

# Organisation and Arrangements for Health and Safety at Work 2016

**St John Bosco Catholic Primary School**

## General Statement

I fully accept my obligations with regard to the health and safety of St John Bosco Catholic Primary School employees, contractors, clients, customers and pupils.

I am committed to matters of health and safety having an equal place alongside all education activities within the school.

I fully uphold the commitments laid down in the Children and Young Peoples Service and Corporate Health and Safety Policy.

I recognise that health and safety is a line management function. Those who are allocated duties and responsibilities under this policy shall receive such information, instruction and training so as to be able to discharge such duties and responsibilities.

I will ensure that all employees within the school have or achieve the appropriate levels of competence to carry out their duties, without significant risks to themselves or to others.

I will ensure that all members of staff are consulted on health and safety matters, so that a positive approach can be taken to address both the needs and concerns of employees and others.

Where required safe systems of work will be developed and become an integral part of the school ill-health prevention programme. Regular monitoring will be undertaken, with appropriate line management involvement. All monitoring will be reviewed for any system or organisational weakness and action taken to ensure continued development and improvement.

I will co-operate with auditing of health and safety management systems, and implement the recommendations of such audits.

This policy and the Young People and Children's Services health and safety policy will be brought to the attention of all employees.

It is only by securing a total commitment to health and safety matters from those who work for, or on behalf of St John Bosco Catholic Primary School, that the high standards we set ourselves will be achieved.

Signed: Marie Powell

Date: Jan  
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Chair of Governors

## Policy Objectives

These are the St John Bosco Catholic Primary School objectives:

- To work towards the prevention of occupational injury and will health to all members of staff and pupils.
- To ensure that those using premises are not subjected to unacceptable risk as a result of activities of the school.
- To develop and maintain a proactive health and safety culture and set standards to continuously improve in matters of health and safety.
- To actively manage health and safety and to encourage constant awareness amongst all employees for the health and safety aspects of their work, and for the environment in which they work.
- To ensure that contractors and agents of the school are aware of and work towards the standards set out in this policy.
- To monitor and review the achievement of these objectives and to implement improvements where necessary to enable them to be met.
- To co-operate fully in the appointment of Safety Representatives and to provide such facilities and assistance as they may reasonably require to fulfill their functions.

### **Head Teacher – Responsibilities**

1. To be familiar with the content of the Corporate and Children and Young Peoples Services Health and Safety Policies, the Health and Safety at Work Act 1974 and any other health and safety legislation which may affect their area of activity.
2. On behalf of the Development Director of Children and Young People's Service to ensure that these policies and relevant legislation are implemented.
3. To ensure that all employees carry out their health and safety duties and responsibilities.
4. To ensure that all hazards within their area of responsibility are identified.
5. To ensure that risk assessments are carried out, and appropriate control measures implemented within their area of responsibility in accordance with the policy and legislative requirements.
6. To ensure that all works undertaken within their area of responsibility take into account the health and safety of any person likely to be affected by such works, including employees and non-employees.
7. To ensure that all risk assessments are recorded, monitored and reviewed according to the level of risk identified.
8. To involve relevant employees in the risk assessment process.

9. To ensure the effective use of resources in order to achieve health and safety objectives.
10. To attain as a minimum the Institution of Occupational Safety and Health 'Managing Safely' certificate (or other equivalent agreed by the Health, Safety and Welfare Officer).
11. To ensure that all employees working within there are of responsibility, whether permanent or temporary, are given adequate safety information, instruction and training to enable them to reach a minimum level of competence to carry out their work without undue risks to their own or others health and safety.
12. To ensure that all incidents (accidents, near misses, violence and aggression) are properly investigated reported upon and actions taken to avoid re-occurrence.
13. To inspect and monitor the operations and activities under their control, in accordance with this policy, and take necessary remedial action.
14. To take appropriate action under established disciplinary procedures for any employee not complying with their duties, responsibilities or safe working practices as laid down in policies and procedures.
15. To demonstrate commitment by taking a proactive approach in health and safety matters.

