St. Edmund's Catholic Primary School

'Together we learn and grow through worship and celebration'

Health and Safety

Committee responsible for policy	Resources
Approved by **Committee**/FGB	January 2025
Statutory/Non-statutory	STATUTORY
Frequency of Review	Free to determine - 2 YEARS
Date of next review	**January 2027**
Purpose of policy	To fulfil the Governing Body's role with regard to assessing and controlling risk as part of the day-to-day management of school activity and to provide appropriate working conditions to enable various tasks to take place safely and efficiently
Consultation	Caretaker, Business Manager Designated Fire Wardens All staff, Welfare and First Aiders
Links to other policies	Accessibility & Disability Policy SEND Policy Supporting Children with Medical Conditions including Intimate Care Fire Safety Policy Fire Procedure Policy Managing Contractors on Site

Statement of Policy

It is the policy of St Edmund's Catholic Primary School to maintain high and legally compliant health & safety standards in order to protect, pupils, members of staff, visitors and others who may be affected by school activities. In particular it is the school's policy to ensure, so far as is reasonably practicable:

- Provide and keep plant and equipment and systems of work that are safe and suitable;
- Provide such information, instruction, training and supervision as is necessary to promote the health and safety of its employees, students and visitors
- Provide and keep our workplace in a condition that is safe and with minimal risks to health, including means of safe access and exit from workplace, as well as adequate facilities and arrangements for employees' and students' welfare at work;
- Ensure that significant workplace hazards have been assessed for risk and suitable controls and safe systems of work have been put in place:
- Provide forums for active employee involvement in the continuous improvement of health and safety throughout the school's activities, as staff make an invaluable contribution to reducing risks.

Organisation

School Governors

The school's governors have responsibility for keeping under review standards of health and safety within the school. Where deficiencies are identified the governors have responsibility for ensuring that corrective action is taken. The governors also have particular responsibility for:

- Ensure the school has access to competent health and safety advice/advisors
- Ensuring that decisions of the governing body take account of, and comply with its legal duties as defined in health & safety legislation;
- Ensuring that sufficient resources are allocated to meeting the mandatory minimum standards
- Ensuring that health and safety standards in the school are monitored and reviewing the standards achieved by considering reports from the Headteacher at least every term;
- Ensuring that school premises, buildings and equipment for which they are responsible, are adequately maintained and inspected so as to ensure the health and safety of staff, pupils, visitors and contractors who may visit, use or work on the premises;
- Ensuring that where contractors are engaged to undertake work on school premises or buildings, an adequate assessment of the prospective contractors involved is undertaken in order to ensure that any contractor selected has adequate resources and competence to undertake the work safely and without putting the contractor's employees, or school staff, or pupils at risk;
- Ensuring that where volunteers are used to give assistance to the school activities, or undertake work in school premises, such work is adequately planned, organised and supervised, and the volunteers used have sufficient competence so as to ensure the health and safety of both of those undertaking the work and anyone who may be affected by it.

Health and Safety Governor

The elected Health and Safety Governor has the responsibility to liaise with the Headteacher and others on health and safety issues. Their duties are to:

- Monitor the action plans developed from the health and safety audits/inspections and ensure adequate resources are identified by the Governing Body to make improvements;
- Take an active part in school inspections and monitor the follow up actions;
- Review health and safety data including accidents and report to the Governing Body on the continuous progress being made into creating a safer and healthier school;
- Commend staff and students where health and safety improvements have been made;

Headteacher

The Headteacher has overall responsibility for the day to day management of health and safety in the school. In particular, the Headteacher has the following responsibilities:

- To ensure that appropriate health and safety standards are implemented and maintained at the school.
- Ensure that appropriate staff are appointed to manage specific areas of health & safety
- To ensure that school staff receive adequate health and safety training appropriate for their responsibilities.

