



Holy Name Catholic Primary School

*“Shine Like the **STARS!**”*

Mission Statement

Holy Name is a Catholic Community working in partnership with parents/carers to nurture and educate the whole person, in the way of Christ, enabling all to know their worth and reach their potential.

***S**uccess **T**akes **A**pplication, **R**esilience & **S**tickability*



STATEMENT OF POLICY

This is a statement of policy for Holy Name Catholic Primary School.

It is in the intention of the Governors that for health and safety purposes the school will operate within the structure and framework of Liverpool City Council and will apply all health and safety instructions and advice issued by the Education Department.

The aim of this statement is:

- [a] to provide a safe and healthy working and learning environment for staff, pupils and visits;
- [b] to ensure staff, pupils and visitors are safe from fear of verbal, physical, abuse and harassment;
- [c] to establish and maintain safe working procedures amongst staff and pupils;
- [d] to ensure the provision of sufficient information, instruction and supervision to include all people working on site and pupils to avoid hazards and contribute positively to their own safety and health at work;
- [e] to allow access to health and safety training as and when provided;
- [f] to formulate effective procedures for use in case of fire and other emergencies and for evacuating the school premises;
- [g] to lay down procedures to be followed in case of an accident; and
- [h] to provide and maintain adequate welfare facilities.

Responsibilities and Duties

THE DUTIES OF THE GOVERNING BODY

The Governing Body, in consultation with the Head, shall:

- [a] make itself familiar with the requirements of the Health and Safety at Work Act 1974 and any other health and safety legislation and codes of practices which are relevant to the work of the school, in particular the Management of Health and Safety at Work Regulations 1992;
- [b] ensure that there is an effective and enforceable policy for the provision of health and safety throughout the school;
- [c] ensure the policy considers building and people issues;
- [d] periodically assess the effectiveness of this policy and ensure that any necessary changes are made;
- [e] identify and evaluate all risks relating to accidents, health and school activities [including work experience];
- [f] identify and evaluate all risks relating to incidents of violence and aggression; and
- [g] identify and evaluate risk control measures in order to select the most appropriate means of minimising risk to staff, pupils and others.



In particular the Governing Body undertakes to provide:

- [a] a safe place for staff and pupils to work including safe means of entry and exit;
- [b] plant, equipment and systems of work which are safe;
- [c] safe arrangements for the handling, storage and transport of articles and substances;
- [d] safe and healthy working conditions which take account of all appropriate statutory requirements, codes of practice and guidance;
- [e] supervision, training and instruction so that all staff and pupils can perform their school-related activities in a healthy and safe manner. All staff will be offered the opportunity to receive health and safety training which is appropriate to their duties and responsibilities and which will be given before an employee commences any relevant work. Where training is required by statute or considered necessary for the safety of staff, pupils and others then the governing body will ensure, within the financial resources available, that such training is provided. Pupils will receive such training as is considered appropriate to the school-related activities which they are carrying out. All training will be regularly updated;
- [f] necessary safety and protective equipment and clothing together with any necessary guidance;
- [g] adequate welfare facilities; and
- [h] adequate facilities for ensuring the health and safety and welfare of those with additional or individual needs.

So far as is reasonably practicable the governing body, through the Head, will make arrangements for all staff, including temporary and voluntary staff and helpers and those on fixed term contracts, to receive comprehensive information on:

- [a] this policy;
- [b] all other relevant health and safety matters; and
- [c] the instruction and training that will be given to all employees so that they may carry out their duties in a safe manner without placing themselves or others at risk.

The Duties of the Headteacher

The overall responsibilities for all school, health and safety organisation rests with the Headteacher who shall:

- [a] Set up arrangements in the school to cover all Health and Safety legal requirements.
- [b] Produce a written statement of those arrangements and to bring it, and the Council's, statement to the attention of all staff.
- [c] Be available to any member of staff to discuss Health and Safety problems not solved at a lower level or through the established arrangements.



