

## INTRODUCTION

**Reviewed at Governors meeting on 11<sup>th</sup> October 2021 to be reviewed again annually in October 2022.**

### **What is a health and safety policy statement?**

This health and safety policy statement sets out how school manages health and safety in the organisation. It is a unique document that shows **who** does **what**; and **when** and **how** they do it.

### **Why do I need a health and safety policy statement?**

The health and safety policy statement is a starting point in managing health and safety in the workplace. By law, (Health and Safety at Work Act 1974 section 2(3)) if you employ five or more people you must have a written health and safety policy. This contains the statement of general policy on health and safety at work and the organisation and arrangements for putting that policy into practice.

Writing a health and safety policy is more than just a legal requirement – it is your commitment to planning and managing health and safety. It is the key to achieving acceptable standards, reducing accidents and cases of work-related ill health and it shows your employees that you care for their health and safety.

### **Who should do what?**

The responsibility for health and safety rests with the employer. Day-to-day responsibility will be assigned to the Head Teacher and the Local Governing Body. However, many day-to-day tasks may be delegated.

Governors and Head Teachers should consult employees about the policy statement. Within the policy statement roles and responsibilities will be made clear, such as advice, reporting an accident, and first aid.

### **When and how should they do it?**

This policy statement describes arrangements, i.e. the systems and procedures which school have in place for ensuring employees' health and safety.

### **How often do I need to revise the policy statement?**

This policy statement will be reviewed annually and possibly revised in the light of experience, or because of operational or organisational changes.

### **How to use this Model Policy**

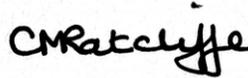
This document is split into three parts. It contains a statement of general policy based on the school's legal duties under the Health and Safety at Work Act 1974. Organisational responsibilities are recorded and arrangements to ensure the health and safety of our employees.

# Health and Safety Policy

## Rawmarsh St Joseph's Catholic Primary School

**This Health and Safety Policy has been approved and adopted by the Governing Body on 11.10.21 and will be reviewed annually**

**Signed by Chair of Governors:**



**Signed by Headteacher:** *C Marsden*

**Date: 11.10.21**

### **Our statement of general policy is:**

- to make adequate arrangements for the health, safety and welfare of the staff, pupils; visitors and other persons affected by or involved in the work activities of the school
- to provide adequate management of the health and safety risks arising from our work activities
- to consult with our employees on matters affecting their health and safety
- to provide and maintain safe equipment
- to ensure safe use, handling, storage, transport of articles and substances
- to provide information, instruction, and supervision for employees
- to ensure all employees are competent to do their tasks safely, and to give them adequate training where required
- to prevent accidents and cases of work-related ill health
- to maintain safe and healthy working conditions
- to monitor health and safety standards
- to review and revise this policy as necessary at regular intervals.

## RESPONSIBILITIES

Overall and final responsibility for health and safety is that of

Chair of Governors – Cath Ratcliffe  
Headteacher – Christie Marsden

Day to day responsibility for ensuring this policy is put into practice is delegated to

Headteacher – Christie Marsden  
Assistant Headteacher – Anna Smith  
Caretaker – Darren Seddons

To ensure health and safety standards are maintained/improved, the following people have responsibility in the following areas

<u>Name</u>	<u>Responsibility for</u>
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Darren Seddons	Building/grounds
Sharon Shaw	Catering/Kitchen

<u>Name</u>	<u>Responsibility for</u>
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Andrea Glossop	First Aid
Lynne Hallam	Sims (safeguarding data) visitors

<u>Name</u>	<u>Responsibility for</u>
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Christie Marsden	Safeguarding/SENDCO All other areas
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<u>Name</u>	<u>Responsibility for</u>
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Lynne Hallam	Finance
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<u>Name</u>	<u>Responsibility for</u>
Louise Butler	
Sean Rockett	PE

All employees have to:

- co-operate with supervisors and managers on health and safety matters;
- not interfere with anything provided to safeguard their health and safety;
- take reasonable care of their own health and safety; and
- report all health and safety concerns to an appropriate person (as detailed in this policy statement).

## ARRANGEMENTS

### HEALTH AND SAFETY RISKS ARISING FROM OUR WORK ACTIVITIES

**Risk assessments will be undertaken by**

**The Caretaker  
Head teacher**

**The findings of the risk assessments will be reported to**

**Headteacher  
Chair of Governors**

**Action required to remove/control risks will be approved by**

**Headteacher**

**SLT/School Business Manager**

**Chair or Governors**

**will be responsible for ensuring the action required is implemented.**

**Headteacher**

**will check that the implemented actions have removed/reduced the risks.**

**Assessments will be reviewed every**

**As and when there are any changes to the environment in which people work/visit and in accordance with Health and Safety Law**

**or when the work activity changes, whichever is soonest.**

**ARRANGEMENTS**

**CONSULTATION WITH EMPLOYEES**

**Employee Representative(s) are**

**Andrew Searson SLT**

**Christie Marsden (Headteacher)**

**Anna Smith (Assistant HT/SENDSCO)**

**Catherine Ratcliffe (COG)**

**Consultation with employees is provided by**

**Discussions at staff meetings/briefings or meetings arranged for specific reasons**

## ARRANGEMENTS

### SAFE PLANT AND EQUIPMENT

Caretaker  
Class Teachers  
Dinner Staff  
Kitchen Staff  
Headteacher

#### Note

Regular maintenance checks are carried out on machinery and equipment.

