



St. Ethelbert's RCP School Health and Safety Policy

Love, Care, Share...

Love learning as friends;

Care for our community as neighbours;

Share our faith in Jesus as disciples.

1. Statement of Intent

The Governing Board of St. Ethelbert's RCP School will meet its responsibilities under the Health and Safety at Work Act and other health and safety legislation to provide safe and healthy working conditions for employees, and to ensure that their work does not adversely affect the health and safety of other people such as pupils, students, visitors and contractors. Details of how this will be done are given in this health and safety policy.

The Governing Board will ensure that effective consultation takes place with all employees on health and safety matters and that individuals are consulted before allocating particular health and safety functions to them.

Where necessary, the Governing Board will seek specialist advice to determine the risks to health and safety in the establishment and the precautions required to deal with them.

The Governing Board will provide sufficient information and training in health and safety matters to all employees in respect to the risk to their health and safety.

The Governing Board requires the support of all staff to enable the maintenance of high standards of health and safety in all the schools activities.

This policy includes a description of the establishment's organisation and its arrangements for dealing with different areas of risk. Details of how these areas of risk will be addressed are given in the arrangements section.

2. Organisation

2.1 Responsibilities of the Governing Board

The Governing Body is responsible for:

- complying with the Local Authority's Health and Safety policy and Arrangements
- formulating and ratifying the establishment's Health and Safety Policy
- regularly reviewing health and safety arrangements regularly (at least once annually) and implementing new arrangements where necessary

- ensuring that the site and premises is maintained in a safe condition and that appropriate funding is allocated to this end from the school's delegated budget
- ensuring that risk assessments are made and recorded of all the schools work activities including those off site which could constitute a significant risk to the health and safety of employees or other persons
- ensuring that the statement and other relevant health and safety documentation from the LA is drawn to the attention of all employees
- prioritising action on health and safety matters where resources are required from the establishment's budget, seeking further advice where necessary and ensuring that action is taken
- reporting to the LA/Diocese any hazards which the establishment is unable to rectify from its own budget
- seeking specialist advice on health and safety which the establishment may not feel competent to deal with
- promoting high standards of health and safety within the establishment
- active and reactive monitoring health and safety matters within the school, including health and safety inspection reports and accident reports

2.2 Responsibilities of the Headteacher

The Headteacher is responsible for:

- the day to day management of health and safety matters in the establishment in accordance with the health and safety policy and ensuring the health and safety arrangements are carried out in practice
- ensuring that risk assessments are made and recorded of all the schools work activities including those off site which could constitute a significant risk to the health and safety of employees or other persons
- ensuring that information received on health and safety matters is passed to the appropriate people
- identifying staff health and safety training needs and arranging for them to be provided
- attending the governors' Management and Finance Committee meeting each term, where Health and Safety matters will be discussed
- co-operating with and providing necessary facilities for trades union safety representative
- monitoring purchasing and maintenance of equipment and materials and ensuring that it complies with current health and safety standards
- monitoring contractors and ensuring that only competent, approved contractors are engaged to work on the school site
- seeking specialist advice on health and safety matters where appropriate
- ensuring that a procedure is in place to deal safely with persons on the premises who may be under the influence of alcohol or drugs
- promoting health and safety matters throughout the school
- ensuring that the correct accident reporting procedures are followed and that where appropriate accidents are investigated
- ensuring appropriate procedures for authorisation of school visits is followed

- providing health and safety induction training for all staff
- keeping staff health and safety training records up to date

Note: in the absence of the Headteacher these responsibilities fall to her immediate deputy.