- [d] To report to the Education Department those instances where the Head's executive authority does not allow the elimination or reduction to a satisfactory level of a hazard, but to take all necessary short term measures to avoid danger pending rectification.
- [e] To be available to appointed safety representatives and to co-operate with them as far as is reasonable in their efforts to carry out their functions. To receive written reports from safety representatives and respond in writing within a reasonable time.
- [f] To ensure that a system is established for the reporting, recording and investigating of accidents and that all reasonable steps are taken to prevent recurrences.
- [g] To review from time to time:
 - [i] the provision of first aid in school
 - [ii] the emergency regulations
- [h] To review regularly the dissemination of safety information concerning school.
- [i] Recommend necessary changes and improvements in welfare facilities.
- [j] Report annually [or more frequently if necessary] to governors on safety procedures of the school.

The Duties of all Employees

The Health and Safety at Work Act 1974 states:

“It shall be the duty of every employee while at work to take reasonable care for the health and safety of himself/herself and of any other persons who may be affected by his/her acts or omissions at work.”

All staff are to pursue the objectives of the Council in respect of Health and Safety.

All employees are expected:

- [a] To know the special safety measures and arrangements to be adopted in their own working areas and ensure they are supplied.
- [b] To observe standards of dress consistent with safety and/or hygiene.
- [c] To exercise good standards of housekeeping and cleanliness.
- [d] To know and apply emergency procedures in respect of fire and first aid.
- [e] To use and not wilfully misuse, neglect or interfere with things provided for his/her own safety and/or the safety of others.



- [f] To co-operate with other employees in promoting improved safety measures in their school.
- [g] To co-operate with the appointed safety representative and the enforcement officer of the Health and Safety Executive or Public Health Authority.

Responsibilities for Health and Safety

In addition to the responsibilities outlined in the main job brief the Headteacher shall:

- [a] Co-ordinate the whole school programme of Health and Safety by ensuring full consultation and participation of all staff, through appropriate meetings and consultation.
- [b] Carry out regular inspections of the school and inform the appropriate authorities of any problems/deficiencies and ensure that the appropriate officer is advised of any necessary action.
- [c] Set up and administer the system for reporting, recording and investigating accidents and take all reasonable steps to prevent recurrences. Report as necessary to LEA/appropriate office [see guidance on reporting accidents].
- [d] Disseminate safety information within the school.
- [e] Ensure that new employees are briefed about safety arrangements and are given a copy of the school's statement and the opportunity to read it.
- [f] Ensure that effective arrangements are in force to facilitate ready evacuation of the buildings in case of fire or other emergency and that fire-fighting equipment is available and maintained.
- [g] Ensure that all visits are informed of any hazards on site of which they may be unaware. To ensure that consideration is given to the possibilities of maintenance work affecting staff and pupils.
- [h] To organise and record evacuation drills and have special regard for the evacuation of physically handicapped pupils.
- [i] Liaise when appropriate with the Site Manager and senior staff.
- [j] Liaise with the SDO to provide appropriate training for staff in health and safety areas.
- [k] The Headteacher is the 'appointed person' to take charge of a situation involving injury or illness. In his/her absence the next most senior member of staff on call assumes the responsibility.



Teaching and Non-Teaching Staff Posts of Responsibility

These staff:

- [a] Have a general responsibility for the application of the LEA's and school's safety policy to their own departments or area of work and are directly responsible to the Head for application of safety measures and procedures within the department/area of work.
- [b] Shall, where necessary, establish and maintain safe working procedures including arrangements for ensuring as far as reasonably practical, safety and absence of risk to health in connection with the use, handling, storage and transport of articles and substances [eg chemicals, boiling water, paper cutters].
- [c] Shall deal with any Health and Safety problems referred to them by a member and refer to the Head or Safety Representative of any of these problems they cannot resolve.
- [d] Shall carry out a regular safety inspection of the activities for which they are responsible and where necessary submit a report to the Head [copy for Safety Representative].
- [e] Shall ensure as far as is reasonably practicable the provision of sufficient information, instruction, training and supervision to enable other employees and pupils to avoid hazards and contribute positively to their own safety and health at work.
- [f] Shall where appropriate seek advice and guidance of the relevant adviser or officer of the LEA.
- [g] Shall propose to the Head requirement for safety equipment.