### **All Employees**

1. To be familiar with the contents of the School, Corporate and Education and Lifelong Learning Health and Safety Policies and any other policies affecting their areas of activity.
2. Co-operate to ensure the implementation of the School, Corporate and Education and Lifelong Learning Health and Safety Policies and all relevant policies, procedures and safe systems of work.
3. To assist as required with the carrying out of risk assessments.
4. To report to the Head Teacher any matter that they consider presents a risk to the health and safety of anyone who may be affected by the activities being undertaken.
5. To attend training as directed and all briefings in respect of matters of health and safety, and act upon the information, instruction and training given.
6. To report to the Head Teacher if for any reason instructions on health and safety cannot be implemented.
7. To cease work where there is imminent danger of harm, and to report immediately to the Head Teacher.
8. To carry out user checks on portable electrical equipment prior to use, and to operate such equipment in accordance with instructions.
9. To use all plant, equipment and personal protective equipment and clothing, in a safe manner. To use such items in accordance with instructions provided and as explained or taught during health and safety training.

10. To report to the Head Teacher, equipment defects in accordance with established systems. To report anything where maintenance or repair are necessary.
11. To report to the Head Teacher, defects, loss or damage to personal protective clothing and equipment, in accordance with established systems. To report anything where maintenance, repair or replacement are necessary.
12. To co-operate with health surveillance where a formal system has been identified as necessary.
13. To report all hazards, accidents, near misses and incidents of violence and aggression whether or not they result in injury or property damage, in accordance with the Children and Young Peoples Service procedure.
14. Not to interfere with or misuse anything provided for health, safety or welfare.
15. To seek and offer advice as appropriate to improve health and safety performance.
16. To behave in a manner at all times so as not to put themselves or others at risk to their health and safety, by what they do or fail to do.

### **School Safety Committee**

To ensure that Health and Safety is considered at a local level, school based health and safety matters should be dealt with by one of the following methods:

- (a) the full Governing Body (with Area Representatives and School Safety Representatives in attendance for safety issues);
- (b) Area Representatives and School Safety Representatives in attendance for safety issues;
- (c) A newly constituted sub-committee of the Governing Body to be known as the School Safety Committee.

The School Safety Committee at St John Bosco Catholic Primary School will meet termly and will consist of the following members:

Marie Powell  
Pat Onions  
Mrs Perry  
Edward Masterson  
Mrs Adams  
Mr Gomez

The Development Director of Children's and Young Peoples Services fully supports the appointment of safety representatives and recognises their value in promoting and maintaining a health and safety culture.

The main function of the School Safety Committee is to keep under review the measures taken to ensure the health and safety at work of employees. A specific objective of the Committee is to promote co-operation in instigating developing and carrying out measures to ensure health and safety at work. Within this broad view, the specific function of the safety committee should include:

- (i) study accident reports and notifiable disease statistics and trends;
- (ii) study incidents of violence and aggression statistics and trends;
- (iii) examine safety audit reports;
- (iv) consider reports and information from the Health and Safety Executive;
- (v) consider reports from safety representatives;
- (vi) assist in the development of safety rules and systems of work;
- (vii) inspections of the school as appropriate;
- (viii) promote and develop measures to ensure the Health, Safety and Welfare of employees.

A copy of the minutes of each meeting will be referred to the Governing Body. The School Safety Committee will meet at least twice a year.

### **School Central Safety Committee**

#### **Purpose**

To consider and make recommendations Senior Management within the Children and Young Peoples Service on:

- (a) Major safety policy issues.
- (b) Identification of trends and requirements for remedial action in particular through:-
  - (i) referrals on policy from School Safety Committees;
  - (ii) referrals on policy matters by Area Safety Representatives;
  - (iii) consideration of summaries of accidents at schools.

It is not intended that this Committee will deal with individual school issues unless they have been referred as policy matters by Area Safety Representatives or School Safety Committees.

## Arrangements for Health and Safety

### 1. Chair of Governors

The Chair of Governors is responsible for co-ordination of this policy and monitoring its implementation.

### 2. Governing Body

The St John Bosco Catholic Primary School Governing Body will consider all health and safety matters of concern brought to their attention. The Governing Body will decide upon appropriate courses of action and will, so far as is reasonably practicable, identify appropriate resources to implement this health and safety policy.

Health and Safety will be a standing item on the Agenda at all Governing Body meetings.