- To ensure that staff are adequately consulted on health and safety matters and that staff to be allocated health and safety responsibilities are adequately consulted on the type and nature of the duties.
- To ensure that the standards of health and safety are formally monitored and that a health and safety report is presented to the Governors at least every term.
- Attend appropriate health & safety training in order to be able to understand and carry out their role.
- Ensure arrangements are in place for health & safety inspection & maintenance, including statutory inspections of plant & equipment across the school
- Ensure that all legally required documentation such as Asbestos Management Plans and Legionella Control Schemes are in place
- To ensure that health and safety monitoring and inspection arrangements are implemented.
- To ensure that where new staff are recruited, the selection process takes adequate account of the training and competence of the prospective staff member to undertake the work safely, having regard to the degree of supervision they will receive.
- To ensure for any off-site event or trip, organised by, or on behalf of, the school, that adequate arrangements are made for the supervision of the pupils involved and the safety of the staff and pupils.
- To ensure that, where required, school specific risk assessments are undertaken and recorded.
- To ensure that the health and safety requirements identified in any risk assessments are implemented.
- To ensure there are adequate arrangements for first aid provision, both on school premises and on school outings, or activities.
- Ensure suitable safeguarding and security procedures are in place.
- Ensure accident/incidents are suitably investigated and recorded.

Appointed Fire Safety Manager

The Caretaker has responsibility for the planning & organisation of fire safety matters within the school, in particular:

- Ensure there is a suitable and sufficient fire risk assessment in place.
- Ensure the school's Fire Safety Policy is up to date
- Ensure that fire precautions in the school premises are maintained to an appropriate standard
- Ensure fire evacuation drills are undertaken at least every term and that all staff are aware of their particular responsibilities in the event of fire;
- Ensure that comprehensive records are kept of evacuation drills.
- Ensure that there are arrangements made for nominated members of staff to call the fire brigade and meet them on arrival;
- Ensure staff/students that require additional help to safely evacuate have an up to date Personal Emergency Evacuation Plan (PEEP)
- Ensure that the inspection & maintenance of fire safety systems and equipment is taking place and that a regular report is provided to the Headteacher on the results of these checks.

Appointed Building Manager

The Caretaker has responsibility for the planning & organisation of building safety matters within the school, in particular:

- Ensuring that statutory inspections of school plant, equipment (including playground equipment) and systems are undertaken using competent staff or contractors in accordance with legal requirements and that any corrective action identified as necessary is promptly implemented and the required records are kept;
- Ensuring the schools Legionella Control Scheme is up to date.
- Ensuring the school's Asbestos Management Plan is up to date.
- Ensuring that inspections of portable electrical equipment, the fixed electrical installation, ladders, stepladders, playground equipment and gas equipment are undertaken in accordance with legal requirements and that records are kept;
- Ensuring that any necessary statutory inspections of lifting equipment, pressure vessels and exhaust ventilation equipment etc are undertaken and records kept;
- Arranging any necessary corrective action identified by health and safety inspections detailed above;
- Ensuring that the day to day maintenance of the school premises is undertaken and that serious deficiencies which cannot be quickly corrected are reported to the appropriate party for remedial action;
- Ensuring that weekly walk through inspections of the standards of housekeeping in the school premises are undertaken and that deficiencies which cannot be promptly corrected are reported to the appropriate party for remedial action.

Appointed Contractor Monitor

The Caretaker has responsibility for the monitoring & managing of contractors within the school, in particular:

- Ensuring the school's dedicated Contractor Managing & Monitoring Policy is up to date.
- Acting as the school representative in any dealings with contractors who are to work at the school;
- Assisting the school to assess the competence of any contractors who it is intended to use for undertaking work at the school, and monitoring the standards of health and safety whilst the work is undertaken;
- Ensuring there is a procedure in place for informing contractors of, any hazards associated with the work area and the emergency arrangements in place.

General Safety Monitor

The Admin Assistants have responsibility for the general safety arrangements within the school, in particular:

- Ensuring that a list of first aiders is maintained, together with the dates for refresher training;
- Arranging necessary refresher training for first aiders;
- Reporting to the Headteacher the need to train further first aiders in order to meet the minimum required for the school;
- Ensuring that notices displaying the name and location of first aiders are kept up to date;
- Maintaining records of health and safety training undertaken for school staff;

- Maintaining local accident & incident records and ensuring that these are reported to the Headteacher
- Ensuring that accidents, incidents and violent incidents are reported to the Action HR Health & Safety Team using the AMS system.
- Ensuring that any staff identified as Display Screen Equipment users are provided with advice regarding safe workstation set up.