2.3 Responsibilities of the Health and Safety Officer

Responsible to the Headteacher for:

- attending appropriate Health and Safety training courses to enable him/her to discharge his/her duties effectively
- ensuring that Health and Safety Records and Asbestos Log are kept up to date
- ensuring that all statutory inspections are completed and records kept
- ensuring that emergency drills and procedures are carried out regularly and monitored for effectiveness
- monitoring contractors on site and ensuring they consult the asbestos log

2.4 Responsibilities of all staff

All staff employed at the establishment have responsibility to:

- take reasonable care for the health and safety of themselves and others when undertaking their work
- checking classrooms/work areas are safe
- checking equipment is safe before use
- ensuring safe working procedures are followed
- co-operating with the LA, school governors and Headteacher on all matters relating to health and safety by complying with the health and safety policy
- not intentionally or recklessly interfering with or misusing any equipment or fittings provided in the interests of health safety and welfare
- reporting immediately to their Headteacher any serious or immediate danger
- reporting to their Headteacher any shortcomings in the arrangements for health and safety
- ensure that they only use equipment or machinery which they are competent to use or have been trained to use

3 ARRANGEMENTS

3.1 Health and Safety Officer

The Health and Safety Officer is:	G Nuttall
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Health and Safety Committee

The minutes of the Management and Finance Committee are kept:	LA Office School network
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3.2 Fire and Other Emergencies

The person who discovers the emergency will raise the alarm immediately by the most appropriate means and ensure that the Headteacher, Deputy Headteacher or in their absence, a member of the senior leadership team is informed immediately and that where appropriate the emergency services are summoned. He/she will liaise with the emergency services when they arrive and take advice from them.

See Fire Drill Policy

Note: The priorities are as follows:

- **to ensure the safety of all persons, their removal from danger, their care and the application of first aid and medical treatment where appropriate**
- **to call the emergency services when appropriate**
- **to safeguard the premises and equipment, if this is possible without putting persons at risk**

The person responsible for arranging, recording and monitoring fire drills at least once per term is:	M. Messham G. Nuttall
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The competent person responsible for carrying out and updating the fire risk assessment for the premises is:	M. Messham G. Nuttall through Lancaster Maloney
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3.3 Fire Prevention and Detection Equipment Arrangements

The person(s) responsible for initiating the test of the following fire safety systems and completing the record sheets:

<u>System</u>	<u>Location of Test Records</u>	<u>Person Responsible</u>
Fire Alarm	Work Room	G. Nuttall
Emergency Lighting System	Work Room	G. Nuttall
Smoke Detection System	Work Room	G. Nuttall

The person responsible for carrying out a termly visual inspection of all emergency fire fighting equipment (for example, fire hoses, fire extinguishers, fire blankets) and to whom any short comings should be immediately reported is:	G. Nuttall
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The approved LA contractor responsible for conducting the annual test of fire fighting equipment inspection and maintenance is:	Automatic Alarms
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3.4 Locations of Main Service Isolation Points

The locations of the positions of all main service isolation points are as follows:

SERVICE	LOCATION OF ISOLATION POINT DETAILS
Water	Under KS2 Boys' toilets
Electricity	Boiler room
Gas	Boiler room

3.5 Accident, Dangerous Occurrence, Violent Incident and Near Miss Reporting and Investigation

Any employee who witnesses an accident, dangerous occurrence, verbal abuse or actual or threatened violence or near miss, or to whom one is reported, will make an entry in the accident report book as soon as possible after the event:

Accident book(s) are kept by the following people at the location(s) specified:

Location of Accident Book	Person in Charge of Accident Book
office	M. Messham; W. Kirkham

Accident reports should be drawn to the attention of and counter-signed by the Headteacher or Deputy before being sent to the Health and Safety Team at the LA.	Headteacher: M. Messham
	Deputy Headteacher: C. Turner

The person responsible for monitoring accidents and incidents to identify trends and patterns is:	M. Messham
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Where accidents are found to be caused by faulty plant, equipment, premises or unsafe systems of work action must be taken to remove or isolate the hazard and warn people until the necessary modifications or repairs can be made.