**will be responsible for identifying all equipment/plant needing maintenance.**

A logbook is used to record the maintenance checks and any advisory work.

The Caretaker

**will be responsible for ensuring effective maintenance procedures are drawn up.**

Headteacher  
Caretaker  
School Business Manager

**will be responsible for ensuring that all identified maintenance is implemented.**

When buying new or second hand plant and equipment, checks will be made to ensure it meets health and safety standards before buying it.

**Any problems found with plant/equipment should be reported to**

Further guidance is in HSE's publication Buying new machinery INDG271 1998

Caretaker  
Headteacher  
School Business Manager

Caretaker

**will check that new plant and equipment meets health and safety standards before it is purchased.**

## ARRANGEMENTS

### SAFE HANDLING AND USE OF SUBSTANCES

Caretaker  
Cleaners

will be responsible for identifying all substances which need a COSHH assessment.

#### Note

School will assess the risks from all substances hazardous to health. These are known as Control of Substances Hazardous to Health (COSHH) assessments.

Caretaker  
Cleaners

will be responsible for undertaking COSHH assessments.

Assessments will be carried out on all substances uses (e.g. adhesives, paints, cleaning agents, solvents) and substances generated from work activities (e.g. dust, fume, vapour)

Caretaker  
Cleaners  
Headteacher

will be responsible for ensuring that all actions identified in the assessments are implemented.

The assessment will identify any health risks. If there is a risk school will take steps to remove or control the risk.

Headteacher

will be responsible for ensuring that all relevant employees are informed about COSHH assessments.

More guidance can be found in HSE's COSHH: A brief guide to the regulations INDG 136 (rev1) 1999 (free); COSHH essentials: Easy steps to control chemicals HSG193 1999 ISBN 0 7176 2421 8 and the General COSHH Approved Code of Practice, Carcinogens ACOP and Biological Agents ACOP L5 1999 ISBN 0 7176 1670 3.

Headteacher  
Through discussions, briefings and meetings

will check that new substances can be used safely before they are purchased.

Assessments will be reviewed every

Year

or when the work activity changes,  
whichever is soonest.

## ARRANGEMENTS

### INFORMATION, INSTRUCTION AND SUPERVISION

The Health and Safety Law poster is displayed at/leaflets are issued by Note

To be renewed will be in staff room and kitchen area

The Health and Safety Information for Employees Regulations 1989 require employers to display a poster (or to provide leaflets) telling employees what they need to know about health and safety.

Health and safety advice is available from

You are required to have access to competent advice, either in house or, if not available, external.

Headteacher  
Chair of Governors  
RMBC  
Caretaker

Trainees or students on work experience will be properly instructed and supervised.

Supervision of young workers/trainees will be arranged/undertaken/monitored by

Headteacher  
All staff responsible

If an employee goes to work for another employee on school's behalf, school will check that they are given relevant health and safety information for that location by that employer/company.

Headteacher

is responsible for ensuring that our employees working at locations under the control of other employers, are given relevant health and safety information.

## ARRANGEMENTS

### COMPETENCY FOR TASKS AND TRAINING

**Induction training will be provided for all employees by**

**Note**

**Headteacher  
Caretaker  
School Business Manager**

All employees are given health and safety induction training when they start work. This is combined with other useful information (e.g. pay, leave and hours of work). It covers basic health and safety, such as first aid and fire safety.

**Job specific training will be provided by**

**Headteacher – Safeguarding/fire drill  
Caretaker – building and site information  
School Business Manager for admin  
Other staff for day to day school life**

Employees will receive job-specific training where necessary, which includes the health and safety aspects of their job.

**Specific jobs requiring special training are**

School will provide health and safety training for people when risks change, or periodically, e.g. if skills do not get used regularly.

**PE**

**Safeguarding**

**Premises**

**First aid**

**School money**

**Training records are kept at/by**

Records of training are kept (even training provided in-house) to show that employees have received training.

**School Business Manager**

Training records are monitored, so that

**Training will be identified, arranged and monitored by**

refresher training is given when necessary.

Headteacher

## ARRANGEMENTS

### ACCIDENTS, FIRST AID AND WORK-RELATED ILL HEALTH

**Health surveillance is required for employees doing the following jobs**

**Note**

Caretaker  
PE  
Design and Technology  
Science  
Cooking

Employees will receive health surveillance for certain work (e.g. work with lead, chrome, asbestos, noise, isocyanates and some chemicals).

