

# School Safety Policy



**One Family in Christ**

## **St. John the Baptist Catholic Primary School**

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## **HEALTH AND SAFETY POLICY STATEMENT**

The Governing Body of St John the Baptist Catholic Primary School recognises and accepts its responsibilities as an employer for providing a safe and healthy working environment for all employees. The Governing Body also recognises the health and safety impact of the School's work with regards to service users, pupils, contractors, members of the public, and anyone else who may be affected by the school's work activities, and will take all reasonable steps to protect these people.

The school will fully comply with the requirements of the Health and Safety at Work etc. Act 1974 and all other relevant health and safety regulations and standards and will, as far as is reasonably practicable, fulfil these requirements.

*Signed*

*Mrs Elizabeth Skilling*

*Chair of Governors*

*Signed*

*Mr Unsworth (Head Teacher)*

*Date of review:*

*August 2023*

# Organisation

This section outlines the responsibilities of each member of the organisation for implementing and complying with this policy. Every member of the organisation must accept and ensure that they understand their personal responsibilities for health and safety, and achieve and maintain these to the appropriate standard.

## **Governing Body**

The Governing Body has overall responsibility for the implementation of the school's safety policy and will provide leadership which supports and strengthens the school's health and safety culture. Through the Leadership Team, the Governing Body will ensure that responsibilities are met and that adequate resources are made available to enable this Policy to be implemented.

## **Leadership Team**

Through its management structure, the Leadership Team will promote and develop a positive attitude by ensuring that health and safety is an integral and prominent function of the overall management culture. Collectively and individually they are required to:

- ❖ Provide visible leadership, leading by example and considering health and safety implications for all strategic decisions;
- ❖ Ensure that each Service examines its own work activities and puts in place effective safety management systems;
- ❖ Ensure that the necessary resources are available for the management of health and safety;
- ❖ Demonstrate a clear commitment to continuously improve health and safety performance;
- ❖ Provide effective communication and consultation arrangements for health and safety;
- ❖ Allocate a health and safety lead to support the aims of this policy; and
- ❖ Ensure that the Safety Policy is fully implemented

## **Leadership Team Health and Safety Lead**

The Leadership Team member appointed as the health and safety lead will:

- ❖ Bring to the attention of the Leadership Team relevant health and safety issues;
- ❖ Discuss with the Lead Governor the health and safety priorities and strategies for the school, and monitor their progress;
- ❖ Be the point of contact to escalate serious non-compliance through the Leadership Team.

## **Senior Managers (SMT)/ Site Supervisor**

These are responsible for implementing and monitoring the school's safety policy in areas which come under their direct management control. They are required to:

- ❖ Provide visible leadership, encouraging employees to achieve high standards of health and safety, and ensure that health and safety has equal priority with all other activities;
- ❖ Ensure that health and safety responsibilities are clearly and logically delegated to successive levels of management who are sufficiently senior and competent to discharge them;
- ❖ Comply with all relevant health and safety legislation as a minimum, conform to any specific school policies relating to health and safety, and wherever practicable, seek to adopt best practice in respect of health and safety;
- ❖ Implement health and safety management systems that will identify and control risks, and regularly monitor and review the preventative and protective measures employed;
- ❖ Ensure employees are properly instructed and trained in their health and safety responsibilities and that they discharge these effectively; and
- ❖ That information regarding their particular areas of control are detailed in the Section Safety Procedures (appendix 1).

## **Elected Members & School Governors**

Elected Members and School Governors must ensure that any decisions they make reflect the requirements of this safety policy and that they promote compliance with statutory requirements as a minimum standard.

All employees

All employees (including those above) are required to:

- ❖ Take reasonable care of their own health and safety and for any other person who may be affected by their actions;
- ❖ Not intentionally or recklessly interfere with or misuse anything provided for health and safety;
- ❖ Co-operate with managers and supervisors to enable the school to comply with their health and safety obligations;
- ❖ Participate in any instruction or training that is provided for health and safety;
- ❖ Report any accident, incident, injury or near miss using the school's reporting procedure;
- ❖ Report any unsafe, unhealthy or hazardous working conditions to their Line Manager;
- ❖ Seek advice if they do not feel competent to carry out their responsibilities;
- ❖ Make themselves aware of, and follow the responsibilities, as detailed in this policy and any arrangements set out locally.