3.6 First Aid

The following employees are **first aiders** have been trained to First Aid at Work level

Name	Location/Extension	Date of Expiry of Certificate
L. Wardle	KS1	January 2023
G. Senior	Foundation Stage	October 2023
G. Nuttall	KS1/ KS2	October 2023

The names of current first aiders and appointed persons emergency aiders are displayed in the staff room and in the staff toilets.

The person responsible for ensuring first aid qualifications are maintained is:	W. Kirkham
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First aid boxes and first aid record books are kept at the following points in the school.

Location of First Aid Box(es)	First Aid Record Book(s)
Accessible Toilet	With First Aiders

EYFS Office	
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A termly check on the location and contents of all first aid boxes will be made by.	G Nuttall to report to W. Kirkham
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Use of first aid materials and deficiencies should be reported to: who is responsible for their replenishment.	W. Kirkham / A. Munro
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The nearest medical centre/NHS GP is:	Pikes Lane Medical Centre
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The nearest hospital with accident and emergency facilities is:	Bolton Royal Hospital
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3.7 Administration of Medicines (see separate policy)

The person responsible for dealing with the administration of medicines, including keeping medicines secure, and safely disposing of medicines which are no longer required is:	First: W. Kirkham
	Deputy: A. Munro

3.8 Asthma Inhalers

The person responsible for the supervision and storage of asthma inhalers is:	W. Kirkham
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3.9 Risk Assessment

The person responsible for carrying out a general survey of the school's work activities including extra-curricular, extra-mural activities, work carried out by contractors or volunteers on site, identifying hazards and ensuring risk assessment are produced and appropriately communicated is:	M. Messham W. Kirkham (EVC) G. Nuttall (Caretaker)
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3.10 Maintenance of Site, Premises, House Keeping and Hazard Reporting

All employees and governors must report any hazards that could be a cause of serious or imminent danger, eg damaged electrical sockets, broken windows, suspected gas leaks, wet or slippery floors immediately to:	G. Nuttall
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The person responsible for initiating a risk assessment of hazards identified and any remedial action decided upon is:	M. Messham G. Nuttall
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3.11 House Keeping and Disposal of Waste

Rubbish awaiting collection must never be left where it obstructs escape routes or could aid the production and spread of fire and smoke.

The person who should be contacted if circulation routes are obstructed by rubbish is:	G. Nuttall
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All staff are responsible for ensuring the good house keeping of their own classrooms and related storage areas.

When rubbish needs to be disposed of it should be reported to: (who will arrange for its safe disposal).	G. Nuttall
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The person responsible for the safe disposal of any hazardous substances or special wastes is:	G. Nuttall
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3.12 Repairs and Maintenance

A person encountering any damage or wear and tear of the premises which may constitute a hazard should report it to;	G. Nuttall
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Defective furniture should be taken out of use immediately and reported to: who will arrange for its replacement or repair	G. Nuttall
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The person responsible for ordering repairs which are the school's responsibility is:	M. Messham
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3.13 Premises Security

The person (and their deputy) responsible for unlocking and locking the building, arming and disarming security alarms etc is:	First: G. Nuttall
	Deputy: M. Messham; C. Turner; W. Kirkham

The person(s) who has/have been trained to deal safely with burglar alarm call outs is/are	First : G. Nuttall
	Deputy: M. Messham

3.14 Severe Weather

During periods of severe weather, arrangements for maintaining safe access to, from and within the premises (e.g. clearing snow and ice) will be determined by:	G. Nuttall
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3.15 Health and Safety Training

The person responsible for co-ordinating the provision of the health and safety training needs of teaching staff is:	M. Messham
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The person responsible for co-ordinating the provision of the health and safety training needs of support staff is:	M. Messham
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The person responsible for reviewing the effectiveness of health and safety training is:	M. Messham
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3.16 Manual Handling of Loads

The person(s) responsible for identifying hazardous manual handling activities involving objects and arranging for their elimination or risk assessment is:	G. Nuttall
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The person responsible for monitoring the safety of manual handling activities is:	G. Nuttall
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3.17 Work Equipment