### 3. Risk Assessment

#### 3.1 Assessments will be carried out by nominated competent persons and will include:

- (i) the risks to the health and safety of employees to which they are exposed whilst they are at work, and
- (ii) the risks to the health and safety of other persons arising out of or in connection with work activities.

#### 3.2 The significant findings of the assessment will be recorded:

- (i) Hazards;
- (ii) Risks;
- (iii) Group(s) of people especially at risk;
- (iv) The control measures already in place;
- (v) The effectiveness of those measures;
- (vi) A measure of the remaining risk;
- (vii) The control measures needed to comply with the requirements or prohibitions of health and safety legislation.

Corporate forms are available and should be used to record risk assessments.

#### 3.3 For new operations, substances, plant and equipment it is particularly important that assessments are completed before commencement/introduction. Safety must be considered at the planning stage.

#### 3.4 Assessments must be reviewed at least every 12 months. In addition assessments must be reviewed whenever there is reason to suspect that they are no longer valid or there have been significant changes to related matters.

- 3.5 The following members of staff will be responsible for undertaking risk assessments at St John Bosco Catholic Primary School.

Teachers and Higher Level Teaching Assistants

#### **4. Employee Training**

- 4.1 Employees are required to attend health and safety training where it is identified as necessary. Employees must co-operate with their employer by attending training as directed.

The identification of training needs will be as a result of:

- (i) risk assessment;
- (ii) monitoring activities;
- (iii) the occurrence of accidents and incidents of violence and aggression;
- (iv) new legislation;
- (v) updated information and technology;
- (vi) new procedures or changes to existing procedures;
- (vii) Education and Children's Services health and safety plans, and
- (viii) the results of health and safety audits.

#### **5. Accidents**

Definition: an accident is any unplanned event, which results in, or might have resulted in, personal injury or damage to property, plant and equipment. This definition includes fires and near misses.

##### **5.1 Reporting:**

- (a) All employees are required to report all accidents.
- (b) The school will maintain a supply of incident report forms for their employees.
- (c) In the case of an accident to a member of the public, an accident report form must be completed by an employee, not by the member of the public.
- (d) In the following cases:
  - Any fatal or major injury to an employee whilst at work, or to any other person as a result of an accident whilst on Children and Young Peoples Service premises.
  - Any person being taken from the scene of an accident to a hospital for treatment.
  - Any of the dangerous occurrences listed in the Children's and Young Peoples Service accident procedure.
  - Any fire.

- 5.2 A report must be telephoned immediately to the Safety Officer on 0121-569 8160/3931. An accident report form must also be completed.



The Safety Officer is responsible for notifying:

- (a) The Health and Safety Executive.
- (b) The Health, Safety and Welfare Officer.
- (c) The Risk Management Section if applicable.

### 5.3 Investigation:

- (i) For every accident the Head Teacher will carry out an investigation and complete the appropriate section of the accident report form to indicate the remedial action taken.
- (ii) The Head Teacher may ask for the advice and/or assistance of the Safety Officer when completing investigations.

A detailed accident procedure is available from the Health and Safety Unit.

## 6.0 **Violence and Aggression**

### Reporting

- (i) All employees are required to report all incidents of violence and aggression. This may include actual, attempted or threatened physical violence, verbal abuse, racial abuse or verbal abuse of a sexual nature.
- (ii) The school will maintain a supply of incident report forms for their employees.
- (iii) In the case of an employee needing hospital treatment or taking any sick leave as a consequence of an incident of violence and aggression, a report must be telephoned immediately to the Safety Officer on 0121-569 8160/3931. An incident report form must also be completed.

### 6.1 The Safety Officer is responsible for notifying:

- (a) The Health and Safety Executive.
- (b) The Health, Safety and Welfare Officer.
- (c) The Risk Management Section if applicable.

### 6.2 For each incident of violence and aggression the Head Teacher must determine what action is appropriate in respect of both the employee and the incident, and complete an incident report form within 10 days of the incident occurring.

## 7. **Fire Procedures**

### 7.1 Details of the schools fire procedures are contained within the Fire Risk Assessment File and Fire Log Book.

### 7.2 Suitable and sufficient Risk Assessment should be completed on an annual basis using the pro-forma in the Fire Risk Assessment File.

