



St Martin's School Health and Safety Policy



Introduction

At St Martin's School and Nursery, the safety of our pupils is paramount. The proprietor and health and safety co-ordinator are committed to ensuring a safe and healthy environment for the staff, visitors and pupils. This policy, in addition to all other St Martin's School and Nursery Policies are designed to ensure that procedures are clear and consistent throughout school.

Policy Aims

The aim of St Martin's school is to comply with the Health and Safety at Work etc. Act 1974. The health and safety co-ordinator (Justine Shannon) will ensure the compliance of policies and procedures issued by Government and the HSE to meet the needs of the school. The aim is to ensure that health and safety becomes an integral part of school activities with adequate provision of resources to eliminate or control risk. This document details the policy and procedures with which all staff are expected to work and abide by.

Roles of responsibility

The proprietor (Joanna Wilson)

Has overall responsibility for ensuring compliance with Health and Safety legislation in the day-to-day running of the School but delegates the responsibility for implementation to the Operations Manager, Justine Shannon.

Head Teacher (Sam Mbah)

Demonstrate a personal commitment to health and safety by providing visible and active leadership and leading by example. Ensure a positive health and safety culture is evident and a proactive approach to health and safety management is adopted within the School. Ensure that School employees and contractors recognise health and safety as an integral element of their work, and that health and safety is given equal status alongside other management functions.

Health and Safety Governor (Farhana Harun)

Responsible for advice, questioning and accountability of the Operations Manager.

Health and Safety Coordinator (Justine Shannon)

Implement the requirements of this policy and ensure compliance with all health and safety legislation within the School.

Ensure all School decisions fully take into account health and safety.

Ensure that the content of this policy are fully understood by all staff and that they are aware of their duties and responsibilities in line with the policy.

Ensure that this policy is brought to the attention of all employees, contractors, visitors, pupils, etc.

Ensure that School health & safety policies or procedures are reviewed annually, or when significant changes occur. Review outcomes must be brought to the attention of all employees (including revisions).

St Martin's staff are responsible

All staff, including governors and volunteers, have an obligation to co-operate with the requirements of this policy, which is: to take care of their own health and safety and that of others affected by their activities by supporting the school health and safety arrangements. This includes:

- ensuring their own work area remains safe at all times;
- avoiding misuse of equipment;
- complying with all safety procedures, whether written or verbally advised
- not acting or omit to act in any way that may cause harm or ill-health to others.

They are also required to report: all safety concerns; any incident that has led, or could have led to damage or injury and any dangerous occurrences or near-misses to the Health and Safety co-ordinator and assist in investigations of health and safety matters where required.

All staff must:

- Ensure that snow and ice is cleared in order to maintain safe access and egress to all buildings.
- Ensure that proper investigations are undertaken and reports made for any accidents or potential accidents
- Ensure that all external doors are secured and protected against un-authorized entry.
- Ensure, so far as is reasonable, that all fabric, fixtures and fittings on the site are maintained in a safe and secure condition.
- Ensure all fire safety equipment is kept in the designated locations.

The health and safety co-ordinator is responsible for :

- Ensuring that this policy is complied with at all times.
 - Ensuring that risk assessments required under the Management of Health and Safety at work regulations, are carried out, as appropriate.
 - Ensuring that all accidents, dangerous occurrences, diseases, near misses and property damage are reported.
 - Ensuring that the maintenance and repair of the school is carried out as appropriate, by a competent person in accordance with regulations.
 - Ensuring that first aid provisions are made in accordance with the school's First Aid policy.
 - Ensuring all employees receive adequate health and safety information, instruction and training to enable them to work without undue risk.
 - Ensuring that there are effective arrangements in force to facilitate the evacuation of buildings in case of fire or other emergencies and that firefighting equipment is readily available and in good working order. Including maintenance of extinguishers, emergency lighting, fire alarm system.
 - Ensuring that up to date fire risk assessments including PEEP's (Personal Emergency Evacuation Plan) are completed.
 - Consulting with appropriate companies to ensure health and safety procedures are undertaken and to ensure their effective implementation.
 - Ensuring that staff are provided with and use protective clothing and safety equipment, which must be properly maintained and reviewed when required, including PPE for Covid -19.
 - Ensuring the Asbestos Management Plan (AMP) is shown to and signed by all contractors visiting the site to carry out works. She will ensure regular inspections are carried out and recorded in the AMP.
 - Ensuring that all communal areas, particularly those associated with fire escape routes, are kept reasonably free from obstructions and that all fire escape doors are properly identified with signs and accessible when the school is in use.
 - Making arrangements for the safe working of contractors on site ensuring so far as is reasonable, that their work is segregated from the main school users, and in accordance with LA recommendations.
 - Ensuring all fire safety equipment is properly maintained, checked and kept in the designated locations.
 - Ensuring that fire procedure notices are properly maintained and correctly displayed.
 - Ensuring that suitable test, maintenance, service and training records are kept.
 - Ensuring that all electrical and gas safety equipment is regularly tested including the boiler system
 - Ensuring that the school is tested for legionella bacteria and the required procedure are carried out to prevent its occurrence.
 - Regular maintenance of the outdoor play equipment
- To ensure the wellbeing of all staff members