The following equipment has been identified as likely to involve a specific risk to health and safety and its use, inspection and repair is therefore restricted to: -

Ladders

Person responsible for selection, inspection, maintenance, training, safe use and risk assessment is:	G. Nuttall
Person(s) authorised to use is/are:	All staff (dependent on height of ladder)

Stepladders

Person responsible for selection, inspection, maintenance, training, safe use and risk assessment is:	G. Nuttall
Person(s) authorised to use is/are:	All staff (dependent on height of ladder)

3.18 Manual Handling Equipment

This includes equipment used for the manual handling of loads and equipment used for the manual handling of people.

The person responsible for ensuring that, trolleys etc are maintained in a safe condition is	G. Nuttall
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3.19 Equipment Provided for Pupils with Special Educational Needs

The person responsible for ensuring that special needs equipment is kept in good working order and serviced appropriately is:	G. Nuttall
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3.20 Caretaking and Cleaning Equipment

This includes moving and handling equipment; powered cleaning equipment, power tools, hand tools

Person responsible for selection, inspection, maintenance, training, Supervision, safe use and risk assessment is:	G. Nuttall
Person(s) authorised to operate and use is/are:	M. Kolodziej N. Baxendale

3.21 Catering Equipment (Dough mixers, Slicing machines, Potato peelers)

Person responsible for selection, inspection, maintenance, training, Supervision, safe use and risk assessment is:	LA
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Person(s) authorised to operate and use is/are:	J. Stanley
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3.22 Grounds Maintenance Equipment (Tractors/Tractor Powered Machinery)

Person responsible for selection, inspection, maintenance, training, supervision, safe use and risk assessment is:	Groundlevel staff (SLA)
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3.23 Design and Technology Equipment (Resistant and Compliant Materials)

Person responsible for selection, inspection, maintenance, training, supervision. Safe use and risk assessment is:	G. Nuttall G. Shepherd
Person(s) authorised to operate and use is/are:	All staff (with training)
The person(s) responsible for instructing pupils in the safe use of equipment before they use it and checking they use it correctly is/are:	All staff (with training)

The person(s) responsible for ensuring that all machinery is adequately guarded and that the guards are in position when the equipment is in use is/are:	All staff
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3.24 Design and Technology Equipment (Food Technology and Textiles)

Person responsible for selection, inspection, maintenance, training, supervision, safe use and risk assessment is:	G. Nuttall G. Shepherd
Person(s) authorised to operate and use is/are	All staff (with training)

3.25 Art and Design Equipment

Person responsible for selection, inspection, maintenance, training, supervision, safe use and risk assessment is:	C. Coyle G. Nuttall
Person(s) authorised to operate and use is/are:	All staff (with training)

3.26 PE Equipment

Person responsible for selection, inspection, maintenance, training, supervision, safe use and risk assessment is:	J. Gavin (use; training) G. Nuttall(inspection)
Person(s) responsible for regular visual inspection is/are:	J. Gavin G. Nuttall
Contractor responsible for annual full inspection and report is:	Sports Safe UK

3.27 Outdoor Play Equipment

Person responsible for selection, inspection, maintenance, training, supervision, safe use and risk assessment is:	C.Turner (EYFS) G. Nuttall(EYFS & other)
Person(s) responsible for regular (daily) visual inspection is/are:	G. Nuttall EYFS staff

3.28 Stage Lighting Equipment

Person responsible for selection, inspection, maintenance, training, supervision, safe use and risk assessment is	G. Nuttall
Person(s) authorised to operate and use is/are:	L. Wardle

	K. Murphy
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3.29 Mobile Staging and Seating

Person responsible for selection, inspection, maintenance, training, supervision, safe use and risk assessment is:	G. Nuttall
Person(s) authorised to operate and use is /are:	N. Baxendale