In addition to their general responsibilities, certain employees have a supporting role, or are requested to provide technical advice to managers and employees. These responsibilities are detailed in the following sections.

### **Specialist Support Safety Team**

The Safety Team provides professional and competent advice, guidance and support to the Governing Body, Head Teacher and personnel who have responsibilities for health and safety in implementing the school's policy. Support will be given in complying with legislative requirements and in promoting the continuous improvement of health and safety standards.

### **Health and Safety Representatives**

Safety representatives appointed by the recognised trade unions will be consulted on matters relating to the health, safety and welfare of employees in good time so that effective consultation can take place. They will help create a positive health and safety culture by working in partnership with management on health and safety matters. Safety Representatives will work in accordance with their statutory rights as defined in the Safety Representatives and Safety Committees Regulations 1977 (as amended).

## **ARRANGEMENTS**

This section sets out the school's specific arrangements for managing health and safety. The arrangements follow the requirements of the Health and Safety at Work etc. Act 1974 and other relevant legislation, and give details on how people should meet these responsibilities. Because of their legal status they are mandatory requirements of this policy and it is important that managers and employees follow them.

### **Work Environment**

All workplaces will be provided with adequate welfare facilities and be maintained to a safe standard, including adequate access and egress. All employees should maintain good housekeeping standards. Defects or unsafe conditions should be put right, if this is not possible, they should be reported to the appropriate Line Manager or the Site Manager as soon as possible, following the appropriate procedure.

### **Safe Plant, Equipment and Services**

Those responsible for purchasing work equipment, plant or services will make reasonable checks for health and safety standards and assess for suitability. Where appropriate, equipment and plant should conform with European Community requirements by holding a CE marking. Once purchased, arrangements should be made to keep equipment and plant in good working order by following the manufacturer's recommendations. These could include arranging for suitable maintenance, inspection and servicing and for providing the appropriate markings and warnings.

### **Risk Assessment**

All job roles and work activities within the school will be assessed and significant health and safety risks recorded. Control measures will be put in place to protect staff or others that may be affected by the work activities. The risk assessment should identify further actions that will be required to reduce the risks to at least a tolerable level. Once complete, the risks identified and control measures put in place for protection will be communicated to staff.

### **Chemicals and Hazardous Substances (Control of Substances Hazardous to Health - COSHH)**

All hazardous substances, chemicals or products will be used, stored and disposed of in accordance with the manufacturer's instructions or the relevant legislative requirements. Where necessary, the appropriate COSHH risk assessments will be carried out.

Following the COSHH risk assessments, exposure will either be prevented, or where this is not reasonably practicable, adequately controlled. Where measures are put in place to control exposure, these will be maintained, examined and tested to ensure their continued

effectiveness. Information, instruction and training will be given to those employees exposed to hazardous substances, including the potential risks and the control measures in place to prevent exposure. PPE will be provided only as a last resort for controlling exposure.

### **Personal Protective Equipment (PPE)**

The school accepts that the use of PPE is a last resort and is committed to continuing to seek alternative methods of reducing risk. Where risks identified through risk assessments cannot be removed or adequately controlled by other means, employees will be provided with the most suitable and sufficient personal protective equipment and given training in its use, storage and maintenance. Managers are responsible for issuing, maintaining, repairing and replacing the equipment and for ensuring its proper use.

### **Health Surveillance**

Arrangements for a programme of health surveillance will be put in place where it is identified, through the risk assessment process, that exposure to harmful substances or operations could potentially harm the employee's health. Pre-employment screening will take place for those employees starting in a role where a health hazard has been identified. Records of all health surveillance will be kept by the employing Service.

### **Consultation with Employees**

Management will consult with the appointed safety representative through the termly health and safety walk with the link governor. This will take place once every term; safety representative will be provided with the necessary information to allow them to fully and effectively consider health and safety matters. Consultation meetings will give staff, via their safety representatives, the opportunity to discuss and exchange views on health and safety matters with management, to reach a better understanding on matters and procedures relating to health and safety.

