Lambeth

St Mary's Roman Catholic Primary School

Wisdom & Faith

Ofsted Outstanding Provider

Health and Safety Policy Organisation and Arrangements

Adopted and signed for on behalf of governing body: (Name)	
Date	Autumn 2022
Policy to be reviewed on	Autumn 2023

1Healthy Schools

British Values

INVESTORS IN PUPILS

Health & Safety at Work etc. Act 1974 Section 2(3)
Management of Health and Safety at Work Regulations 1999 Regulation 3

HEALTH AND SAFETY POLICY
AND ORGANISATION AND ARRANGEMENTS

St Mary's RC Primary School

Please read a COVID-19 Addendum to Health and Safety Policy on page 10

1. **Overall Statement of Policy**
   It is the policy of St Mary's RC Primary School to maintain high health and safety standards in order to protect pupils, members of staff, visitors or others who may be affected by school activities. The school operates within the overall health and safety policy of the London Borough of Lambeth, which specifies required standards of health and safety for schools

1. **ORGANISATION**
   a) **Responsibilities of the Governors**
   The school 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:

   - Ensuring that decisions of the governing body take account of, and comply with, the health and safety policy of the Education Directorate;
   - Ensuring that sufficient resources are allocated to meeting the mandatory minimum standards of the Education Directorate Health and Safety Policy and any legal requirements relating to health and safety;
   - 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. Also ensuring 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.

b) **Headteacher**

The Headteacher, Karen Pluckrose, 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 the health and safety standards detailed in Lambeth Health and Safety Management Manual are implemented and maintained at the school;
- To ensure that school staff receives 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 allocated;
- To ensure that the standards of health and safety are formally monitored and that a health and safety report covering the minimum items specified in the Lambeth Health and Safety Management Manual (Section 10) is presented to the Governors at least every term;
- To chair the school health and safety committee (Section 10);
- Attend any required health and safety training provided by the school or the Council;
- To ensure that health and safety monitoring and inspection arrangements, meeting the minimum standards specified in the Lambeth Education Directorate Health and Safety Manual (Page 17), 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. Safety of the staff and pupils and that these arrangements must at least meet any minimum standards specified by the Education Directorate;
- To ensure that, where required, school specific risk assessments are undertaken and recorded;
- To ensure that the health and safety requirements identified, either in the school specific risk assessments or in relevant Education Directorate risk assessments, are implemented;
- To ensure there are adequate arrangements for first aid, both on school premises and on school outings, or activities, in accordance with the Education Directorate guidelines.

c) **Fire Safety Manager – (Headteacher)**

The Headteacher will have responsibility for overall planning and organisation of fire safety matters within the school. In particular, she will:

- Ensure that fire precautions in the school premises are maintained in accordance with the standards detailed in the Lambeth Health and Safety Management Manual (Section 4) and that practice fire evacuation drills are undertaken at least every term;

- Ensure that all staff are aware of their particular responsibilities in the event of fire;
- Ensure that there are arrangements made for the fire brigade to be called (automatic service) and meet them on arrival;
- Ensure a check is made at least every term that the inspection and maintenance arrangements for fire alarm and detection systems, emergency lighting, and fire extinguishers are being undertaken correctly and that a report is provided to the Headteacher on the results of this check.

d) **Other School Staff**

Teachers within the school have 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 are familiar with the school fire procedure and their role in it;
- Maintaining good standards of housekeeping and cleanliness in the activities under their control;
- 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 written authorisation by the Headteacher and in accordance with a plan which specifies an adequate level of supervision and health and safety arrangements to ensure that pupils or others are not put at risk;
- Attending any required health and safety training provided by the school or the Council;
- Undertaking, as required by the Headteacher, 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 they are not able to correct, either to the Headteacher, or the Premises Officer as appropriate.

e) **Premises**
Headteacher,

The Headteacher will have responsibility for the following tasks although she may delegate some or all of these to other members of staff.

