



# Oratory R.C. Primary and Nursery School



**'Shine as to be a light to  
others'**

## Health, Safety and Welfare Policy

<b>Date of this Policy:</b>	<b>To be Reviewed by:</b>	<b>Date to be ratified by FGB</b>	<b>Date for next review:</b>	<b>Date to be next ratified by FGB:</b>	<b>Review Frequency</b>
June 2018	<ul style="list-style-type: none"><li>HT, BSM and Andy Field (Birmingham)</li><li>Safeguarding, Health and Safety and Premises Committee</li></ul>	Summer Term 2018	Spring Term 2019	Summer Term 2019	Annual

**Governors to monitor and evaluate implementation through:**

- Nominated Governor Safeguarding visits to the school
- Safeguarding Report reports to the FGB
- BSS reports (verbal / written) to Safeguarding, Health and Safety and Premises Committee
- Safeguarding, Health and Safety and Premises Committee Minutes
- HT's Report to Governors

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## Statement of intent

At the Oratory R.C. Primary and Nursery School, we are committed to the health and safety of our staff, pupils and visitors. Ensuring the safety of our community is of paramount importance, and this policy reflects our dedication to creating a safe learning environment.

We are committed to:

- Providing a productive and safe learning environment.
- Preventing accidents and any work-related illnesses.
- Compliance with all statutory requirements.
- Minimising risks via assessment and policy.
- Providing safe working equipment and ensuring safe working methods.
- Including all staff and representatives in health and safety decisions.
- Monitoring and reviewing our policies to ensure effectiveness.
- Setting high targets and objectives to develop the school's culture of continuous improvement.
- Ensuring adequate welfare facilities are available throughout our school.
- Ensuring adequate resources are available to address health and safety issues, so far as is reasonably practicable.
- Working in partnership with external Health and Safety experts to maintain our provision in light of changing requirements from the DFE, Ofsted and the Health and Safety Executive.

Signed by:

\_\_\_\_\_ Head Teacher                      Date: \_\_\_\_\_

\_\_\_\_\_ Chairman of  
Governors                                      Date: \_\_\_\_\_

## **1. Legal framework**

1.1. This policy has due regard to statutory legislation including, but not limited to, the following:

- Health and Safety at Work etc. Act 1974
- Workplace (Health, Safety and Welfare) Regulations 1992
- Management of Health and Safety at Work Regulations 1999
- Control of Substances Hazardous to Health Regulations 2002
- Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013

1.2. This policy has due regard to national guidance including, but not limited to, the following:

- DfE 'Health and safety: advice on legal duties and powers' 2014
- DfE 'Health and safety for school children' 2015
- DfE 'Keeping children safe in education' 2016
- HSE 'Sensible health and safety management in schools' 2014

1.3. This policy should be used in conjunction with the following school policies and procedures:

- COSHH Policy
- Asbestos Management Plan
- First Aid Policy
- Supporting Pupils with Medical Conditions Policy
- Risk Assessment Policy
- Educational Trips and Visits Policy
- Smoke Free Policy
- Emergency Evacuation Procedure
- Fire Safety Policy /Fire Evacuation Plan (Fire Drill)

### **Duties of the Oratory Governing Body**

1.4. The governing body, in consultation with the Head Teacher, will:

- Ensure familiarity with the requirements of the appropriate legislation and codes of practice.
- Create and monitor a management structure responsible for health and safety in the school.
- Ensure there is a detailed and enforceable policy for health and safety, and that the policy is implemented by all.

- Periodically assess the effectiveness of the policy and ensure any necessary changes are made.
- Identify risks relating to possible accidents and injuries, and make reasonable adjustments to prevent them occurring.

1.5. The governing body endeavours to provide:

- A safe place for all users of the site including staff, pupils and visitors.
- Safe means of entry and exit for all site users.
- Equipment, grounds and systems of work which are safe.
- Safe arrangements for the handling, storage and transportation of any articles and substances.
- Safe and healthy working conditions that comply with statutory requirements, codes of practice and guidance.
- Supervision, training and instruction so that all staff can perform their duties in a healthy and safe manner.
- Where necessary, protective equipment and clothing, along with any necessary guidance and instruction.

## **2. Duties of the Head Teacher**

- 2.1. The Head Teacher has the overall responsibility for the day-to-day development and implementation of safe working practices and conditions for all staff, pupils and visitors.
- 2.2. The Head Teacher will take all reasonably practicable steps to ensure the Health and Safety Policy is implemented by all members of staff.
- 2.3. The Head Teacher and Building Services Supervisor are responsible for the day-to-day implementation of the Health and Safety Policy.

## **3. Duties of Strategic Leadership Team (SLT)**

- 3.1. The Strategic Leadership Team will be familiar with the requirements of health and safety legislation.
- 3.2. In addition to general duties, the SLT will be responsible for the implementation and operation of the school's Health and Safety Policy in their Phase, and for areas of responsibility delegated by the Head Teacher.
- 3.3. The SLT will take a keen interest in the Health and Safety Policy and assist in ensuring all staff, pupils and visitors comply with its requirements.
- 3.4.