Responsibilities of Class Teachers

Teachers have the responsibility for the safety of pupils when they are in their charge. This responsibility cannot be delegated to a student teacher.

If for any reason a teacher considers he/she cannot accept this responsibility he/she should discuss the matter with the Head.

Class teachers are expected:

- [a] To exercise supervision of the pupils and to know the emergency procedures in respect of bomb scare and first aid.
- [b] To know the special safety measures to be adopted on their own teaching areas



and to ensure that they are applied.

- [c] To give clear instructions and warnings as often as necessary.
- [d] To follow safe working procedures personally.
- [e] To call for protective clothing, goods, special safe working procedures etc where necessary.
- [f] To regularly check all equipment, furniture and their environment [heating, lighting etc] and to report any defects to the Health and Safety Representatives/Site Manager.

Responsibilities of the Site Manager

In addition to the responsibilities in his/her job description, the Site Manager shall:

- [a] Carry out regular inspections of the school and grounds and inform the Headteacher/ Health and Safety representative of any problems/deficiencies. He/she must carry out the appropriate action to rectify the deficiency or contact the appropriate officer and ensure the work is carried out.
- [b] Keep a record of all such remedial work and requests for maintenance, giving a copy to the Administration Officer.
- [c] Fulfil all the necessary precautions regarding maintenance and cleaning duties including COSSH regulations and electricity at work regulations.
- [d] Work with the Health and Safety representative and Headteacher to ensure a safe, secure environment.
- [e] Maintain and inspect all fire equipment, alarms and precautions as laid down in the 'Fire' Book.
- [f] Have responsibility for hygiene of toilet facilities throughout the school.
- [g] Ensure all outside contractors have reported to the Site Manager and liaise with the Health and Safety Officer and Headteacher. Discuss the nature of work and any risks to pupils/staff. Appraise outside contractor of any hazards in the area of work.
- [h] Ensure that all outside contractors receive the school's Health and Safety guidelines applying to contractors and confirm that they will comply to these regulations by signing the sheet available at the main desk.



The Children

The pupils are expected:-

- [a] To exercise personal responsibility for the safety of self and other pupils.
- [b] To observe standards of dress consistent with safety and/or hygiene [this includes the 'jewellery' school rules].
- [c] To observe all safety rules of the school and in particular the instructions of teaching staff given in an emergency.
- [d] To use and not wilfully misuse, neglect or interfere with things provided for his/her safety.

Visitors

Regular visitors and other users of the premises should observe the safety rules of the school. In particular parents helping out in school should be made aware of health and safety arrangements applicable to them by the teacher to whom they are assigned.

Inspection/Premises/Housekeeping

- [a] All employees are expected to exercise good standards of housekeeping and cleanliness.
- [b] The Health and Safety representative will carry out regular inspections of the school and inform the Headteacher/Site Manager if appropriate, of any problems/deficiencies and ensure that the appropriate officer is notified.
- [c] Staff in posts of responsibilities have responsibility for their own department/areas of work and should carry out regular safety inspections.
- [d] Class teachers should regularly inspect their working areas and any equipment/furniture in use.
- [e] The Site Manager is responsible for weekly inspections of buildings and grounds and should report to the Headteacher if it is not possible to use the LEA procedure or if the situation is serious/an emergency.



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CODES OF PRACTICE AND SAFETY RULES

Codes of Practice issued from the Department for Education, the Health and Safety Executive and other regulatory or advisory bodies shall be incorporated into the school health and safety policy and procedures. Should the Head consider the inclusion of any such documents to be inappropriate, he or she will be required to demonstrate to the satisfaction of the governing body that he or she has already introduced Codes of Practice and methods of working which achieve a similar or higher standard of health and safety.

RISK ASSESSMENT

The Head will ensure that a risk assessment survey of the premises, methods of work and all school sponsored activities is conducted annually [or more frequently, if necessary].

This survey will identify all defects and deficiencies, together with the necessary remedial action or risk control measures. The results of all such surveys will be reported to the governing body.

REVIEW

The governing body will review this policy statement annually and update, modify or amend it as it considers necessary to ensure the health, safety and welfare of staff and pupils.