- Ensuring that fire equipment and systems are adequately maintained and tested in accordance with the standards specified in the Health and Safety Management Manual and that records are kept;
- 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 that statutory inspections of school plant, equipment and systems are undertaken in accordance with Directorate policies and procedures and that any corrective action identified as necessary is promptly implemented and the required records are kept;

- Ensuring that inspections of portable electrical equipment, the fixed electrical installation, ladders, stepladders, playground equipment and gas equipment are undertaken in accordance with the standards in the Health and Safety Management and that records are kept;

- Ensuring that any necessary statutory inspections of lifting tackle, pressure vessels and exhaust ventilation equipment are undertaken and records kept;

- Arranging any necessary corrective action identified by health and safety inspections detailed above;

- Ensuring relevant work is undertaken and controls maintained in accordance with the appropriate COSHH assessments;

f) The Premises Office, is responsible to the Headteacher for:

- Ensuring that the day to day maintenance of the school premises is undertaken and that serious deficiencies which cannot be quickly corrected are notified to the Headteacher;

- Informing the Headteacher of any necessary corrective action identified by health and safety inspections detailed above;

- Informing the Headteacher of the presence of dangerous and hazardous substances used or stored at the school so that a register can be maintained that contains copies of up to date material safety data sheets;

- Ensuring controls are maintained in accordance with the appropriate COSHH assessments;

- 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 Headteacher;

- Ensuring that he/she only undertakes work that is within his/her training or competence and, in particular, that he does not undertake work on roofs, scaffolding, or in confined spaces such as drains or tanks, unless he is both trained and authorised to do so.

f) **School Business Manager**

The School Business Manager is responsible for:

- Ensuring that a list of first aiders is maintained, together with the dates for refresher training;

- Ensuring that necessary refresher training for first aiders is arranged;

- Maintaining records of health and safety training undertaken for school staff;

- Maintaining a list of staff trained to undertake risk assessments required for manual handling, display screen equipment, the use and storage of hazardous substances and general risk assessments;
- 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;
- In conjunction with the SEN Co-ordinator maintaining the school accident book and arranging for statutory accident reports to be completed in accordance with Directorate guidelines and Borough advice and guidance;
- In conjunction with the premises officer ensure that a record of practice fire evacuation drills is kept, showing the date of the fire evacuation and the time taken to evacuate the premises;
- Ensuring that the automated system for calling the fire brigade in the event of fire brigade is maintained and that a clear notice of the procedure for calling the fire brigade is displayed;
- Ensuring that risk assessments are undertaken of display screen equipment workstations used in the school by employed staff and that records of the assessments are kept;
- Ensuring that eye and eye sight tests are offered to school staff who are regular users of display screen equipment, in accordance with the Council's Policy;
- Overseeing the administration of 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.

g) **Other School Staff**
All school staff have a responsibility for undertaking their work in accordance with any instructions or training provided by the school or the Council and for drawing to the schools 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.

h) **School Pupils**
All pupils at the school are required to act in accordance with any school health and safety 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

1. STANDARDS AND GUIDANCE

Mandatory common standards and guidance are contained in the Health and Safety Management Manual, which gives information on a number of health and safety issues of relevance to the school. Where internal guidance does not cover a specific issue, the school will adopt the practices or standards recommended in Health and Safety Executive, or Department of Education

publications, or relevant British or European Standards.

2. **COMPETENT PROFESSIONAL HEALTH AND SAFETY SUPPORT AND ASSISTANCE**
Competent advice on health and safety issues is available to the school through the Health and Safety Lead Officer at the Lambeth Education Directorate.

3. **HEALTH AND SAFETY COMMITTEE**
The school health and safety committee will be chaired by the Headteacher and meet at least once per term. The committee may consist of appointed trade union safety representatives, other members of the teaching and non-teaching staff.

