

# **Saints Peter and Paul Catholic Primary School**



## **Health and Safety Arrangements**

**Agreed by Governors April 2019**

**Date for Review May 2020**

**Signed**

*J Mowley*

This is the Health and Safety Policy Statement of

## **Saints Peter and Paul Catholic Primary School**

Our statement of general policy is:

- to provide adequate control of the health and safety risks arising out of our work activities
- to consult with our employees on matters affecting their health and safety
- to provide and maintain safe plant and equipment
- to ensure safe handling and use of substances
- to provide information, instruction and supervision for employees
- to ensure all employees are competent to do their tasks, and to give them adequate training
- to prevent accidents and cases of work-related ill health
- to maintain safe and healthy working conditions
- to review and revise this policy as necessary at regular intervals.

May 2019

To be reviewed May 2020

Signed \_\_\_\_\_

**Note 1**

The employer's name must be inserted here. The employer has overall responsibility for health and safety.

**Note 2**

If the employer is not always there, the role can be delegated to someone else such as the setting co-ordinator. Overall responsibility still rests with the employer.

**Note 3**

Functions may be delegated to people within the organisation, either by specific areas within the setting or by topic.

You should include their specific responsibilities in their job description.

You must also ensure that they are competent to undertake their health and safety responsibilities and have adequate resources to enable them to do the job properly.

It is important that responsibilities are clearly set out - this will make sure that if there are any health and safety concerns, they can be reported to the right person, so they can be dealt with.

**Note 4**

Employees have legal responsibilities to take care of the health and safety of themselves and others, and to co-operate with you to help you comply with the law.

Equally, if employees have any concerns over health and safety

## Arrangements

### Responsibilities

- 1 Overall and final responsibility for health and safety is that of:

Joanna Mousley - HT

- 2 Day-to-day responsibility for ensuring the policy is put into practice is delegated to:

Paul Healey Site Manager, HT, DHT and Assistant Headteachers, LM , plus teaching and support staff

- 3 To ensure health and safety standards are maintained/improved, the following people have responsibilities in the following areas:

Name:	Responsibility:
Joanna Mousley	Policy Update Educational Visits Emergency Planning Risk Assessments Fire Evacuation H&S Information Display Accident reporting Employee Representative H&S training Duty Holder for Legionella Supervision of young workers/trainees Infection control Steff induction
Paul Healey	Risk Assessments Fire evacuation Playground inspections Weekly Alarm Checks Weekly PE Equipment checks Weekly Flushing of unused outlets for prevention of Legionella Security Update COSSH file Infection control
Ronni O'Keefe	First Aid Employee Representative Staff Induction
Sheila Murphy Joy Snowdon Nichola Bavin	Employee Representative NQT/new staff /student Mentoring Employee Representative

All teaching staff	PE equipment checks before lessons Playground check before playground duty Welfare of pupils
Link Governor; Matty Pendergast	-Work with schools health and safety representative to make regular termly health and safety inspections of premises -Attend appropriate training (and INSET days on invitation) -Keep governing body informed of health and safety issues -Keep up to date with current legislation relating to health and safety matters received in school or other publications -Assist in monitoring and review of health and safety policy and ensure this is completed annually -Ensure suitable risk assessments are carried out as set out in health and safety policy, that these are reviewed annually and suitable procedures put in place to manage risks -Ensure procedures such as fire drills are carried out -Ensure regular reports on health and safety matters are received by governing body such as accident statistics, results of health and safety checks -Ensure local authority annual health and safety audit is carried out -Be aware of health and safety implications of matters under consideration by governing body and ensure these are understood before a decision is taken -Report back to the governing body following focused visits to school using agreed protocol on visiting
Governors	To oversee work on Health and Safety

4 **All employees** have to:

- co-operate with managers and co-ordinators 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

- report all health and safety concerns to an appropriate person (as detailed in his policy statement).

### Note

You must assess risks to the health and safety of anyone who may be affected by your work activities, so that you can weigh up whether you have done enough or need to do more to comply with the law (Management of Health and Safety at Work Regulations 1999).

You will find some examples of key areas that you should consider at the end of this policy.

You will need to involve a number of different people, including safety representatives and employees to do the risk assessments.

You need to record the significant findings of your risk assessments in a separate document. Your policy statement only records your arrangements for ensuring that assessments are done, and kept up to date.

Once you have done your risk assessments, you must take the necessary action to remove or reduce the risk as far as is reasonably practicable.