## **4. Duties of the Building Services Supervisor (BSS)**

4.1 The Building Services Supervisor alongside the Head Teacher is responsible for the day-to-day implementation of the Health and Safety Policy.

4.2 The Building Services Supervisor is the designated contact with the LA, Birmingham Education Safety Services, 3D and the Health and Safety Executive (HSE).

## **5. Duties of all members of staff**

5.1. All members of staff will:

- Take reasonable care of their own health and safety, and that of others who may be affected by what they do at work.
- Cooperate with their employers on health and safety matters.
- Carry out their work in accordance with training and instructions.
- Inform the employer of any work situation representing a serious and immediate danger, so that remedial action can be taken.
- Familiarise themselves with the Health and Safety Policy and aspects of their work related to health and safety.
- Avoid any conduct which puts themselves or others at risk.
- Be familiar with all requirements laid down by the governing body.
- Ensure that all staff, pupils and visitors are applying health and safety regulations and adhering to any rules, routines and procedures in place.
- Ensure all equipment is in good working order and safe to use, including adequate guards. They will also not allow improper use of such equipment.
- Use the correct equipment and tools for the job and any protective clothing if necessary.
- Ensure any toxic, hazardous or flammable substances are used correctly, and stored and labelled as appropriate.
- Report any defects in equipment or facilities to the designated health and safety officer.
- Take an interest in health and safety matters, and suggest any changes that they feel are appropriate.
- Make suggestions as to how the school can reduce the risk of injuries, illnesses and accidents.
- Exercise good standards of housekeeping and cleanliness.
- Adhere to their common law duty to act as a prudent parent would when in charge of pupils.

## **6. Obligations of contractors**

- 6.1. When the school is used for purposes not under the direction of the Head Teacher, then, subject to the agreement of the school, the principal person in charge of the activities will take responsibility for safe practice in the areas under their control.
- 6.2. Contractors working on the school premises are required to identify and control risks arising from their activities.
- 6.3. Contractors will inform the Head Teacher of all potential risks to staff, pupils and visitors.

## **7. Pupils and Parents/Carers**

### 7.1. Pupils will:

- Undertake a programme of Personal, Social and Health Education (PSHE) curriculum activities to allow for increased and informed personal responsibility for the health and safety of themselves and others.
- Dress in a manner that is consistent with safety and hygiene standards.
- Respond to the instruction of staff given in an emergency.
- Observe the health and safety rules of the school.
- Not misuse, neglect or interfere with items supplied for their, and other pupils', health and safety.

### 7.2. Parents and Carers will:

- Ensure their child attends school in the correct school uniform.
- ❖ If a pupil repeatedly attends school without the correct uniform, we will inform parents / carers and request that they make sure their child leaves home with the proper uniform. If a parent is in financial difficulties, and this results in a pupil not having the correct uniform or not having adequate equipment, our school will do all it can to support the parent / carer.
- ❖ We ask parents / carers not to send pupils to school with 'extreme' hairstyles or the sort of appearance that is likely to cause them to draw attention to themselves.
- ❖ On the grounds of health and safety, we do not allow pupils to wear jewellery in our school. The exception to this rule is earring studs in pierced ears. We ask

children either to remove these during PE and games or to cover them with a plaster.

## 8. Training

- 8.1. The school will ensure that staff members are provided with the health and safety training they need for their job. This may not mean attendance at training courses; it may simply involve providing staff with basic instructions and information about health and safety in the school.
- 8.2. The Head Teacher will ensure that there are an appropriate number of first-aid trained staff members working within in each classroom or Phase.
- 8.3. Staff members will be provided with regular training opportunities and have access to support where needed.
- 8.4. Staff members are expected to undertake appropriate CPD in order to further contribute to the running and success of the school.

## 9. First-aid

- 9.1. The Oratory R.C. Primary and Nursery School will act in accordance with the First Aid Policy at all times.
- 9.2. The school ensures ample provision is made for both trained personnel and first-aid equipment on-site.
- 9.3. The following staff members are trained first-aiders:

Name	Year	Role	Date trained	Expiry date	Trainer / training	Course
Jennifer Bell Dennis	Breakfast Club EYFS / KS1	TA	24.6.16	23.6.19	St John Ambulance	Paediatric First Aid 2 day course
Doreen Brownhill	EYFS	LTS	24.6.16	23.6.19	St John Ambulance	Paediatric First Aid 2 day course
Kate Conlon	EYFS	TA	24.6.16	23.6.19	St John Ambulance	Paediatric First Aid 2 day course