Visitor and contractor awareness

All visitors and contractors report to reception to sign in and out of site. All visitors and contractors are made aware of the site safety procedures, for example, fire evacuation arrangements, verbally and in our visitor leaflet. All visitors must wear a visitors badge and be supervised by a member of staff.

Contractors must understand the health and safety information before they start work, and are aware of any potentially hazardous substances or processes on site. Contractors will always be supervised where children are present.

Stress management

Risk assessment and appropriate consultation with staff will be periodically reviewed and acted upon in accordance with the Health & Safety Executive's Stress Management Standards, guidance and requirements. This will identify constructive ways of preventing stress and supporting individuals, that indicate work related stress is becoming a concern. All staff are made aware of the need to maintain a balance between work life and home life. Senior leaders will endeavour to keep school meetings to a minimum and stress counselling availability will be clearly signposted.

New and Expectant Individuals

A new and expectant individuals risk assessment is undertaken as soon as the Head Teacher is notified by the member of staff that they are pregnant. This includes those who have given birth or miscarried in the previous six months and breast-feeding / chest feeding individuals. The Head Teacher will take particular account of risks to new and expectant individual or to that of their baby from any processes or working conditions, or physical, biological or chemical agents. The risk assessment will be reviewed at regular intervals throughout the pregnancy to ensure continued effectiveness of any control measures.

Site Management & Building Security

Keeping St Martin's School premises secure is paramount. Action should be taken to prevent unauthorised access to school, both during the day and at night when the premises are closed. Use of CCTV and effective lighting is in place to act as deterrents. Physical aspects of the building, e.g. security of boundary fences, blind spots, secure windows and doors and fire detection are all in place and monitored.

Maintenance

The workplace and equipment is correctly maintained. Systems and equipment operate effectively and are kept in a good working order and state of repair. All staff are responsible for being aware of and following the system for reporting defects and ensuring that action is taken to rectify problem by emailing the Operations Manager who will then prioritise the job and allocate the action to the relevant member of staff or contractor.

Work Equipment

All general equipment requiring statutory inspection and/or testing on site (e.g. boilers) will be inspected by appropriate competent contractors. Records of all inspections and tests must be kept appropriately by the Health and Safety Co-ordinator. Equipment is not to be used if found to be defective. Defective equipment is to be labelled as such and immediately taken out of use until repairs can be carried out or disposed of. Any urgent matter is to be referred to the Health and Safety Co-ordinator immediately.

Gas Safety

Gas appliances must have an annual safety test and inspection. This can only be carried out by a Gas Safe Registered operative. This means that they should be registered with the Gas Safe Register as approved by the HSE (Health and Safety Executive.)

Electrical Safety

The Health and Safety Co-ordinator and Harwil Education Ltd will ensure that electrical testing (PAT) will be undertaken by a competent person every year and fixed items every 5 years. Daily inspection of all equipment to detect visible signs of damage, obvious faults or deterioration rests with the user, or in the case of equipment used by pupils, with the class teacher. No electrical equipment may be brought into school unless it has been PAT tested or is brand new. The Health and Safety Co-ordinator will ensure that only authorised and competent persons are permitted to install or repair electrical equipment and that they have the correct insurance and qualifications.

Manual Handling

All moving and handling tasks will be risk assessed to evaluate and manage all significant risks. Staff will be instructed not to regularly handle or move unreasonably heavy or awkward items, equipment or children unless they have attended specific moving and handling training.

Fire Safety (see Fire Safety Policy)

A Fire Risk Assessment (FRA) has been undertaken by a competent person (e.g. member of the IFE - Institute of Fire Engineers) and will be reviewed annually.

All staff, pupils and visitors must comply with the emergency evacuation plan. Individual risk assessments and/or Personal Emergency Evacuation Plans are completed for anyone requiring assistance.