Educational Visits Coordinator

The Deputy Headteacher has been appointed as the Educational Visits Coordinator, their responsibilities include:

- Coordinating between staff organising the visit and the Headteacher and/ the Educational Visits Adviser to ensure visits are arranged safely.
- Ensuring that records are kept of pupils undertaking school trips and outings, together with the names and responsibilities of supervising staff accompanying the pupils;
- Ensuring that where school visits or holidays involving adventure activities are planned, written confirmation and evidence is obtained from the centre involved that a current licence, issued under the Adventure Activities Licensing Regulations, is held for the activities involved.

Teaching Staff

Teachers within the school have a duty to follow the school's procedures and a responsibility for the health and safety of themselves and pupils under their control. In particular teachers are responsible for:

- Undertaking lessons and school activities in accordance with any national, Council or school guidelines relevant to the health and safety of the staff and pupils;
- Ensuring that they and students are familiar with the school's fire procedure and their role in it;
- Maintaining good standards of housekeeping and cleanliness in the activities under their control;
- Ensuring equipment is only used (by staff and students) in the way it has been designed to be used (e.g. do not stand on chairs and tables when working at height);
- Ensuring where pupils need to wear any protective clothing or equipment for particular lessons or activities, that the use of such clothing or equipment is rigorously enforced;
- Ensuring that any special equipment for which they have particular responsibility is maintained in a safe condition and is suitable for the purpose for which it is used;
- Ensuring that where there are health and safety considerations in relation to a particular lesson or activity, the lesson plan addresses these issues and is adhered to;
- Ensuring that any off-site outing or activity for which they are responsible, only takes place following the completion of written risk assessments and consultation with the school's Educational Visits Coordinator.
- Attending any required health and safety training.
- Undertaking, as required, any formal health and safety monitoring or inspections, in order to assist the school maintain adequate health and safety standards;
- Reporting, promptly, any deficiencies in health and safety standards to the appropriate person
- Ensure safeguarding and security procedures are followed.

School Staff

All school staff have a responsibility for undertaking their work in accordance with any instructions or training provided and for drawing to the school's attention any equipment or situation which could create a danger to themselves or others. All staff are also required to ensure their work is carried out in a way which avoids risks to themselves or others.

School Pupils

All pupils at the school are required, having regard to their age and maturity, to act in accordance with any school health and safety instructions, rules and procedures and not to behave in a way which would put themselves or others in danger. Pupils are also required not to interfere with, or misuse, any safety or fire equipment.

Arrangements

Standards and Guidance:

The school complies with all relevant legal standards; it does this by following the guidance provided by the Action HR Health & Safety Team.

Where guidance does not cover a specific issue the school adopts the practices or standards recommended in, Health & Safety Executive or Department of Education publications or the relevant British or European Standard.

Competent Professional Health & Safety Support and Assistance:

The school receives Health & Safety advice & assistance from the Action HR Health & Safety Team, (Occupational Health, Safety & Wellbeing Team Royal Borough Kingston in shared service with London Borough Sutton).

The school sends a representative to the regular Schools Health & Safety Meetings arranged by the Action HR Health & Safety Team.

Staff Consultation:

Staff raise any health & safety concerns directly with the Headteacher.

At this time there is no Staff Health & Safety Consultative Committee; however, should two or more union appointed health & safety representatives request, in writing that one is set up, the Headteacher will ensure that this takes place within three months of the request.

General Health & Safety:

Risk Assessment

Risk assessments are undertaken by the appropriate person(s) and discussed with relevant staff. These are reviewed annually, when there is a change in activity or a major incident relating to the risk assessment.
Risk assessment training is available to staff.