**Health surveillance will be arranged by**

This will identify any health problems early on so that action can be taken before an employee's condition worsens.

Teachers  
Support Staff  
School Business Manager  
Headteacher

The school's COSHH assessments should identify all areas and the type of health surveillance needed.

**Health surveillance records will be kept by/at**

School records contain details of the employees, the health surveillance procedures, dates and conclusions. The health care professional doing the surveillance will hold the actual medical records as these are confidential.

School Business Manager

Providing immediate first aid can prevent minor injuries becoming major ones.

**The first aid box(es) is/are kept at**

School Office  
First Aid room

School has a first aid box and an appointed person to take charge of first aid requirements. There is further information in HSE's free leaflets First aid at work – your questions answered INDG214 1997 **and** Basic advice on first aid at work INDG215 (rev) 1997.

**The first aiders are**

**All staff that received first aid training on 12<sup>th</sup> February 2021.  
Sophie Cooper Pediatric first aid  
October 2019**

Recording accidents (even minor ones) means school can see whether it has a problem in a particular area

**All accidents and cases of work-related ill health are to be recorded in the accident book. The book is kept by/at**

School reports accidents to the Health & Safety Section of RMBC following the procedures outlined in the accident book. Near misses must be reported in the near miss book and any action taken recorded.

**School Business Manager in the school office**

**The following person is responsible for reporting accidents, diseases and dangerous occurrences to the RMBC Health and Safety section including RIDDOR reportable incidents.**

**School Business Manager  
Headteacher**

## **ARRANGEMENTS**

### **MONITORING**

#### **Note**

**To check our working conditions, and ensure our safe working practices are being followed, we will**

Investigating accidents is a useful way of reviewing safety systems to question why the accident really happened and what school can do to stop it happening again.

**Record near misses**

**Investigate incidents**

Similarly, if a number of employees are absent because of similar ailments, this might mean there is a problem with their jobs causing ill health.

**Undertake spot checks**

**Fire drills**

**Work with RMBC and H&S team on all matters**

**Attend any relevant training**

is responsible for investigating accidents.

Headteacher  
School Business Manager  
Caretaker  
Chair of Governors

is responsible for investigating work-related causes of sickness absences

Headteacher  
Chair of Governors  
RMBC Human Resources

is responsible for acting on investigation findings to prevent a recurrence.

## ARRANGEMENTS

### EMERGENCY PROCEDURES – FIRE AND EVACUATION

Headteacher

#### Note

is responsible for ensuring the fire risk assessment is undertaken and implemented.

School carries out fire risk assessments. The School's Building Manager (caretaker) will assist in this process.

Escape routes are checked by

Caretaker every day

Escape routes, extinguishers and alarms are checked daily by the caretaker. The fire log book is also completed.

Fire extinguishers are maintained and checked by

Caretaker daily, monthly and yearly

RMBC / CYPS run a number of courses around fire safety and emergency planning for further details contact 01709 823804 or 01709 823720.

Alarms are tested by

Caretaker, termly

**Emergency evacuation will be tested every**

**Term**

**The Security Co-ordinator is**

**Headteacher**

**The Deputy Security Co-ordinator is**

**SLT**

## SOME KEY AREAS OF RISK TO CONSIDER

- Asbestos
- Chemicals
- Science related risks
- Legionella
- Display Screen Equipment (VDUs)
- Electricity
- Building / Maintenance work on site
- Falling objects/collapsing structures
- Fire and Explosion
- Machinery (including guarding)
- Manual Handling
- Noise
- Pressure Systems
- Radiation
- Slips, trips and falls
- Stress
- Substances hazardous to health (including dust, fume, etc.)
- Temperatures
- Transport
- Vibration
- Violence to staff
- Work equipment
- Work-related upper limb disorders
- Working alone
- Working at heights
- Working environment
- Educational Visits
- Site Security
- Gas appliances

These are just some examples of key areas; this is not an exhaustive list. If any risks apply to school work activities, school will do risk assessments to check that they have removed or reduced the risk.

## FURTHER GUIDANCE

The following guidance booklets are available from the contact below:

- Five Steps to Risk Assessment
- A guide to Risk Assessment requirements
- Buying new machinery
- COSHH
- First Aid at Work
- Consulting employees on health and safety

## FURTHER INFORMATION

Further advice on completing this health and safety policy document and other aspects of health and safety is available from:

**Dean Fenton (RMBC School Planning, Admissions and Appeals Service)**

**Telephone:** 01709 254821

**Email:** [dean.fenton@rotherham.gov.uk](mailto:dean.fenton@rotherham.gov.uk)

**Asif Akram (RMBC Health and Safety Section)**

**Telephone:** 01709 823883

**Email:** [asif.akram@rotherham.gov.uk](mailto:asif.akram@rotherham.gov.uk)