### **Accident & Incident Reporting and Investigation**

All employees are responsible for following the school's incident reporting procedure. Employees should report all accidents and incidents to their Line Manager, who must then promptly and properly report them to the Safety Team. Line Managers are responsible for familiarising themselves with the reporting procedure and the *Reporting of Injuries, Diseases and Dangerous Occurrences Regulations* (RIDDOR) and informing the Safety Team as appropriate when an incident occurs. The Safety Team will report these to the Health and Safety Executive, where required, on behalf of the school.

Line Managers are responsible for investigating all accidents, incidents or near misses to identify the cause and to take the appropriate steps to prevent a recurrence. Serious incidents will be investigated jointly with the Safety Team.

## **Emergencies**

Procedures will be put in place to deal with emergency situations by the person responsible for the building e.g. Business Manager, Headteacher and Site Manager. Nominated personnel will be assigned roles to assist in emergencies and be given the appropriate training, e.g. first aid, fire wardens, etc. The emergency evacuation plan will be communicated to all members of staff within the building.

Line Managers are responsible for preparing a Personal Emergency Evacuation Plan (PEEP) for any member of their staff requiring assistance to evacuate in an emergency. This should then be forwarded to the Site Manager for information.

## **Fire**

Headteacher and Site Manager are responsible for ensuring that all the necessary fire safety controls are in place and are being managed. Employees as building users will be instructed on the procedures to follow in an emergency evacuation situation and must follow these as necessary.

## **First Aid**

Business Manager and Headteacher will ensure that a sufficient number of trained first aiders and equipment to deal with injuries or ill health is provided. First aid requirements will be identified through the risk assessment process to ensure the adequacy and appropriateness of first aid personnel, equipment and facilities.

## **Health and Safety Training**

### **Induction training**

Line Managers will ensure that all new employees go through a health and safety induction programme on taking up employment. The induction process is recorded and placed in the personnel folder of each employee. The same process is carried out for volunteers by the school office.

### **General health and safety training**

The health and safety training needs of all employees will be identified through the risk assessment process. Where appropriate, information, instruction and training will be provided to ensure that employees have the competency to carry out their work safely. Where mandatory health and safety training is required, managers must ensure that employees are provided with this, including information on the hazards and the risk control measures in place.

Employees must participate in any instruction or training provided to enable the school to comply with their health and safety obligations. Records of all employees' health and safety training must be kept by the school.

### **Disciplinary procedure**

Disciplinary action will be taken against any employee who is found to have knowingly failed to follow safety procedures or standards, or interfered with or failed to use protective equipment provided for health and safety. The School's Disciplinary Procedures will be followed.

### **Monitoring and auditing**

School will continuously monitor the health and safety performance through incidents, ill health, or near miss reports, followed by reviewing applicable risk assessments to ensure control measures remain effective. Managers are also expected to monitor health and safety performance at a local level by, for example, undertaking safety tours, inspections and checking that control measures are being followed.

### **Policy Review**

The School Safety Policy will be reviewed periodically to ensure its continuing suitability, adequacy and effectiveness and to encourage continuous improvements in health and safety performance

# St. John the Baptist Catholic Primary School

## SCHOOL SAFETY PROCEDURES

This form is a supplement to the School's Safety Policy giving details of the people responsible for implementing the safety procedures within the school.

Area of responsibility	Responsible person
The person responsible for implementing Rochdale Council's Safety Policy here is	Michael Unsworth and Governing Body
The person delegated as the health and safety lead / co-ordinator within this School is	Uzma Malik
<b>Accidents &amp; emergencies</b>	
Implementing the emergency plan	Michael Unsworth and Uzma Malik
Implementing emergency evacuation procedures:	Michael Unsworth and Uzma Malik
Report accidents and incidents to:	Uzma Malik
Accidents and incidents will be investigated by:	Uzma Malik and Michael Unsworth
Completion of on-line incident forms	Uzma Malik
Reporting RIDDOR incidents to the Safety Team	Uzma Malik
Monitoring accidents and incidents	Michael Unsworth and Uzma Malik
Responsible for preparing Personal Emergency Evacuation Plans (PEEPs)	Michael Unsworth and Uzma Malik