All staff must complete the school's fire safety training. They should be aware of evacuation procedure and know the location of the assembly point in the event of fire

A record of all fire drills, tests, maintenance and inspections of fire safety equipment is maintained in the school Fire Log Book which is held by the Health and Safety co-ordinator. Fire Drills are carried out each term or when a new child joins the class or following a change of circumstances.

School Temperature

The Workplace (Health, Safety and Welfare) Regulation legislates workplace temperatures. The minimum working temperature is 16 degrees celsius and a maximum temperature must be considered 'reasonable'. The minimum temperature is what must always be achieved as an absolute minimum but not as a target to aim at. At St Martin's School we monitor this by having thermometers located in the main building and external classroom.

Work at Height

Tasks vary greatly therefore we take a sensible approach to ensure that infrequent low risk tasks are controlled and allowed to be conducted. Careful consideration is given to ensure that higher risk tasks, however infrequent, are suitably controlled.

Contractors working at height are to be appropriately supervised and must only use their own access equipment. Work at height tasks includes teachers putting up displays in classrooms. A second member of staff should be in attendance.

COSHH Assessments

A complete risk assessment will identify all hazardous and potentially dangerous chemicals. All hazardous substances will be stored in the secure and signed storage situated out of reach of children in the cloakrooms and medical room when not in use. These areas are to remain locked at all times. When using a harmful substance, whether it is a material, cleaning fluid or chemical substance, staff must ensure that adequate precautions are taken to prevent ill-health in accordance with the COSHH guidelines. Staff must never attempt to use a harmful substance unless adequately with the correct safety equipment.

Safe system of work (SSOW)/Permit to Work

If a significant risks associated with a task is identified, a written safe system of work must be created. A safe system of work is a way of assessing the risk while also describing in detail how a task can be undertaken safely. The person assessing the works must consider a wide variety of issues such as the training; experience and knowledge of the people who you are expecting to carry out the task. All staff expected to undertake the task must read, understand and sign the SSOW.

First Aid (See First Aid Policy)

St Martin's School First Aiders regularly undertake first aid training, which ensures adequate First Aid provision is in place. The names and locations of the first aid trained staff on site are listed in the first aid policy. They are also clearly signposted on the notice board in the staff room.

Medication - Administration in Schools (see policy)

An effective policy on administering medicines is in place. The policy includes effective systems to support and keep pupils safe. The areas covered are:

- Labelling – the medication will clearly show the child's name, the name of the contents, the times it should be taken, the quantity and the expiry date. If the medication is not clearly labelled, parents/carer will be contacted in the first instance.
- Storage – medication should be in child-proof containers, which should be provided by the parents/carer. It will be stored in a locked cupboard/drawer in the school office or if requires refrigeration in the medical room
- Leftover medication will be returned to the parent/carer. Only named individuals should have access.
- Supply of medication – The parents/carer must supply St Martin's School with medication either daily or weekly. Staff will check the medication given is not out of date.
- All EpiPen's must be labelled remain in the classroom with a spare in the locked medical cupboard
- A school generic EpiPen is situated in the school office in the locked medical cupboard

RIDDOR Reporting – Accidents and Incidents'

All accidents other than very minor ones (scratch, graze, bruise etc) will be recorded, whether it is a staff member, contractors or visitor who is injured. If a minor injury requires action to prevent recurrence, this should also be reported. St Martin's School use the Engage System for recording minor incidents. Minor non-preventable injuries involving children where there is no apparent fault of the school there is no requirement for hospital treatment/admission there is no need to be reported under RIDDOR.

Accident reports generated on Engage will be reviewed regularly e.g. monthly to identify whether trends are evident. If common themes are identified St Martin's School need to determine what action should be taken to address them.

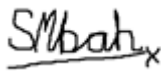
Audits and Inspections

Monitoring provides us with information which allows us to review activities and decide how to improve performance. An audit will be carried out by an external auditor to ensure policy and systems are achieving the right results. The results from measuring performance with the information from audits will be combined to improve our approach to health and safety management.

Training

All members of staff are required to complete a series of Educare online training courses in preparation for their working role. All staff members must complete the required Health and Safety element of this training within the induction period. All new starters have a full induction programme that includes health and safety training pertaining to the school. The Headteacher must ensure that all staff have: adequate information, instruction and training relating to their role; appropriate training regarding school site and location risk assessments and safe working practices. Periodic refresher training will be provided and additional training or retraining may also be required at the Headteacher's request. Copies of all certificates must be provided to the school and all training records are maintained by the Health and Safety Co-ordinator in line with GDPR.

Signed:



Headteacher

Written by: Mrs Shannon (Operations Manager)
Ratification Date: 19th February 2023

Ratified by: Governors
To be reviewed: February 2025