## Arrangements

### Health and safety risks arising from work activities

Risk assessments will be undertaken by:  
Paul Healey/Joanna Mousley

The findings of the risk assessment will be reported to:  
SLG and Governors at Health and Safety, Resources  
and Personnel committee

Action required to remove/control risks will be approved by:  
Joanna Mousley

Joanna Mousley will be responsible for ensuring the action  
required is implemented.

Paul Healey will check that the implemented actions have  
removed / reduced the risks and report to Joanna  
Mousley

Assessments will be reviewed yearly or when the work  
activity changes, whichever is the soonest.

**Note**

Employers must consult employees.

If there is a recognised trade union and it has appointed a safety representative, the employer must consult them on matters affecting the employees they represent - Safety Representatives and Safety Committees Regulations 1997.

If there are no trade unions, employers must consult employees, either directly or through an elected representative - Health and Safety (Consultation with Employees) Regulations 1996.

You may wish to use a staff meeting or another meeting as a forum for consultations.

If a health and safety committee exists, you could list what it does, who is on it and how often it meets.

**Arrangements****Consultation with employees**

**SLG** – Joanna Mousley, Sheila Murphy, Joy Snowdon, Nichola Bavin, Ronni O’Keefe and Laura Kildare

**Members of HSRP Committee**

Nominated Governor - Chair - Matty Pendergast

Headteacher – Joanna Mousley

School’s H&S Representative –

Link Governor – Matty Pendergast

NUT representative

NASUWT representative

Unison Representative

Chair Of Governors – George MacKenzie

Chair Of R&P committee – George MacKenzie

Chair Of T&L committee – Joanne Unsworth

Consultation with employees is provided by: Joanna Mousley, Sheila Murphy, Joy Snowdon, and Nichola Bavin

### **Note**

You will need to ensure that all plant and equipment that requires maintenance (for example electrical equipment) is identified and that the maintenance is done (for example, servicing, regular checks).

It may be worthwhile using a log book to record the maintenance checks.

When buying new or second-hand plant and equipment, you must check it meets health and safety standards before buying it.

## **Arrangements**

### **Safe plant and equipment**

- All staff  
will be responsible for identifying all equipment/plant needing maintenance.
  
- Paul Healey  
will be responsible for ensuring effective maintenance procedures are drawn up.
  
  
- Joanna Mousley  
will be responsible for ensuring that all identified maintenance is implemented.
  
  
- Any problems found with plant/equipment should be reported to:  
  
Paul Healey
  
  
- Joanna Mousley/Paul Healey  
will check that new plant and equipment meets health and safety standards before it is purchased.



### Note

You must assess the risks from all substances hazardous to health - The Control of Substances Hazardous to Health Regulations 1999. These are known as your COSHH assessments.

You should do assessments on substances you use - for example, paints, cleaning agents, solvents, adhesives and substances generated from work activities, such as dust, fumes, vapour.

Your assessment should identify any health risks. If there is a risk, you should take steps to remove or control the risk.

## Arrangements

### Safe handling and use of substances

- Paul Healey  
will be responsible for identifying all substances which need COSHH assessment.
- Paul Healey  
will be responsible for undertaking COSHH assessments.
- Joanna Mousley  
will be responsible for ensuring that all actions identified in the assessments are implemented.
- Paul Healey  
will be responsible for ensuring that all relevant employees are informed about the COSHH assessments.
- Paul Healey  
will check that new substances can be used safely before they are purchased.
- Assessments will be reviewed every: Year

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or when the work activity changes, whichever is soonest.

## Note

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.

You are required to have access to competent advice, either in-house or if not available, external - for example consultants, trade unions.

If you have young workers and/or take on trainees or students on work experience, you will need to ensure that they are properly instructed and supervised.

You must also do specific risk assessments for young people - you need to take account of their inexperience, lack of awareness of risks and immaturity (Management of Health and Safety at Work Regulations 1999).

If your employees go to work for another employer on your behalf, you will need to check that they are given relevant health and safety information for that location by that employer.

## Arrangements

### Information, instruction and supervision

- The Health and Safety Law poster is displayed in staff room,

H&S leaflets are issued by: Admin staff at Reception

- Health and safety advice is available from: Joanna Mousley, Paul Healey

- Supervision of young workers/trainees will be arranged/ undertaken/ monitored by: Joanna Mousley

- Joanna Mousley, Paul Healey, Sheila Murphy Joy Snowdon, Nichola Bavin are responsible for ensuring that employees working at locations under the control of other employers, are given relevant health and safety information.

**Note**

All employees must be given health and safety induction training when they start work.

