child is taken directly to hospital from school, the Health and Safety Executive should be notified.

Where a child has suffered a head bump, a letter is sent home to advise the parent.

The accident book should contain the following information:

- name of injured person;
- time, date and place of the injury,
- what happened to cause the injury,
- the injury sustained,
- treatment given,
- name of any witnesses.

More serious accidents should be investigated to try to prevent it happening again. This investigation should be documented.

5. Auditing of the safety system.

Once the safety system has been set up and introduced into the Federation it is a legal requirement that it is regularly checked to ensure that it remains up to date and effective. The most common way of doing this is by a safety audit. This is best carried out by an independent person for the day to day administration of the safety system. It is often carried out by a safety adviser from the L.A, by one of the Federation Governors, if knowledgeable enough, or by an independent auditor.

The system should be audited regularly; this could be once every two years. The purpose is to ensure the system remains effective. During the audit, the management procedures shown in the safety policy are checked to ensure that they are still put into practice and that the staff are actually aware of them. This sort of check will see if the system is an active one, or if it is just words in a policy.

As part of the audit, the auditor also walks through all parts of the Federation to look for failings in the system. This walk through also shows if the policy is being put into practice.

If there are no up to date fire signs it will indicate that a fire risk assessment probably has not been carried out.

Looking at the accident book will show if the Governors actually review it and sign it off during their meetings.

This section of the safety policy should show who carries out this audit and how frequently.

The safety system will be audited by: **Miss Maria Farrell**

The safety system will be audited every two years, normally during the: Autumn Term. A report will be given to the Head Teacher for action.

6. Blood, avoiding contamination.

All staff should be familiar with this procedure before having to handle blood.

Wash hands first.

Put on disposable gloves.

Clean any wound as necessary or ask first aider to treat.

Dress any wound if necessary.

Dispose of the gloves and wipe or contaminated material in a plastic bag, seal if possible, and dispose of in the main bin. If there is a yellow bag system in place, use the yellow bag.

Wash hands thoroughly again.

Record incident in the accident book.

7. Chemical safety.

The most hazardous chemicals used in the federation are likely to be the cleaning chemicals used by the cleaners or caretaker. These should be kept locked at all times when they are not being used. Teachers should not keep their own small stock, or spray, for their own cleaning jobs.

Chemicals and cleaning chemicals should always be stored in their own container with the original label and warnings showing clearly on the container.

Never use food or drink containers to store chemicals.

Keep only small quantities of the chemicals.

Any spillages should be cleaned up at once.

Teach children to recognise the orange warning symbols, which they may come across on household containers, such as bleach, disinfectants, lavatory cleaners, oven cleaners, paint stripper's etc., and warn of the dangers.

Ensure protective clothing is available when using chemicals.

COSHH assessments must have been carried out before using chemicals and the user informed of the dangers and control measures to be in place for that chemical. There should also be suitable first aid arrangements available for treating chemical splashes.

Reference: The Control of Substances Hazardous to Health Regulations.

8. Contractors on site.

Contractors on site need to be supervised by the Head Teacher, Business Manager, Site Manager who should be aware of the Federation's responsibilities regarding contractors. Checks do need to be made for competence and insurance.

Ask the contractor for risk assessments.

The following guidelines should be followed.

Before any work commences, it is advisable to hold a meeting on site with the contractor to agree how potential problems can be avoided.

When using local contractors it is advisable to set up the Federation's own "approved list". This will ensure that only suitable contractors are brought into the Federation to perform tasks. There are many advantages in setting up an approved list, such as:

- you will know who to call quickly in the event of an emergency;
- staff will know who to call in the absence of the Head Teacher;
- the contractor will have been checked beforehand so you know what you are getting;
- references will have been taken up and checked;
- once the contractor is on the approved list you will only have to check him once per year rather than going through the checklist each time one is used.

For a contractor to get onto the approved list they should satisfy the following:

- be capable of carrying out the work in a competent manner, either by qualification or experience;
- can supply the resources to satisfactorily complete the job, without up front payment;
- able to supply several satisfactory references, which should be checked;
- is a member of the relevant trade association;
- has sufficient, and up to date Public Liability Insurance, ask for a copy of the certificate and keep it on file, diary date the expiry to check for renewal;
- has an up to date and meaningful safety policy;
- has documented risk assessments;
- agree to abide by the Federation safety policy and rules, in writing;
- clearly state what work will be done, at what cost, and by when, in writing, before the work commences so that understanding and agreement can be reached.

If the above can be adhered to in all dealings with contractors it will greatly reduce the risk of problems or disputes. Remember, it is your site and they have to abide by your instructions.