3.30 Pianos, Organs and Other Musical Instruments

Person responsible for selection, inspection, maintenance, training, Supervision, safe use and risk assessment is:	M. Messham
Person(s) authorised to operate and use is/are:	All staff/pupils (with training)

3.31 Portable Electrical Appliances

The person responsible for ensuring portable electrical appliance testing is carried out at appropriate intervals and recorded is:	M. Messham G. Nuttall through Lancaster Maloney
Person(s) responsible for carrying out formal visual inspection and testing is/are:	Lancaster Maloney
Staff must not bring onto the premises any portable electrical appliances unless they have authorised and the appliances have been portable appliance tested. The person responsible for authorising their use on the premises is:	M. Messham G. Nuttall

3.32 Hazardous Substances

Hazardous substances are kept in the Caretaker's room.

The person responsible for undertaking and updating the COSHH risk assessments is:	G. Nuttall
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3.33 Asbestos

The person responsible for making arrangements for dealing with asbestos in compliance with the policy, and ensuring that the premises asbestos log is consulted by visiting contractors and other relevant persons is:	G. Nuttall M. Messham
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The premises asbestos log is kept:	Work Room
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The person responsible for ensuring that the log is updated, annually and as appropriate following work on the fabric of the building is:	G. Nuttall
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3.34 Waste Management

Waste will be collected daily by:	G. Nuttall N. Baxendale M. Kolodziej
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The person responsible for ensuring the safe storage of waste in appropriately sited secure containers and that the containers are chained after emptying to prevent them being moved and set on fire by arsonists is:	G. Nuttall
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All members of staff are responsible for reporting accumulation of waste, or large items of waste that require special attention to:	G. Nuttall
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3.35 Cleaning Arrangements

All members of staff are responsible for arranging to clear up spillages, which occur whilst they are in charge of the area concerned. Other spillages, leaks or wet floors should be reported to the Caretaker who will arrange for them to be dealt with.

3.36 Health and Safety Inspections

The person responsible for organising and carrying out termly safety inspections, including planning, inspection, reporting is:	M. Messham G. Nuttall
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Where possible Health and Safety Inspections will be carried out with the school's health and safety representative(s). Members of the Governing Body will participate with safety inspections where practicable.

3.37 Provision of Information

The person responsible for distributing all health and safety information received from the Education Department and elsewhere and for the maintenance of a health and safety information reference system is:	M. Messham (distribution) G. Nuttall (maintenance)
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New employees will be informed of all relevant health and safety information as part of the induction process.

Health and Safety Documentation will be kept in :	Work room On school's network
The person responsible for maintaining it is:	M. Messham G. Nuttall

Risk Management documentation will be kept in :	Office On school's network
The person responsible for maintaining it is:	M. Messham G. Nuttall W. Kirkham (EVC)

The Health and Safety Law Poster is sited:	Outside staff room EYFS
The person responsible for maintaining it is	G. Nuttall

3.38 Educational Visits and Journeys

The person responsible for ensuring that the appropriate risk assessment and approval is obtained for educational visits in United Kingdom not including and overnight stay is:	W. Kirkham
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The person responsible for ensuring that the appropriate risk assessment and approval is obtained for educational visits in United Kingdom including an overnight stay is:	W. Kirkham
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The person responsible for ensuring that the appropriate risk assessment and approval is obtained for educational visits abroad including an overnight stay is:	W. Kirkham
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3.39 Work Experience

The person responsible for co-ordinating work experience placements, ensuring risk assessments are completed, ensuring students are visited, is:	W. Kirkham
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3.40 Outdoor Play Equipment

The outdoor play equipment is provided only for children who are members of the school under appropriate supervision:

The person responsible for following up the annual play equipment inspection report is:	G. Nuttall
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The person responsible for the weekly formal inspection of the equipment and safety surfacing and to whom any faults should be reported immediately and who will take it out of use if necessary is:	G. Nuttall
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The person responsible for ensuring that the equipment is adequately supervised when in use is:	All staff on duty
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3.41 Use of Premises Outside School Hours

The person responsible for co-ordinating lettings of the premises in accordance with the lettings procedure is:	M. Messham
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The person responsible for informing other users of the building of the presence of any hazards which have not been rectified is:	G. Nuttall
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The person responsible for checking that the premises are left in reasonable order by other users before locking up is	G. Nuttall
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3.42 Visitors

On arrival, all visitors will sign in using the Inventory electronic system; photo stickers will be worn whilst on the premises. Contractors will sign the contractors' register.