### 7.3 The Fire Risk Assessment File and Fire Log Book will be kept up to date and along with the Risk Assessment be available for inspection by any fire officer undertaking an inspection of the school.

- 7.4 Fire drills should be undertaken on a termly basis and recorded in the Log Book.
- 7.5 Fires must be reported to the Health and Safety Unit on 0121-569 8160/3931 and an investigation carried out.
- 7.6 All staff will receive training in the action to be taken in the event of a fire, and periodic refreshers on the fire and bomb alert procedures and general fire precaution.
- 7.7 The following members of staff will be responsible for undertaking fire risk assessments St John Bosco Catholic Primary School.  
Mr E Masterson  
Mr D Adams

## **8. Other Serious or Imminent Danger**

- 8.1 Members of staff have a responsibility to take action in response of danger, which they reasonably believe to be a serious or imminent danger to themselves and/or others, including the public.
- 8.2 Employees who believe there is serious or imminent danger have the authority to take action accordingly.
- 8.3 Actions by employees, without further instructions from more senior employees, could include:
  - (a) Evacuation of a classroom/building.
  - (b) Isolation of part of a classroom/building.
  - (c) Closing off an access to a classroom or building.
- 8.4 In any event, the employee taking such action must ensure that sufficient precautions are taken to prevent danger to anyone.
- 8.5 The employee taking such action must inform the Head Teacher and Chair of Governors immediately, or as soon as is practicable.  
The incident must be reported by the employee taking the action and an investigation must be carried out.

## **9. First Aid Arrangements**

- 9.1. A sufficient number of first-aiders should be appointed by the school in order to attend to people injured or taken ill.
- 9.2. A suitable and sufficient risk assessment will indicate the number of first-aiders required.
- 9.3. The Head Teacher will ensure that up to date notices are displayed identifying who the first aiders are and the location of the first aid boxes.
- 9.4. The school will arrange first aid training. The training provider will be HSE approved.
- 9.5. The minimum contents of the First Aid box are as follows:-
  - (a) One Guidance leaflet.

- (b) Twenty individually wrapped sterile adhesive dressings (assorted sizes).
- (c) Two sterile eye pads, with attachment.
- (d) Four individually wrapped triangular bandages (preferably sterile)
- (e) Six safety pins.
- (f) Six medium sized individually wrapped sterile unmedicated wound dressings (approx 12 cm x 12 cm).
- (g) Two large sterile individually wrapped unmedicated wound dressings (approx 18 cm x 18 cm).
- (h) One pair of disposable gloves.

The following may also be kept in or near the First Aid box;

- (a) Disposable apron.
- (b) Scissors.
- (c) Adhesive tape.
- (d) Individually wrapped moist wipes.

9.6. Travelling First Aid kits should be appropriate for the circumstances in which they are to be used. The following items should be included:-

- (a) One Guidance Leaflet.
- (b) Six individually wrapped sterile adhesive dressings.
- (c) One large sterile unmedicated dressing (approx 18 cm x 18 cm)
- (d) Two triangular bandages.
- (e) Two safety pins
- (f) Individually wrapped moist cleaning wipes.
- (g) One pair of disposable gloves.

9.7 The following will be designated first aid personnel at St John Bosco Catholic School Primary School.

Mrs Gill Horton, Mrs Collins Dinner Supervisor, Mrs Hart and Mrs Cresswell ,  
Mr Adams

## **10. Protective Clothing and Equipment**

- 10.1 Protective clothing and equipment will only be provided when an assessed risk cannot be eliminated or controlled by some better means, or where it is required by law.
- 10.2 Where protective clothing or equipment is provided, employees must make full and proper use of it at all times, and as instructed.
- 10.3 Employees must keep protective clothing and equipment clean, as far as is reasonably practicable, carry out user checks as required, and make it available for maintenance.
- 10.4 Head Teacher must ensure that protective clothing and equipment is kept clean, properly maintained and is properly used.

- 10.5 It is the duty of all employees to report losses or defects in protective clothing and equipment.
- 10.6 Officer issuing protective clothing and equipment must obtain a clearly identifiable signature of the recipient (eg signature and name printed in capitals), dated at the time of issue.
- 10.7 Head Teachers must ensure that employees needing to use protective clothing and equipment are given necessary training, information or instruction on its purpose, use and care, and that such training, information and instruction is updated periodically and to incorporate changes.