4. **FIRE SAFETY AND FIRE PROCEDURE**
The fire procedure is displayed on the notice boards and next to fire alarm call points. New members of staff will be instructed in the fire procedure and their responsibilities by the fire safety manager, or a member of staff nominated to deputise for the fire safety manager, on their first day of employment.

Fire evacuation drills will be held at least once a term. Fire extinguishers and the fire alarm system are subject to regular inspection and maintenance, by the Premises Officer and external agencies, which are organised by the School Business Manager.

Self-closing fire doors are provided in the school to delay the spread of fire and smoke and must not be wedged open. Such doors are labelled "fire door keep shut".

The Headteacher / Fire Safety Manager holds a copy of the fire safety risk assessment for the school. Included with the fire safety risk assessment is the overall fire safety plan for the school, which designates responsibilities to individual members of staff.

5. **ACCIDENTS AND FIRST AID**
The school has thirteen (three day qualified and certificated) first aiders, the names of whom must be displayed on the standard first aid signs. Any injuries to pupils or staff must be reported to a first aider, who will ensure that appropriate action is taken. Records of such injuries must be entered in the accident book. The first aiders to whom they are allocated maintain the contents of first aid boxes. The school also has four Early Years (Paediatric) First Aiders. The majority of other staff receive 1 day First Aid Appointed Person training. The School Business Manager reports accidents, ill health conditions and dangerous occurrences that fall within statutory reporting requirements, in accordance with Council procedures.

6. **CONTRACTORS**
Standard arrangements exist for the assessment of competence and the control and monitoring of contractors. The school also has a standard set of rules for contractors, which are notified to the contractor, and form part of the contractual arrangements. These arrangements are documented in the Health and Safety Management Manual and are operated by the Premises Officer, or another member of staff, who has been allocated to deputise for this role. Where staff or pupils become aware of dangers caused by contractors, these should be immediately reported to the Premises Officer, who will report them to the Headteacher.

7. **HEALTH AND SAFETY TRAINING**
Staff will be provided with adequate Health and Safety training appropriate for their responsibilities.

8. **SCHOOL TRIPS AND VISITS**
Off-site visits and trips will only be undertaken where a written plan for the trip, the health and safety arrangements and the level of supervision has been produced and approved by the

Headteacher. Adventure holidays organised by the school will only be undertaken at centres holding a current licence under the Adventure Activities Licensing regulations approved by the governors.

9. SCHOOL AND PUPIL SECURITY

A range of security measures are in place to maintain pupil safety (see security policy) . All staff and pupils are required to assist in maintaining good standards of security on school premises.

10. SMOKING

No smoking is allowed anywhere on school premises.

MEDICAL SUITABILITY FOR WORK AND MEDICAL ARRANGEMENTS

Pre-employment medical surveillance is undertaken for all new staff, usually by means of a online confidential questionnaire and telephone call, by the Occupational Health Medical Adviser. Confidential medical details are held in the strictest confidence and will only be disclosed to the school with the prior consent of the staff member. However, information such as restrictions on particular types of work, or special precautions necessary for health and safety reasons, will be provided to the school to avoid putting the employee or others at risk. Where a staff member becomes pregnant or suffers from an ill health condition which is likely to effect their work, they should notify the school as soon as possible to enable any special precautions needed to be implemented. Arrangements will be made for a risk assessment to be carried out.

11. IN THE EVENT OF EVENING EVENTS AND USE OF SCHOOL PREMISES BY EXTERNAL BODIES

Where events are planned to take place out of normal school hours, within school premises, this must be authorised by the Headteacher and the Premises Officer will be on site for the event will be responsible for Health and Safety and Fire Safety, in conjunction with the teacher responsible for the event, or with the external body responsible for the activity. The Premises officer will exercise all the relevant methods to ensure health and safety is adhered to during use paying particular attention to any fire safety issues, the safety of equipment brought on to the premises, first aid arrangements and any arrangements for serving food. Where a number of events of the same type are held, an active plan covering all the events may be used. Where external bodies are responsible for the event, or activity, then the relevant requirements of the health and safety plan will be agreed, in writing, with the school as a condition of using or hiring the premises.