3.43 Contractors

The person responsible for selecting contractors and vetting contractors health and safety, policies, procedures, risk assessments, method	Lancaster Maloney M. Messham
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statements and past health and safety performance is,	G. Nuttall W. Kirkham
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The person in control of contractors is:	Governing Board M. Messham G. Nuttall Lancaster Maloney
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Responsibility for liaison with contractors	G. Nuttall
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3.44 Supplies (Purchasing/Procurement and Deliveries)

The Governing Body will ensure that all equipment and material purchased or procured for use in the school complies with current legislative requirements and standards.

The following employees are authorised to place orders for supplies and/or to accept gifts or donations to the school. They must satisfy themselves that the supplies and arrangements for their receipt and use do not compromise the health and safety of employees, pupils and visitors or others.

They will also assess any revenue implications of the necessary maintenance of donated items.

M. Messham
W. Kirkham
A. Munro

Deliveries of goods will be reported to: who will arrange for them to be taken to the appropriate location:	G. Nuttall
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3.45 Catering

The person responsible for registering the food premises with the local Environmental Health Officer of the District/Borough Council is:	J. Stanley
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In-house Catering

The person responsible for monitoring the preparation of food, the nutritional standards of meals, and the maintenance of satisfactory hygiene standards is:	LA
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3.46 Visits and Recommendations of Enforcing Authorities e.g. HM Inspectors of Factories (HSE), LEA Safety Officers, Environmental Health Officer

The person responsible for co-ordinating visits and recommendations; co-ordinate action and report matters requiring authorisation/action to the Governing Body or LEA is:	M. Messham G. Nuttall
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3.47 Smoking

St. Ethelbert's is a no smoking site.

Notes:

Employees are not permitted to smoke when teaching or supervising pupils or when they may otherwise come into contact with pupils.

The policy applies equally to all people who have business in the premises including LA representatives, parents and other visitors.

All job applicants will be informed of the no smoking policy.

No Smoking signs will be displayed in the school wherever appropriate, as determined by the fire risk assessment.

3.48 Vehicles

The Headteacher is responsible, in conjunction with the driver, for ensuring that vehicles kept or hired by the school are operated in accordance with the law.

School owned, hired or leased minibuses or coaches are only to be used for journeys approved under the procedure.

Employees who are required to use their private vehicles for official business are responsible for gaining authorisation from: (prior to the first use of any vehicle.) He/she will ensure that the driver has a valid licence and appropriate insurance and that the vehicle is roadworthy and fitted with a suitable seat belt for each passenger.	M. Messham W. Kirkham
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3.49 Stress

The persons responsible for monitoring absence owing to stress related illness is:	M. Messham
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3.50 Lone Working

The person responsible for ensuring risk assessments are prepared and implemented for lone working activities is:	M. Messham
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3.51 Bullying/Harassment

The school's policy on behaviour (including bullying) is kept:	Safeguarding policy file – Office On school's network
Records of bullying incidents and action taken are kept:	HTs office

3.52 Insurance

Insurance Company	Details
Aviva	Travel
QBE	Liability
Zurich	Property
LA	contents

4.0 Review

The person(s) responsible for carrying out an annual review of the Statement and its implementation in the school is/are	Management & Finance Committee
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	Health & Safety Governor – D. Walsh
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Employee absence statistics (ie non-confidential) for the purposes of performance measurement are kept:	Office School network
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Reviewed by the Management & Finance Committee – 3rd November 2022