Aneesah Richards	EYFS / KS1	TA	24.6.16	23.6.19	St John Ambulance	Paediatric First Aid 2 day course
Mandy Slammon	EYFS / KS1	TA	24.6.16	23.6.19	St John Ambulance	Paediatric First Aid 2 day course
Danielle Da Costa	KS1	CT	24.6.16	23.6.19	St John Ambulance	Paediatric First Aid 2 day course
Gemma Lloyd	EYFS	CT	24.6.16	23.6.19	St John Ambulance	Paediatric First Aid 2 day course
Joyce Missa	Cleaner	SS	8.6.16	8.6.16	St John Ambulance	School First Aid
Berni Stringfellow	Breakfast Club	SS	7.6.19	7.6.19	St John Ambulance	School First Aid
Louisa Westley	KS2	HLTA	2.2.18	3 hr update Feb 2019	Safeaid Services	QA Level 3 Award in First Aid at Work
Kate Conlon	EYFS	TA	7.2.18	3 hr update Feb 2019	Safeaid Services	QA Level 3 Award in First Aid at Work
Sarah Fielding	KS2	TA	18, 19 and 20.5.16	19.5.19	St John Ambulance	QA Level 3 Award in First Aid at Work 3 day course
Tracey Butler	EYFS	LTS	9.3.17	October 18	Tutor Care	Choking Prevention and Resuscitation
Paramjit Sall	Whole	SBSW	9.3.17	October 18	Tutor Care	Choking

	School					Prevention and Resuscitation
Louisa Westley	KS2	HLTA	9.3.17	October 18	Tutor Care	Choking Prevention and Resuscitation
Theresa Anderson	Office	AA	9.3.17	October 18	Tutor Care	Choking Prevention and Resuscitation
Sarah Fielding	KS2	TA	9.3.17	October 18	Tutor Care	Choking Prevention and Resuscitation
Ann Glanville	EYFS	CT	9.3.17	October 18	Tutor Care	Choking Prevention and Resuscitation
Aneesha Richards	EYFS / KS1	TA	9.3.17	October 18	Tutor Care	Choking Prevention and Resuscitation

9.4. First-aid boxes / bags are located as follows, and the named staff members are responsible for their secure storage and use:

Location	Responsible staff member
Foundation Stage staffroom	Ann Glanville
Main Staffroom	Louisa Westley
Main reception area (inside)	Louisa Westley
All Lunchtime Supervisors carry a First Aid bum bag.	Sarah Fielding Jenny Bell Dennis

## 10. Contacting the emergency services

- 10.1. Following an accident/injury, the first-aider will liaise with a senior First Aider and / or a member of the SLT. They will contact the emergency services as necessary, or direct a staff member to do so while they tend to the victim.
- 10.2. If there is no first-aider immediately available, a common sense judgement will be made by those attending the injured party regarding whether to contact the emergency services.
- 10.3. Key information required when contacting emergency services is located in the main office on the Safeguarding Board

## 11. Fire safety

- 11.1. All staff members fully understand and effectively implement the **Fire Evacuation Plan (Fire Drill)**.
- 11.2. The Head Teacher alongside the Deputy Head and Building Service Supervisor is responsible for certifying that procedures for ensuring that safety precautions are properly managed will be discussed, formulated and effectively disseminated to all staff.
- 11.3. The procedure for fire drills will be clear and understood by all staff.
- 11.4. The procedure for fire extinguishers is clearly understood by trained Fire Marshalls.
- 11.5. The school will test evacuation procedures on at least a **termly** basis.
- 11.6. The evacuation of visitors and contractors will be the responsibility of the person they are visiting or working for.
- 11.7. Firefighting equipment will be checked on an **annual** basis by an approved contractor.
- 11.8. Fire alarms are tested weekly from different 'break glass' fire points around the school and records will be maintained and held in the school office.
- 11.9. Emergency lighting will be tested on a **six** monthly basis, and records will be maintained and held in the Property Log Book (3D).

11.10. The following staff are trained as Fire Marshalls:

Name	Year	Role	Date trained	Expiry date	Trainer
Mark Paine	5	DHT	17.11.16	17.11.18	West Midlands Fire Service
Sarah Fielding	3/4	TA	17.11.16	17.11.18	West Midlands Fire Service
Louisa Westley	5/6	TA	17.11.16	17.11.18	West Midlands Fire Service
Julia Lowe	SOM	SOM	17.11.16	17.11.18	West Midlands Fire Service
Kate Conlon	EYFS	TA	17.11.16	17.11.18	West Midlands Fire Service

SOM – Senior Office Manager

## 12. Accident reporting

- 12.1. All accidents and incidents, including near-misses or dangerous occurrences, are reported as soon as possible to the Head Teacher or a member of the SLT using the standard Accident Report Form.
- 12.2. The Head Teacher or Deputy Head will be responsible for informing the Chairman of the Governing Body if the accident is fatal or a “major injury” as outlined by the HSE.
- 12.3. More in-depth information concerning reporting accidents and near-misses can be found in the Accident Reporting Procedure and Near-miss Policy.