12. ELECTRICAL SAFETY

The safety and maintenance of the school electrical installation is of great importance in order to ensure the health and safety of pupils and staff. The fixed electrical installation will be subject to an electrical inspection and test by an NICEIC contractor at least every five years and this will be organised by the School Business Manager who will keep records of the inspection and provide records to the school. Any deficiencies identified by the inspection will be promptly corrected, or, where this is not possible, the relevant part of the installation will be electrically isolated.

All portable electrical equipment and equipment connected to the electrical installation by means of a plug and socket, will be subject to a combined electrical inspection and test at specified intervals and labelled with the date of inspection and a date of the next inspection due. The School Business Manager will be responsible for organising these tests, using a competent individual. Mains powered electrical equipment belonging to staff or pupils must not be used on school premises unless it has been electrically inspected and tested.

Work on the electrical installation, or minor repairs such as changing bulbs or tubes in lighting units, will be organised or undertaken by the Premises Officer. Such work will only be undertaken when the relevant part of the installation has been isolated.

Volunteers will not be permitted to undertake work on the electrical installation or repairs to portable electrical equipment unless they are an NICEIC approved contractor and can provide a Certificate of completion when the work is finished. Pupils and staff will not be permitted to undertake work on the fixed electrical installation of the building.

Where pupils are involved in arranging lighting or stage electrical equipment (including electrical supplies for amplifiers or musical instruments) for school plays, discos or similar events, then such equipment must have been subject to a combined electrical inspection and test during the past twelve months and the electrical supply to the equipment must be routed via a 30mA residual current circuit breaker. Pupils must **not** be given permission to change bulbs in such equipment.

Where portable mains electrical equipment is to be used outside the school buildings, this will only be permitted if the equipment has been approved by the Headteacher as suitable for the intended use and it is adequately protected from mechanical damage, the weather, contact or splashing with water and is in any case protected by a 30ma RCD.

Work on the school electrical installation by contractors will be undertaken in accordance with the school's standard rules for contractors.

13. WORK AT HEIGHTS

Work at heights, necessitating the use of ladders, step ladders exceeding three metres in height or in areas where there is a risk from falling, will only be undertaken by the Premises Officer. School pupils must not be permitted to undertake work at heights (for example when arranging lighting for plays or similar events) unless there is safe and secure access to the area where the work is undertaken and guard-rails and toe boards are provided to physically prevent a fall.

14. WORK ON MAINTENANCE OR IMPROVEMENT OF SCHOOL PREMISES OR FACILITIES BY VOLUNTEERS

The school relies on, and greatly appreciates, assistance from parents and other volunteers in support of school activities. Where, however, work on school buildings or facilities is proposed to be undertaken by volunteers, a health and safety plan will be developed in conjunction with the Headteacher/Business Manager, to ensure the work can be undertaken safely. The health and safety plan must show how the work is to be supervised, the competence and experience of those involved and any necessary health and safety arrangements for the work.

15.

16. HEALTH AND SAFETY INSPECTION, MONITORING AND AUDITING

In order to ensure that health and safety standards are maintained and deficiencies are identified, a system of regular monitoring and inspection operates at the school and is co-ordinated by the Headteacher.

Inspections will be undertaken twice a term and will cover each area of the school. A team consisting of the Headteacher, one Senior Manager and the Premises Officer will undertake the inspections. The safety committee will review the inspection reports and necessary actions followed up. An annual Health and Safety inspection/ assessment is also carried out in the first part of the year. The governors receive a regular update of health and safety at the school including the results of any risk assessment or inspection. Where problems identified by inspections cannot be satisfactorily resolved at school level the Headteacher would raise the matter with the Education Commission.

The governors will also receive from the Headteacher a health and safety report including details of at least the matters specified for such reports in the health and safety management manual.