This can be combined with other useful information - for example, rates of pay, hours. It needs to cover basic health and safety such as first aid and fire safety.

Employees will need job specific training which includes the health and safety aspects of the job.

You also have to provide health and safety training for people when risks change or periodically - for example, if skills do not get used regularly.

Some jobs will require additional special training - for example manual handling.

You may wish to refer to the school's or company training programme.

It is important to keep records of training (even training you have provided in-house) to show that employees have received training.

You should monitor the training records, so that refresher training is given when necessary.

**Arrangements**

**Competency for tasks and training**

- Induction training will be provided for all employees by: Joanna Mousley / Paul Healey/Ronni O'Keefe
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- Job specific training will be provided by: Paul Healey
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- Training records are kept at/by: all Staff / Joanna Mousley
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- Training will be identified, arranged and monitored by: Joanna Mousley
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**Note**

Employees must receive health surveillance for certain work (for example, with noise, some chemicals). You can find out more information in HSE's Health Surveillance at Work HSG61 1999.

Your COSHH assessments should identify all areas and any type of health surveillance needed.

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

As a minimum you must have a first aid box and an appointed person to take charge of first aid requirements.

Recording accidents (even minor ones) means you can see whether you have a problem in a particular area.

You must report certain types of accident and ill health at work (Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 ).

**Arrangements**

**Accidents, first aid and work-related ill health**

- Health surveillance is required for employees doing the following jobs:

As identified in COSHH Assessments

By Joanna Mousley

\_\_\_\_\_  
\_\_\_\_\_

- Health surveillance will be arranged by: Joanna Mousley

- Health surveillance records will be kept by/at: Joanna Mousley in School Office

- The first aid box(es) is/are kept at: School Office, KS1 outside area, KS2 outside area, Little Saints, Nursery and Reception Class 1

- The appointed person(s)/first aider(s) is Ronni O'Keefe  
Plus other staff trained in First aid can be seen in Appendix 1

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

- Joanna Mousley is responsible for reporting accidents, diseases and dangerous occurrences to the enforcing authority.



### **Note**

You must be able to show that you are checking working conditions and systems of work - that you are monitoring health and safety.

You can do this both actively and reactively - before and after something goes wrong.

### **Actively**

You or another appointed person can carry out inspections, have reports submitted to you by others, do spot check visits and safety representative inspections.

Trade union safety representatives have the right to carry out inspections and investigate accidents.

### **Reactively**

You can investigate any accidents or sickness absences that occur.

Investigating accidents is a useful way of reviewing your safety systems - ask yourself why the accidents really happened and what you can do to stop it happening again.

Similarly, if you have a number of employees absent because of similar ailments, this might mean there is a problem with their jobs causing ill health. When you find out what went wrong - put it right.

## **Arrangements**

### **Monitoring**

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

- Conduct Risk Assessments

- Have inspections/surveys for Legionella, Asbestos, Fire Risk

### **Assessments**

- Weekly and/or daily checks on alarms, equipment, lighting,

playgrounds, water flushing

- Joanna Mousley/ Paul Healey/Ronni O'Keefe is responsible for investigating accidents.

- Joanna Mousley, DHT and Assistant Headteachers is responsible for investigating work-related causes of sickness absences.

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

**Note**

You must carry out fire risk assessments, in the same way as you do for health and safety assessments.

Your local fire service can tell you your obligations.

For fire escape routes, extinguishers and alarms, you should state who checks, how often and also where they are based.

You need a routine in case of fire or any other emergency evacuation. You should test your alarms and emergency evacuation procedures regularly.

**Arrangements**

**Emergency procedures - fire and evacuation**

- Joanna Mousley/ Paul Healey is responsible for ensuring the fire risk assessment is undertaken and implemented.

- Escape routes are checked by: Paul Healey,  
DHT and Assistant Headteachers

- Fire extinguishers are maintained and checked by:  
CHUBB

- Alarms are tested by/every week/ by Paul Healey

- Emergency evacuation / invacuation will be tested  
every: Term

## **Some key areas of risk**

This is not an exhaustive list. Look around your setting to identify other risk areas.

- Asbestos
- Chemicals
- Confined spaces
- Display screen equipment
- Electricity
- Falling objects
- Fire and explosion
- Machinery (including guarding)
- Manual handling
- Noise
- Pressure systems
- Slips, trips and falls
- Stress
- Substances hazardous to health
- Temperatures
- Transport
- Vibration
- Violence to staff
- Work equipment
- Working alone
- Working environment

Source: Health and Safety Executive