## 13. Significant accidents

- 13.1. Significant accidents, as defined in the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) 2013, will be reported to the HSE at the earliest opportunity.
- 13.2. The ‘specified injuries’ which must be reported include the following:
  - Accidents to employees causing either death or major injury
  - Accidents resulting in employees being away from work or being unable to perform their normal work duties for more than seven consecutive days (this seven day period does not include the day of the accident)
  - Fractures, other than to fingers, thumbs and toes
  - Amputation of an arm, hand, finger, thumb, leg, foot or toe
  - Any injury likely to lead to permanent loss of sight or reduction in sight in one or both eyes

- Any crush injury to the head or torso, causing damage to the brain or internal organs
- Any burn injury (including scalding) which covers more than 10 percent of the whole body's surface area or causes significant damage to the eyes, respiratory system or other vital organs
- Any degree of scalping requiring hospital treatment
- Any loss of consciousness caused by head injury or asphyxia
- Any other injury arising from working in an enclosed space which leads to hypothermia or heat-induced illness, or that requires resuscitation or admittance to hospital for more than 24 hours

### 13.3. Additional reportable occurrences include the following:

- The collapse, overturning or failure of any load-bearing part of any lifting equipment
- The explosion, collapse or bursting of any closed vessel or pipe work
- Electrical short circuit or overload resulting in a fire or explosion
- Unintentional explosion, misfire or failure of demolition to cause the intended collapse, projection of material beyond a site boundary, injury caused by an explosion
- Any collapse or partial collapse of scaffolding over five metres in height
- When a dangerous substance being conveyed by road is involved in a fire or released
- The unintended collapse of any building or structure under construction, alteration or demolition, including walls or floors
- Any explosion or fire resulting in the suspension of normal work for over 24 hours
- Any sudden, uncontrolled release in a building of: 200kg or more of flammable liquid, 10kg or more of flammable liquid above its boiling point, 10kg or more of flammable gas, or 500kg or more of these substances if the release is in the open air
- Accidental release of any substances which may damage health
- Serious gas incidents
- Poisonings
- Skin diseases including but not limited to: occupational dermatitis, skin cancer, chrome ulcer, oil folliculitis/acne
- Lung diseases including, but not limited to: occupational asthma, farmer's lung, asbestosis, mesothelioma
- Infections including, but not limited to: leptospirosis, hepatitis, anthrax, legionellosis, tetanus

- Other conditions such as occupational cancer, certain musculoskeletal disorders, decompression illness and hand-arm vibration syndrome

## **14. Reporting procedure**

- 14.1. Should an incident require reporting to the Incident Control Centre (ICC) (part of the HSE), the Head Teacher, or a person appointed on their behalf, will file a report as soon as is reasonably possible.
- 14.2. The person will complete the relevant report on the HSE website: <http://www.hse.gov.uk/riddor/report.htm>
- 14.3. The HSE no longer accept written accident reports, except for in exceptional circumstances. The school will report all accidents and injuries online where possible (using the above link/web address).
- 14.4. **Fatal and specified injuries, as outlined in 13.2, will** be reported using the telephone service on 0845 300 9923 (open Monday to Friday 8.30am to 5pm).

## **15. Reporting hazards**

- 15.1. Staff, pupils, contractors and visitors are encouraged to report any condition or practice they deem to be a hazard.
- 15.2. In the main, reporting should be conducted verbally to the Building Services Supervisor as soon as possible, who will then inform the Head Teacher or a member of the SLT as appropriate.
- 15.3. Serious hazards will be reported using the appropriate form available in the school office.

## **16. Accident investigation**

- 16.1. All accidents, however small, will be investigated by an appointed party, and the outcomes recorded.
- 16.2. The length of time dedicated to each investigation will vary on the seriousness of the accident.
- 16.3. After an investigation takes place, a risk assessment will be carried out, or the existing assessment amended, to avoid reoccurrence of the accident.
- 16.4. The Head Teacher and SLT will undertake regular evaluations of all reported incidents. They will then identify patterns and trends in order to take corrective action and minimise the reoccurrence of any incident/illness.

## 17. Our active monitoring system

17.1. The school acknowledges that it is good practice to actively monitor systems prior to accidents, ill health or incidents taking place; this involves regularly checking compliance procedures and the achievement of objectives. Our procedure for actively monitoring our system includes:

- Regularly examining documents to ensure compliance with standards.
- Regularly inspecting premises, plants and equipment.
- Annual audits, including fire risk assessments and health and safety audits.
- Regular reports and updates to the Head Teacher, the Safeguarding, Health and Safety and Premises Committee and the Full Governing Body.
- External measures, such as surveys by contractors and audit service providers, along with visits from Environmental Health and Ofsted.

## 18. Bomb threat procedure

18.1. All staff members fully understand and effectively implement the school's **Bomb Threat Procedure** which follows the same system as the school's Emergency Evacuation Procedures.

18.2. In the event of an emergency, the procedures outlined below will be followed and our Emergency Evacuation Procedures if necessary.