Selection of Staff

The school selects staff having regard to the level of health & safety experience and competence required for the particular role. Training will be made available where a staff's skills require improvement to reach a suitable level.

The Headteacher ensures that Disclosure & Barring Service, (DBS) checks are undertaken for all school staff, (including, as required, volunteers).

Information, Instruction & Training

The Headteacher ensures that all staff receive adequate health & safety Induction including, emergency arrangements and how to obtain first aid.
Staff are provided with adequate in house instruction & training in order to be able to carry out their role safely and attend specialist training, both online and classroom based.
The Headteacher ensures that staff experience and attendance to training are regularly reviewed in order that extra training can be provided when necessary.

Management of Organisational Change

The governing body ensures that, where organisational changes are planned within the school, the health & safety implications are considered and managed effectively.
The Headteacher keeps staff informed of organisational change through staff meetings and other school events such as inset days.

First Aid

The Headteacher ensures that sufficient numbers of qualified First Aiders are on duty at all times and that first aid supplies are available.
When events take place at the school, including those organised by the Parent Association, the number of First Aiders required is taken into consideration.

Display Screen Equipment/ Workstation Assessment

All staff are provided with information regarding correct workstation set up as part of Induction. Where staff are identified as a workstation "user" they are encouraged to reassess their workstation annually and/ or if they experience any pain or discomfort associated with working at a desk.

School Trips and Educational Visits

St Edmund's Catholic Primary School follows the Educational Visits Guidelines provided by the Action HR Health & Safety Team. An Educational Visits Coordinator has been appointed and has attended suitable EVC training.
The school carries out a risk assessment for each trip. Where trips are planned to activity centres the school checks that there is an Adventure Activities Licence in place. Enquiries are made as to the training and competence of the centre staff. Where the risk assessment identifies high risk for a trip these are discussed with the independent Educational Visits Adviser.

Building Management:

Fire Safety Management

The school has a Fire Safety Policy in place that addresses local responsibilities and arrangements.

The most recent full Fire Safety Risk Assessment was carried out in February 2022 by Tamara Clare, Action HR Health and Safety Team, Royal Borough of Kingston Upon Thames.

The Headteacher ensures there is a procedure in place for reviewing the Fire Safety Risk Assessment and ensuring that recommendations are actioned.

Arrangements are in place to ensure that inspection & maintenance of all fire safety systems & equipment takes place; as well as appropriate record keeping.

All staff take part in regular emergency drills and where they have a specific fire safety role they attend appropriate training that is refreshed at least every three years.

The school will notify the Action HR Health & Safety Team of any work involving or storage of, flammable, oxidising or explosive substances.

Control of Substances Hazardous to Health

It is the policy of St Edmund's Catholic Primary School to ensure there are arrangements in place to both assess and manage the risks of any hazardous substances used on the premises.

Where any chemicals are in use at the school these are subject to COSHH assessment and suitable control measures identified. Where contractors are used they are required to provide copies of their COSHH assessments for review. The school maintains a COSHH register.

Any staff involved in the management of COSHH receive suitable training that is refreshed at least every three years.

Asbestos

The school has an Asbestos Management Plan in place that summaries how asbestos is managed across the school.
The most recent Management Survey was carried out in July 2014, by ARL Group. Arrangements are in place for annual, professional reinspection of any identified asbestos.
Suitable training is provided to any staff involved in the management of asbestos and this is refreshed every three years.

Legionella

There is a Legionella Control Scheme in place at the school. The Duty Holder, Mrs Moreland has ensured that a suitable and sufficient assessment has been carried out at St Edmund's Catholic Primary School to identify and assess the risk of exposure to legionella bacteria from work activities and water systems on the premises and any precautionary measures needed.
The assessment was carried out by specialist water management company, Calibre Environmental Ltd on Friday 24th January 2025.
The Duty Holder has appointed the Caretaker as a competent person to take day to day responsibility for managing any risks identified in the assessment. In order to enable the Responsible Person to carry out their role the Duty Holder has ensured that they have attended appropriate training and received suitable instruction.