First aiders are:	Dative Nyirarukyndo Kirsty Jackson
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### Health & safety training and information

First day induction – safety familiarisation	Uzma Malik
Employee safety training needs & retention of training records	Uzma Malik
Informing visitors of safety procedures and "school rules"	Susan Wren
Informing contractors of known hazards which may exist e.g. asbestos	Uzma Malik and Dennis Greenwood

### Consultation

Raise health & safety issues with	Line Managers
Meetings where health & safety issues should be raised	Friday morning briefings
Safety Action Group Union Safety Rep attendee	

### Buildings & equipment management

Checking health and safety standards prior to purchase of plant, equipment or services	Uzma Malik
Arranging inspection and maintenance of equipment and plant:	Dennis Greenwood and Uzma Malik
Keeping inventories and records of equipment and plant inspections:	Dennis Greenwood
Carrying out routine safety inspections or checks:	Dennis Greenwood
Fire Risk Assessment:	Dennis Greenwood and Uzma Malik

Organising fire drills and keeping fire log-book:	Dennis Greenwood
Fire Wardens are:	Dennis Greenwood
Issue and inspection of personal protective equipment (PPE):	Dennis Greenwood
<b>Risk assessment responsibilities</b>	
Teachers & teaching staff	Michael Unsworth and Uzma Malik
Caretaker & cleaning staff	Dennis Greenwood
Kitchen staff	Jill Deloughrey
Office & admin staff	Uzma Malik
Lunchtime supervisors	Uzma Malik
Communal areas	Uzma Malik and Dennis Greenwood
Minibus	Christopher Hickman
Co-ordinating risk assessments:	Uzma Malik
Co-ordinating COSHH risk assessments:	Dennis Greenwood

Review date:	August 2023
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## Appendix 1

# St. John the Baptist Roman Catholic Primary

Rochdale Borough Council

## SCHOOL SAFETY PROCEDURES

This form is a supplement to the Council's Corporate Safety Policy giving details of the people responsible for implementing the safety procedures within the school.

Area of responsibility	Responsible person
The person responsible for implementing Rochdale Council's Safety Policy here is	Michael Unsworth and Governing Body
The person delegated as the health and safety lead / co-ordinator within this School is	Uzma Malik
Accidents & emergencies	
Implementing the emergency plan	Michael Unsworth and Uzma Malik
Implementing emergency evacuation procedures:	Michael Unsworth and Uzma Malik
Report accidents and incidents to:	Uzma Malik
Accidents and incidents will be investigated by:	Uzma Malik and Michael Unsworth
Completion of on-line incident forms	Uzma Malik
Reporting RIDDOR incidents to the Safety Team	Uzma Malik
Monitoring accidents and incidents	Michael Unsworth and Uzma Malik
Responsible for preparing Personal Emergency Evacuation Plans (PEEPs)	Michael Unsworth and Uzma Malik
First aiders are:	Dative Nyirarukyndo Kirsty Jackson
Health & safety training and information	
First day induction – safety familiarisation	Uzma Malik
Employee safety training needs & retention of training records	Uzma Malik
Informing visitors of safety procedures and "school rules"	Susan Wren
Informing contractors of known hazards which may exist e.g. asbestos	Uzma Malik and Dennis Greenwood

<b>Consultation</b>	
Raise health & safety issues with	Line Managers
Meetings where health & safety issues should be raised	Friday morning briefings
Safety Action Group Union Safety Rep attendee	

<b>Buildings &amp; equipment management</b>	
Checking health and safety standards prior to purchase of plant, equipment or services	Uzma Malik
Arranging inspection and maintenance of equipment and plant:	Dennis Greenwood and Uzma Malik
Keeping inventories and records of equipment and plant inspections:	Dennis Greenwood
Carrying out routine safety inspections or checks:	Dennis Greenwood
Fire Risk Assessment:	Dennis Greenwood and Uzma Malik
Organising fire drills and keeping fire log-book:	Dennis Greenwood
Fire Wardens are:	Dennis Greenwood
Issue and inspection of personal protective equipment (PPE):	

<b>Risk assessment responsibilities</b>	
Teachers & teaching staff	Michael Unsworth and Uzma Malik
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