18.3. All staff members are trained in handling bomb threats and have easy access to instructions of the procedure.

18.4. Upon receipt of a bomb threat or a suspicious package, staff members will ask the following types of questions, regardless of the call's source (including if the call is from the police):

- Where is it?
- In which building is it and on what floor?
- What time will the bomb go off?
- What does the bomb look like and what colour is it?
- What type of bomb is it and what type of explosive?
- Who are you?
- Why are you doing this?
- Do you have a code word?

18.5. The appropriate evacuation procedure will be followed whether staff members believe the threat to be a hoax or not,

18.6. Where possible, caller ID or dialling the 1471 service will be used to identify where the call has come from.

18.7. Staff should note the time of the call and write down exactly what was said by the person calling as this may be useful for the police.

18.8. Where possible, recording devices will be used whilst receiving a bomb threat.

18.9. The staff member receiving the call will contact the Head Teacher or Deputy Head immediately, who will then alert the police and the LA.

18.10 The Head Teacher or Deputy Head will decide whether or not to evacuate the building.

## **19. Evacuation**

19.1. The Oratory R.C. Primary and Nursery School will follow the procedure outlined in the school's **Emergency Evacuation Procedures** in the event of a crisis.

19.2. In the event of a fire, the **Fire Evacuation Plan** will be implemented.

19.3. If an evacuation is deemed necessary, the following procedure will take place:

- All senior staff will be informed of the situation either in person or by the internal phone system. The evacuation will then take place as per fire drill procedures, except staff will be instructed to:
  - Leave all doors and windows open (excluding the area in which the bomb or suspicious package is positioned; this room should be sealed with all windows and doors closed).
  - Take all personal items with them, to avoid unnecessary searching.
- Staff and pupils will be asked to make their way to the normal fire assembly area (the area will be moved if close to the area of the bomb or suspicious package).
- Staff will be positioned at all gates leading into the school and nobody will be allowed in or out except for emergency personnel.
- Once the police have arrived, staff will await further instruction from the emergency services.

## **20. Visitors to the school**

20.1. All visitors will sign in to reception.

20.2. All visitors will be asked to provide photographic ID.



- 20.3. Once signed in, visitors will be given the school's comprehensive Safeguarding Leaflet. (See Appendix 1)
- 20.4. Visitors will be collected from reception by the member of staff they are visiting, or escorted to the area of the school concerned.
- 20.5. No contractor will carry out work on the school site without the express permission of the Head Teacher, Building Service Supervisor or Senior Office Manager other than in an emergency or to make the site safe following theft or vandalism.
- 20.6. Contractors will be responsible for the health and safety of their employees and for ensuring safe working practices. They will not constitute a hazard to staff, pupils or visitors to the school.
- 20.7. Anyone hiring the premises will be made aware of their health and safety obligations when making the booking.
- 20.8. Visitors and contractors will wear a visitor's badge at all times while on school grounds.
- 20.9. Cleaning contractors will wear an easily identifiable uniform or badge at all times.

## **21. Temporary teaching staff and assistants will inform reception of their presence by reporting to reception on arrival and sign in using Inventory.**

- 21.1. Staff members who encounter an unidentifiable visitor will enquire if they require assistance and direct them to reception or off site.
- 21.2. Staff members who encounter uncooperative visitors threatening violence, refusing to leave the site, or carrying out physical or verbal abuse will seek immediate help and a 999 phone call will be made.

## **22. Personal protective equipment (PPE)**

*N.B. This section is particularly relevant to the Building Services Supervisor, cleaners and kitchen staff.*

- 22.1. The school provides employees and pupils who are exposed to a hazard, which cannot be controlled by other means, with PPE.
- 22.2. PPE means all equipment worn, or held by, staff or pupils which is designed to protect them from specified hazards.
- 22.3. All staff and pupils will be provided with protective eyewear in all workshops and laboratories. Visitors will also be supplied with PPE when appropriate.

22.4. Staff and pupils will use the PPE provided, and care for it according to the instructions and training given. They will also report any loss or defects to their superior/class teacher.

22.5. PPE includes equipment such as tool box tools, protective clothing, safety footwear and face masks, PE equipment, ICT equipment, photocopiers and other office equipment, lifting equipment and respiratory protective equipment (RPE).

22.6. Clothing which is not specifically designed to preserve the health and safety of the wearer does not constitute as PPE, e.g. school uniform.

22.7. Staff and pupils can expect that any equipment they use is suitable for its intended use and is properly maintained.

22.8. Staff will receive health and safety training in order to ensure they know how to properly use, maintain and store PPE, and how to detect and report faults.

22.9. Equipment manuals are readily available and warning signs are clearly displayed in areas, and on equipment, where PPE is mandatory.

### **23. Maintaining equipment**

23.1. When not in use, PPE will be properly stored, kept clean, and in good repair. Inspectors, auditors or a trained health and safety technician, will inspect the following equipment for health and safety issues annually:

- All electrical appliances
- All fixed and non-fixed PE equipment

23.2. It is the responsibility of the Head Teacher and SLT to ensure new equipment meets the appropriate standards and conforms to all health and safety requirements.