Plant and Equipment

The required inspection, testing & maintenance of all plant and equipment is managed under a Facilities Contract with R.E. Gore.
Inspection & maintenance arrangements include an annual gas safety inspection carried out by a Gas Safe Registered engineer and five yearly fixed electrical inspections by a specialist contractor, NICEIC qualified for electrical work.
Arrangements are in place to ensure the findings from inspections are reviewed and recommendations actioned.

General Site Safety

The school ensures high standards of health & safety across the site by carrying out regular in house, testing, inspection and site checks. These include equipment & systems checks, such as call point testing & water temperature monitoring as well as general site checks to ensure walkways & travel routes are clear and that fire doors are unblocked.
Arrangements are in place to deal with snow & ice on external walkways and playgrounds. It is ensured there is a supply of grit/ salt at the site during the winter months.
Relevant health & safety signs are displayed throughout the school, particularly with regard to smoking restrictions, evacuation directional signs and fire procedural signage. The legally required Health & Safety Law poster is displayed in the staffroom.
In order to prevent accidents involving pedestrians & vehicles the school has carried out a car park risk assessment and suitable control measures are in place.

Playground and Gym Equipment

The school follows the Playground and Gym Equipment Guidance provided by the Action HR Health & Safety Team. All new equipment purchased is obtained from an EC supplier and is CE marked. Only equipment that meets BS EN 1176 is purchased and safety surface installed beneath the equipment meets BS EN 1177.
The playground risk assessment takes the play equipment into consideration and control measures are in place to reduce the potential for accidents. All equipment receives regular in house visual checks and an annual professional inspection by a specialist contractor.

Work at Height

Regular review is carried out of any work at height activities taking place at the school; where tasks are significant or undertake on a regular basis written risk assessments are completed.
All ladders and step ladders and other working at height equipment provided at the school meet the Class 1/ EN 131 standard and any staff required to carry out work at height tasks are provided with suitable training that is refreshed at least every three years.

Manual Handling

The school carries out a regular review of any manual handling tasks taking place; this includes handling of “static loads” and where any pupils require moving & lifting assistance. Where tasks are significant or undertake on a regular basis written risk assessments are completed.

Where any member of staff is required to undertake manual handling tasks, (either static load or people moving) they are provided with appropriate training, that is refreshed at least every three years.

Contractors, Agency Staff and Visitors:

Managing and Monitoring Contractors

The school has a dedicated policy in place for the managing & monitoring of contractors. The school is also aware of, and makes use of the Construction Design Management Guidance and templates provided by the Action HR Health & Safety Team.

Engagement of Agency and Supply Staff

When agency or supply staff are employed the school ensures that it informs the agency of any special occupational qualifications required or training necessary for health & safety reasons.

The Deputy Headteacher ensures arrangements are in place for agency and supply staff to receive first day health & safety instruction, (Induction) including emergency arrangements and how to obtain first aid.

The school ensures that the agency obtains DBS checks.

Work Experience and Young Persons

If a work experience placement is to take place at the school, the Headteacher ensures that a risk assessment is undertaken and that these are provided to the organisation arranging the placement for their information.

The placements young age and lack of experience are taking into consideration in the risk assessment.

Accidents, Incidents & Violence:

Accident & Incident Reporting

All accidents & incidents are recorded locally and in house investigation is carried out to establish cause & prevent a recurrence. The school also makes use of the Action HR Health & Safety on line Accident Management System, (AMS) to report accidents & incidents.

The Action HR Health & Safety Team carry out incident investigations as required and report eligible incidents to the Health & Safety Executive under the Reporting of Incidents, Diseases & Dangerous Occurrences Regulation 2013

Violence

St Edmund's Catholic Primary School does not tolerate any violence towards staff. "Violence" could include:

- Verbal abuse
- Threatening behaviour
- Anti social behaviour
- Damage to property
- Physical violence
- Online or social media bullying

Where staff are involved in a violent incident this is recorded and reported to the Action HR Health & Safety Team via AMS.
Further reporting to an appropriate authority is determined on a case by case basis.