9. Electrical safety.

Most people will be well aware of the dangers associated with electricity and electrical equipment. Electricity is potentially the most dangerous thing in the federation and must be treated with respect. The Electricity at Work Regulations impose certain duties on organisations to ensure the safety of those who may be affected by it. The following procedure should be adhered to in the use of electricity:

All portable electrical appliances should be tested as necessary. The frequency of the tests vary according to the equipment and where/how it is used.

Staff should be instructed to visually check each item of electrical equipment before it is used. Look for signs of burning, damaged cables, loose covers etc.

Any faults must be reported to the Head Teacher immediately and the equipment taken out of use until it is suitably repaired.

No one is allowed to work on any electrical circuitry or equipment unless competent to do so.

Be aware of the dangers of trailing cables and do not have trailing cables across walkways.

Four way extension blocks should be secured to the wall or computer trolley to prevent them being tangled in feet. This prevents tripping hazards and damage to equipment.

The fixed electrical installation should be tested at about five yearly intervals.

10. Fire safety.

Fire drills to be carried out at least once per term. The time taken to evacuate the Federation to be recorded. If it takes longer than the recognised time investigate and consider carrying out the drill again. In most Primary Federations, the time should normally be less than two minutes.

During the fire drill, notionally block off one of the escape routes to more closely simulate a fire situation.

If there is an electric fire alarm system this must be tested by an approved contractor on a regular basis.

Any faults on the systems to be reported to the contractor immediately.

If there are break glass points they should be tested weekly from a different point each time.

Emergency lighting should be regularly tested.

All records of the alarm system tests and fire drills are to be kept.

If the fire alarm is a hand bell system, all staff and pupils should be aware of the procedure.

Fire assembly points should be known by all. Ideally, they should be marked.

Registers must be taken to the assembly point to carry out a roll call.

Fire extinguishers to be serviced regularly.

Fire exits to be checked to ensure that they are not blocked.

Fire exit doors to be checked regularly to ensure that they are in good condition and can be opened.

Fire signs to be adequate and updated to comply with recent changes to regulations.

Fire Marshals to “sweep” the building in the event of a fire or alarm to ensure it is empty and that doors are closed.

If anyone is to fight a fire, they are to be properly trained.

All staff, and particularly supply teachers, are made aware of the fire arrangements.

11. First aid

The Federation will endeavour to have at least two four day qualified first aiders to allow for cover during federation visits. Where possible the remaining staff will have received the basic one day first aid training.

A list of the qualified first aiders is available in strategic places throughout the Federation. All staff, including supply teachers are made aware of the first aiders and their location.

First aid kits are available in the federation and their contents checked and replenished as necessary by the nominated first aider, or whoever is nominated. Only first aid items may be held in a first aid kit. There must be no creams, lotions, tablets etc. in the kit.

Portable first aid kits must be available, suitably stocked and taken on all visits away from the Federation.

In the event of a more serious injury, such as:

- unconsciousness;
- severe bleeding;
- object stuck in throat;
- deep cut that may require stitching;
- suspected fracture;
- severe asthma attack;
- severe reaction to bites or stings;
- swallowing or suspected swallowing of toxic substance;

Dial 999 and ask for an ambulance,
CALL PARENTS IMMEDIATELY.

12. Flammables.

It is unlikely that a primary federation should have any quantities of flammables, particularly flammable liquids. Some cleaning items however are flammable and some highly flammable. Where these items are used, no large quantities will be stored. Deliveries and orders will kept to a minimum. Where such items are required in the federation, they will be stored in a suitable, locked metal cabinet, in the cleaner's or caretaker's store.

13. Health and safety assistance.

To satisfy its legislative requirements, of having access to a competent person, the Federation seeks the assistance of the health and safety department of the Local Education Authority. This department will provide advice and guidance on health and safety law and what the federation needs to do to comply with that law.

14. Inspections of the Federation.

The Federation is inspected regularly by the Chair of the Health & Safety Committee, Business Manager and the Site Manager for any defects that could lead to an accident or ill health of any occupant. These inspections are carried out normally once per term and the results briefly recorded in the federation log or inspection book. The health and safety representative for the federation is invited to accompany these inspections.

The Governors carry out safety inspections on an annual basis and submit a report to the Head Teacher for action.

15. Ladders and stepladders.

Extending ladders.

Where extending ladders are used, normally by the Site Manager, then proper instruction or training should have been received. It is recognised that this training could have been received during previous employment i.e. used to be a Fire fighter and received training from the Fire Service. Roof work, even retrieving balls, should not be undertaken during windy or severe weather.

Stepladders, kick stools.

There should be sufficient stepladders or kick stools provided around the Federation to prevent staff from using chairs for access to high shelving or putting up displays. Staff should receive basic instruction in the use of step ladders to ensure that they are aware that they must not have any degree of side loading and that the top step should not be stood on, unless it is designed for this, and has a suitable rail to support the user.

There should not be any chairs in storerooms.