23.3. A health and safety expert will be consulted as necessary.

### **24. Hazardous materials**

24.1. All equipment, materials and chemicals will be held in appropriate containers and areas conforming to health and safety regulations.

24.2. Hazardous substances will be labelled with the correct hazard sign and contents label.

24.3. Storage life will be considered by the Building Services Supervisor. All control of substances hazardous to health (COSHH) and ionising radiations regulations will be adhered to.

24.4. The Oratory R.C. Primary and Nursery School will act in accordance with its COSHH Policy at all times.

24.5. The Building Services Supervisor is responsible for ensuring all products that may be hazardous to health are risk assessed before being used.

24.6. No hazardous substances will be used without the permission of the Head Teacher or Deputy Head.

24.7. Low toxic products, such as corrective fluid and aerosol paints, will be stored securely and only used under supervision in a well-ventilated area.

24.8. Dust and fumes will be safely controlled by local exhaust ventilation regulations.

24.9. No staff member or pupil will be put at risk through exposure to any hazardous substance used in our practical curriculum.

## **25. Where a substance has a workplace exposure limit, control measures will ensure that exposure is below the limit.**

25.1. Control measures will be checked and reviewed on a termly basis to ensure continued effectiveness, even when they are known to be reliable.

## **26. Asbestos management**

26.1. In accordance with HSE guidance, an asbestos management survey was undertaken in March 2017 by Andy Field (Safety Officer), Birmingham Asset Management which is a United Kingdom Accreditation Service accredited surveying organisation.

26.2. As a result of the asbestos management survey, risks were identified and dealt with on a priority basis.

26.3. Further details concerning the management of asbestos can be found in the Asbestos Management Plan.

## **27. Medicine and drugs**

27.1. The school's **Supporting Pupils with Medical Conditions Policy** is read, understood and adhered to by all staff.

## **28.Smoking**

28.1. The school is a non-smoking premises and no smoking will be permitted on the grounds.

28.2. The school's **Smoke Free Policy** is read, understood and adhered to by all staff.

## **29.Housekeeping and cleanliness**

29.1. Orator cleaners monitored by the Building Services Supervisor. Special consideration will be given to hygiene areas.

29.2. Waste collection services will be monitored by the Building Services Supervisor.

29.3. Special consideration will be given to the disposal of laboratory materials and clinical waste.

29.4. The Head Teacher and SLT are responsible for ensuring that the school is at a safe temperature for staff and pupils to work in.

## **30.Infection control**

30.1. The school actively prevents the spread of infection through the following measures:

- Routine immunisation
- Maintaining high standards of personal hygiene and practice
- Maintaining a clean environment

30.2. The school ensures good hygiene practice in the following ways:

- Displaying posters throughout the school, encouraging all pupils, staff members and visitors to wash their hands after using the toilet, before eating or handling food, after touching animals, and following any other actions that increase the risk of the spread of infection, such as coughing or sneezing
- Ensuring there is sufficient liquid soap, warm water and paper towels available for everyone to wash their hands throughout the school
- Employing cleaners to carry out thorough and frequent cleaning that follows national guidance
- Providing PPE where necessary
- Immediately cleaning any spillages of bodily fluids with a combination of detergent and disinfectant, and always wearing PPE. Mops should not be used to

clean up body fluid spillages; instead paper towels should be used and discarded properly, following the procedures for clinical waste

- Washing all laundry (Foundation Unit) in a separate dedicated facility and washing any soiled linens separately
- Hygienically bagging any pupil's soiled clothing to go home, and never rinsing it by hand
- Providing a secure sharps bin, out of reach of pupils, for the disposal of sharps
- Discouraging pupils, staff members and visitors from touching any stray animals that may come onto the school premises

30.3. Staff and pupils displaying signs of infection, such as rashes, vomiting, diarrhoea, etc., will be sent home and recommended to see a doctor.

30.4. All staff are subject to a full occupational health check before starting employment at the school.

30.5. The Oratory R.C. Primary and Nursery School keeps up-to-date with national and local immunisation scheduling and advice via the School Nurse (Core services).

30.6. Parents/carers are encouraged to have their children immunised.

30.7. All cuts and abrasions should be covered with waterproof dressings.

30.8. Further information concerning our policies and procedures addressing infection control can be found in our Infection Control Policy.

### **31. Risk assessment**

31.1. The Head Teacher has overall responsibility for ensuring potential hazards are identified and risk assessments are completed for all areas of risk in the school.

31.2. Regular assessments of risks areas, such as the Foundation Stage outside area, will be undertaken.

31.3. Annual risk assessments will be conducted for all other areas of the school.

31.4. Risk assessments will identify all defects and potential risks along with the necessary solutions or control measures.

31.5. The governing body will be informed of risk assessments allowing issues to be prioritised and actions to be authorised, along with funds and resources.