The Education Commission will undertake periodic health and safety inspections and where necessary audits at least every three years and will receive a health and safety report from the headteacher at least every term. Reports on Education Directorate Health and Safety Inspections/Audits will be provided to the governors for consideration and action.

To be reviewed annually
Next review October 2023

Health and Safety Policy:
COVID-19 Addendum to Health and Safety Policy

POLICY AIM:
To ensure that the risks of COVID-19 presented to pupils, staff and visitors are reduced to an acceptable level.

POLICY OBJECTIVES:

- To conduct all our activities safely and in accordance with legislative standards and in consideration of government guidance.
- To provide safe working and learning conditions.
- To ensure a systematic approach to the identification of risks and the allocation of resources to control them.
- To openly communicate on health safety and welfare.

POLICY STATEMENT:
St. Mary's RC Primary School recognises and accepts its responsibility as an employer and provider of services and will provide a safe and healthy workplace and learning environment for all staff, pupils and such other persons as may be affected by its activities.

We will adopt health and safety arrangements under COVID-19 in line with Health & Safety legislation, and in consideration of government guidelines.

Good health and safety management will be an integral part of the way that the school operates and will be considered across all work activities and across the wide range of educational activities delivered.

This addendum should be read alongside the main Health and Safety Policy, as well as the main school risk assessment for 2021/22 and government guidance documents.

THE SCHOOL WILL:

- Apply and communicate sensible risk management and safe working practices.
  This will involve:
  - Regular assessment of hazards and associated risks.
  - Implementing preventive and protective control measures against those risks to an acceptable/ tolerable level.
  - Monitoring the effectiveness of those measures by senior leaders.
  - Provision of information, instruction, training and protective equipment to staff (and pupils where required).
  - Review of risk assessments, policies, procedures and practices at regular interval and where additional information is gained through changes in government guidance, monitoring or following an incident.
- Implement measures to ensure social distancing is observed across the site and in all buildings consistent with and appropriate to the numbers of pupils, staff and visitors in the school.
- Maintain an appropriate hygiene regime to be followed by all pupils, staff and visitors.
- Operate an enhanced cleaning regime for the duration of COVID-19.
- Ensure that staff are informed and instructed to ensure competence and awareness of health & safety precautions required during COVID-19.
- Educate pupils about COVID-19 and to encourage and re-assure them about the measures in place to protect themselves from it.

- Require all employees and encourage and support all pupils to show a proper personal concern for their own safety, for that of the people around them.
- Require staff to exercise increased due care and attention and observe safe working methods.
- Communicate regularly and effectively with staff and parents about the school's response to COVID-19.
- Provide for children of critical workers and vulnerable children to be accommodated During future lockdowns where possible.
- Put in place the support required for pupils with special educational needs and disabilities (SEND) in line with education health care (EHC) plans in conjunction with families and other agencies.
- Put in place any flexible working arrangements needed to support delivery of education during COVID-19, including staggered start/end times.
- Put in place measures to check on staff wellbeing (including for leaders).
- Draw up contingency plans for:
    - Someone failing ill or demonstrating symptoms on site
    - Deep cleaning in the event of an outbreak of COVID-19 on site
- Provide appropriate personal protective equipment (PPE) as required by staff for providing first aid and intimate care.
- Put in place arrangements for the continuing education of those children who are not able to return to school.

Staff must take personal responsibility to ensure that they have fully read and adhere to the following to protect their own safety and that of the children:

- The most up to date copy of the Whole School Risk assessment
- The Risk Reduction PowerPoint
- First Aid during COVID-19 – amendment to first aid policy
- Government guidance regarding use of PPE, preparing for wider opening, actions for schools

during the coronavirus outbreak. These documents can be found here: https://www.gov.uk/government/collections/coronavirus-covid-19-guidance-for-schools-andother-educational-settings

Review Date: Update as new advice is received