16. Manual handling.

All staff are made aware of the risks associated with manual handling. Staff are advised to avoid manual handling as much as possible. Manual handling includes lifting, pulling, pushing, moving and carrying. Where there are manual handling tasks to be carried out then a suitable risk assessment will be carried out to determine if the risk can be reduced. This is particularly important where the Federation has disabled pupils who may need assistance for certain tasks.

Where a manual handling assessment for a pupil is needed, it is likely that specialist assistance will be required.

Where staff have to carry out manual handling operations then the appropriate level of training will be provided.

Seeking assistance with the task can often reduce the risks for simple handling tasks.

17. Office safety.

The office is checked to ensure that trailing cables from computers do not cause tripping hazards.

A Display Screen Assessment is carried out to ensure that the office staff are not exposed to risks from repetitive strain injury or work related upper limb disorder. The Business Manager is involved in the assessment.

There should be adequate storage provided for files etc.

Space under the desk and open floor areas are not used for storage.

18. Off site visits.

An off site visit is any visit where the children are taken away from the Federation site.

Risk assessments will be completed and documented for all off site visits. Where the visits are regular visits, such as to the church or swimming pool, the risk assessment will be completed then reviewed each term or year as necessary.

All L.A or DfEE guidelines are to be followed before any off site visits take place. All necessary documentation is to be completed before the visit takes place.

Where activity providers are used then their competency is to be checked.

The risk assessment process determines the level of first aid cover on the visit.

First aid kits are always taken on the visit.

All arrangements for off site visits must be checked by the Head Teacher before the visit commences.

19. Pregnant workers.

When a member of staff has become pregnant the Federation should be notified and an appropriate assessment carried out to ensure that the duties performed do not cause her, or her unborn child, any harm.

20. Risk assessments.

Risk assessments will be carried out by the Federation to comply with legislative requirements. The risk assessment will be led by senior Federation Management, but will include as many staff as possible. Risk assessment is better carried out by several people together rather than as an individual exercise. The risk assessment will look at the hazards encountered, who may be harmed by them, how they may be harmed, the control measures that are in place or need to be put in place. The findings of the risk assessment will be brought to the attention of staff and the assessment reviewed and revised as necessary. The review will take place at least annually but will also take place if there are changes that require it, such as building work being carried out at the Federation.

21. Safety training.

The safety training needs of the Federation will be considered by senior school managers and the appropriate training arranged for staff.

Safety training will be given to new or relief teachers as soon as they join the Federation. As an absolute minimum, this basic training should include the procedures for fire and first aid. They should also be made aware of this safety policy and the procedures for implementing it.

The Head Teacher will arrange refresher training as necessary.

22. Security.

It should be possible to make the Federation secure during the day. Doors should not be left open where this would allow access to people.

Visitors.

Visitors to the Federation should be directed to the main reception by signs outside.

Visitors, even regular visitors, contractors etc, should sign the visitor's book at reception. The Federation will consider if badges are desirable for visitors.

If unknown visitors are encountered in the Federation, or not wearing a valid badge, refer to the intruder section below.

Visitors should sign out at the end of the visit.

Valuable equipment.

All valuable equipment (say over £100) should be security marked and an inventory compiled and maintained by the office staff.

Personal property.

Staff are responsible for the security of their own personal items.

Pupils are discouraged from bringing valuables into school, Mobile phones are not to be brought into school.

Pupils can ask the class teacher to look after small quantities of money they may bring in to school.

Parents are constantly reminded to identify pupils' clothing by securing nametags to them.

Cash handling.

The Head Teacher will devise a method of cash handling. Consideration will be given as to whether the Federation has a safe. The largest amounts of cash are likely to be the regular collections of dinner money. Cash should not be stored on the premises for longer than necessary.

Intruders

The Federation needs to have a system for dealing with intruders. This should be devised to suit the individual Federation.

As a minimum it must contain, how to identify genuine visitors from intruders. How the intruder will be challenged, i.e. "Can I help you? Are you looking for reception?"

Each room has a red emergency card to be sent for help to the main office.

23. Stress.

The Federation should have a dedicated policy on stress, which should include the following as a minimum.

Make all staff aware that stress is not a sign of weakness and that it should be discussed openly.

Staff should be encouraged to support one another.

Head Teachers and senior Federation Managers should be aware of the signs of stress and how to deal with it.

Stress should be considered when carrying out the risk assessments for the Federation.

24. Waste

The arrangements for removing waste from the Federation are reviewed annually to ensure they remain satisfactory. Consideration is given to the need for removing clinical waste in yellow bags.

The Federation incinerator is maintained regularly and frequently checked to ensure it remains in good condition. Its position is checked to ensure that it poses no threat of damage to surrounding buildings, fences, out buildings etc.

Appendices

- Evacuation Floor Plan
- Statutory Annual Maintenance Requirement Log