31.6. The Deputy Head will ensure risk assessments are completed by staff leading day trips or residential stays.

## **32. Slips and trips**

32.1. In line with HSE guidance, control measures are in place to effectively control slip and trip risks. The school utilises the following procedure:

- Identify the hazards – risk factors considered include:
  - Environmental (floor, steps, slopes, etc.)
  - Contamination (water, food, litter, etc.)
  - Organisational (task, safety, culture, etc.)
  - Footwear
  - Individual factors (rain, supervision, pedestrian behaviour, etc.)
- Decide who might be harmed and how
- Consider the risks and decide if existing precautions are sufficient, or if further measures need to be introduced
- Record the findings ( lots of verbal discussion and action is immediate)
- Review the assessment regularly and revise if necessary

## **33. School Security**

33.1 While it is difficult to make the school site totally secure, we do all we can to ensure the school is a safe environment for all who work or learn here.

33.2 School gates are opened at 8am and from 8.50am a member of staff is located on each gate in addition to staff in the playground and on the courtyard door at the beginning of the day until 9am.

33.3 The two main entrances to the school are closed at 9.15am in the morning.

33.4 At midday a member of the Foundation Unit opens the top gate and lets Nursery parents / carers in and out of the site.

33.4 All visitors from 8am enter via an electronic gate and visual intercom system at the front of the school.

33.5 In the afternoon the school gates are opened at 3pm and from this time a member of staff is located on each gate in addition to staff on the playground.

33.6 After 3.30pm the side gates are closed but main gate is left open until 4.30pm owing to extra-curricular clubs.

33.2 We require all adult visitors (supply teachers, teaching assistants, external agencies etc) to the school who arrive in normal school hours to sign in using Inentry in the reception area, and to show their photo identification badge on arrival and, if not already known, their DBS number.

33.3 Teachers will not allow any adult to enter their classroom if the school visitor's badge does not identify them.

33.4 If any adult working in the school has suspicions that a person may be trespassing on the school site, they must inform the Head Teacher or Deputy Head immediately. The Head Teacher / Deputy Head will warn any intruder that they must leave the school site straight away. If the Head Teacher / Deputy Head has any concerns that an intruder may cause harm to anyone on the school site, she will contact the police.

33.5 All visitors must sign in to reception using the Inentry System and must display the badge provided on their person.

33.6 Once signed in, visitors will be collected from reception by the member of staff they are visiting, or escorted to the area of the school concerned.

33.7 No contractor will execute work on the school site without the express permission of the Head Teacher, other than in an emergency or to make the site safe following theft or vandalism.

33.8 Contractors will be responsible for the health and safety of their employees and for ensuring safe working practices. They will not constitute a hazard to staff, pupils or visitors to the school.

33.9 Visitors and contractors will wear a visitor's badge at all times while on school grounds.

33.10 Staff members who encounter an unidentifiable visitor will enquire if they require assistance and direct them to reception or off site immediately.

33.11 With regards to uncooperative visitors threatening violence, refusing to leave the site or carrying out physical or verbal abuse, immediate help will be sought via a 999 phone call.

## Severe weather

- 33.1. The Head Teacher, in liaison with the Building Services Supervisor and the Chairman of Governors, makes a decision on school closure on the grounds of health and safety.
- 33.2. If a closure takes place, the governing body will be promptly informed.
- 33.3. The school acts in accordance with the Local Authorities Adverse Weather Policy.

## 34. Safe use of minibuses

- 34.1. The Building Services Supervisor and the Senior Office Manager is responsible for arranging the annual maintenance of the minibus, including MOTs and road tax.
- 34.2. The driver will have a current license, be aged 25 years or over, and hold a full licence in Group A or passenger carrying vehicles.
- 34.3. Internal damage to the minibus is the responsibility of the individual or organisation using the minibus. The school will decide who is responsible for covering the cost of any repairs.
- 34.4. The minibus will carry strictly one person per seat and seat belts will be worn at all times.
- 34.5. Fines accrued will be paid by the driver at the time the offence was committed.
- 34.6. Starting and closing mileage, along with any potential risks or defects identified, will be reported upon return to the school.
- 34.7. The following staff members hold the required licence and have completed specific training allowing them to drive the minibus:

Staff members name	Staff members role
John Milligan	Building Services Supervisor
Vince Morris	Senior Health Mentor



### **35.School trips and visits**

35.1. Health and safety policy and procedures concerning school trips and visits, including residential trips, are contained in the school's Educational Trips and Visits Policy.

### **37 Working at heights**

35.2. Policy and procedures concerning employees working at heights are addressed in the Working at Heights Policy.

35.3. Staff members are required to sign statements confirming that they have received read and understood the policy, prior to being allowed to work at heights.