## **11. Contractors and Service Providers**

- 11.1 Those with a responsibility for contractors should refer to the Corporate “Guidance for Premise Managers” and the tick box list to assist premise managers before they start work.
- 11.2 The Head Teacher/Premise Manager has a responsibility to ensure that contractors on site do not endanger the health and safety of employees, visitors, service users and the public.
- 11.3 Contractors must not start work on any site without first consulting the Head Teacher/Premise Manager.
- 11.4 Contractors must not be allowed to start work until the Head Teacher/ Premise Manager is satisfied that the work can be done, so far as reasonably practicable, without risk to employees, visitors, pupils and the public.
- 11.5 Should a contractor start work without permission or consultation, the Premise Manager must take appropriate action.
  - (a) Inform the contractor of this policy in relation to contractors and/or,
  - (b) Stop the work until proper consultation has taken place and/or
  - (c) Order the contractor off site, if necessary, until the operation can be isolated and/or further advice obtained.
- 12.1 The Premise Manager must obtain the contractor’s
  - (a) Risk assessment relating to the operation.
  - (b) Method statement for the operation.
- 12.2 The Head Teacher/Premise Manager must inform the contractor of any local hazards, which may present a risk to the contractor whilst on site.

## **13. Portable and Transportable Electrical Equipment**

- 13.1 The Electricity at Work Regulations requires that all electrical equipment is properly maintained. Guidance to these Regulations in respect of portable and transportable electrical equipment, recommends, three types of maintenance regime. These are users visual checks, formal visual inspections and combined inspection and tests.
- 13.2 Combined inspection and test of portable electrical should be undertaken on at least an annual basis. Risk assessment will identify if more frequent testing is

required. Combined inspection and tests will be carried out by an electrician or competent person using a portable appliance tester.

- 13.3 All electrical equipment should receive a formal visual inspection on a termly basis. The Client Services Unit can offer training for members of staff in order that they can achieve the required competency.
- 13.4 Members of staff will be encouraged to look at the electrical equipment they use for obvious signs of damage this is particularly important for equipment which is moved, eg kettles, desktop fans, portable tools etc.
- 13.5 Any item failing an inspection/test should be taken out of service immediately, and until such time as it can be repaired and retested, or a decision is made to scrap the item.
- 13.6 Suitable and sufficient records should be maintained of schedules of electrical equipment tested and certificates of failure for failed items.
- 13.7 Any new electrical equipment may be put into service immediately, and will be included for inspection/testing at the next round.
- 13.8 Second hand or acquired electrical equipment, or employees own equipment brought from home, may not be used in the Council's premises until it has been inspected and tested.

#### **14. Asbestos Policy**

The Council's current policy on asbestos was revised in June 2006. An action plan accompanies the asbestos policy. The Policy and Action plan places specific responsibilities on Heads of Service and other officers of the Council. Heads of Service and relevant officers are required to ensure that the Policy and Action Plan are properly implemented.

- 14.1. The head teacher/ premise manager is responsible for the management of asbestos on the school site and has a legal duty to prevent exposure to staff, pupils and contractors etc to asbestos. The Client Services Unit can offer training on the management of asbestos.
- 14.2. An Asbestos Log Book and guidance on the procedures for dealing with asbestos will be maintained within the school. The location of all asbestos containing materials will be labelled brought to the attention of all staff.
- 14.3. The presence of asbestos containing materials must be considered prior to any work by members of staff or contractors being undertaken at the school.
- 14.4. The Council's Asbestos Manager will advise on suitable procedures.

#### **15. Other Health and Safety Policies and Guidance**

Details of the following Policies and Guidance are available from the LA/Health and Safety Unit.

- Manual Handling
- Display Screen Equipment
- Control of Substances Hazardous to Health

- Off-Site Visits
- Physical Intervention Guidelines
- Medication Policy
- School Security
- Stress
- Arrangements for preventing and dealing with violence at work
- Zero Tolerance Procedures
- Fire Safety
- Corporate Procedures for Risk Assessment in the Workplace
- Corporate Procedures for Risk Assessment in the Workplace Supporting Documentation.