### **36. Workplace health and safety: stress management, well-being and maternity**

37.1 The wellbeing of staff is seen as an integral part of the schools health and safety responsibilities. The Governing Body and Head Teacher have statutory obligations under a duty of care but also wish to promote an ethos of mutual respect and support across the staff team as a whole. All staff have the right to a reasonable work/life balance and to expect appropriate support or intervention when they experience health or personal difficulties. Thus staff are encouraged to raise any concerns or worries with the Head Teacher or a member of the Strategic Leadership Team in doing so a plan of effective support can be put in place.

37.2 Staff will be aware of the symptoms of stress that include: sleeping problems, dietary problems, mood swings, feeling lethargic, fatigue, emotional problems, chest pains and elevated heart rate, lack of focus, inability to concentrate and increased sweating. Staff members who suffer from any of these symptoms are advised to consult their GP as soon as possible.

37.3 Sickness absence or health concerns will be dealt with under the school's absence policy.

37.4 During pregnancy staff who are expecting are forbidden to move or lift heavy objects. They should ask another member of staff for assistance or the Building Service Supervisor if any lifting or moving of heavy objects is required.

In late stage pregnancy, staff should not use steps to access high shelves or cupboards. Staff should ask for assistance. Children can move thoughtlessly in a play environment. The adults on duty need to be aware of the dangers of being bumped by running children.

37.5 If infections such as measles are prevalent in the school it may be necessary to ask pregnant staff to take early maternity leave if they are considered to be unduly at risk.

### **37.Workplace health and safety: display equipment**

Display screen assessments following advice from Birmingham Education Support Services will be carried out by the Building Services Supervisor for teaching staff and administrative staff who regularly use laptops or desktops computers.

### **35. Monitoring and Review**

35.1 The governing body has a named governor with responsibility for health and safety matters. It is this governor's responsibility to keep the governing body informed of new regulations regarding health and safety, and to ensure that the school regularly reviews its processes and procedures with regard to health and safety matters. The governor in question also liaises with the LEA and other external agencies, to ensure that the school procedures are in line with those of the LEA.

35.2 The governing body, in consultation with professional advisors, carries out regular risk assessments to ensure that the school is a safe environment.

35.3 The Head Teacher implements the school health, safety and welfare policy on a day-to-day basis, and ensures that all members of staff are aware of the details of the policy as it applies to them.

35.4 The Head Teacher reports to governors termly on any health and safety issues.

35.5 This policy will be reviewed at any time at the request of the governors, or at least annually.

## **Appendix 1 – Visitor Safeguarding Leaflet**

## Appendix 2 - Classroom Checklist

Class	Questions you should ask concerning your classroom environment:	Yes/No:	Further action required:	
<b>Movement around the classroom (slips and trips)</b>	Is the internal flooring in good condition?			
	Are there any changes in floor level or type of flooring that need to be highlighted?			
	Are gangways between desks kept clear?			
	Are trailing electrical leads/cables prevented wherever possible?			
	Is lighting bright enough to allow safe access and exit?			
	Are procedures in place to deal with spillages, e.g. water and blood from cuts?			
	<b>For stand-alone classrooms:</b>			
	Are access steps or ramps properly maintained?			
Are access stairs or ramps provided with handrails?				
<b>Work at height (falls)</b>	Do you have an 'elephant-foot' step-stool or stepladder available for use where necessary?			
<b>Furniture and fixtures</b>	Are permanent fixtures in good condition and securely fastened, e.g. cupboards, display boards, shelving?			
	Is furniture in good repair and suitable for the size of the user, whether adult or child?			
	Is portable equipment stable, e.g. a TV placed on a suitable trolley?			
	Where window restrictors are fitted to upper-floor windows, are they in good working order?			
	Are hot surfaces, such as radiators, protected where necessary to prevent the risk of burns to vulnerable young people?			
<b>Manual handling</b>	Have trolleys been provided for moving heavy objects, e.g. computers?			

<b>Computers and similar equipment</b>	If you use computers as part of your job, has a workstation assessment been completed?		
	Have pupils been advised about good practice when using computers?		
<b>Electrical equipment and services</b>	Are fixed electrical switches and plug sockets in good repair?		
	Are all plugs and cables in good repair?		
	Has portable electrical equipment, e.g. laminators, been visually checked and tested at suitable intervals to ensure that they are safe to use? (There may be a sticker to show it has been tested.)		
	Has any damaged electrical equipment been taken out of service or replaced?		
<b>Asbestos</b>	If the school contains asbestos, have details of the location and its condition in the classroom been provided and explained to you?		
	Have you been provided with guidance on securing pieces of work to walls/ceilings that may contain asbestos?		
<b>Fire</b>	If there are fire exit doors in the classroom, are they unobstructed, unlocked and easy to open from the inside?		
	Is fire-fighting equipment in place in the classroom?		
	Are fire evacuation procedures clearly displayed?		
	Are you aware of the evacuation drill, including arrangements for any vulnerable adults or children?		
<b>Workplace (ventilation and heating)</b>	Does the room have natural ventilation?		
	Can a reasonable room temperature be maintained during use of the classroom?		
	Are measures in place, e.g. blinds, to protect from glare and heat from the sun?		