



# St. Paulinus Catholic Primary School



"Inspiring all to live, learn and love in the light of Jesus."

(I am the light of the world; whoever follows me will never walk  
in darkness but will have the light of life." *cf* John 8:12)

## Health & Safety Policy

**Policy reviewed by Subject Managers :** Mrs. R. d'Arcy / Mrs. C. Berry  
**Policy updated by :** Miss E. Sinclair, May 2018  
**Policy review date :** May 2021

Signed ..... Date .....  
Headteacher

Temple Road, Dewsbury, West Yorkshire, WF13 3QE

*'An outstanding school, which is deeply committed to the Catholic mission... this school inspires all within this faith community to live life to the full.'* Ofsted 2017



# Health & Safety Policy

## **Mission Statement**

"Inspiring all to live, learn and love in the light of Jesus"

## **Part 1 - Statement of Intent**

The governors, head teacher and staff of St Paulinus Catholic Primary School have a responsibility to provide a safe and healthy environment for all the school's staff, pupils and visitors.

We recognise that continual improvements in health and safety performance are achieved primarily through the identification, assessment and management of risk.

It is the policy of the school to ensure so far as reasonably practicable :

- The provision and maintenance of safe equipment and systems of work.
- Adequate arrangements for the safe use and handling and storage of articles and substances.
- The provisions of appropriate health and safety information, instruction, training and supervision.
- The provision and maintenance of a safe working environment, including safe access and egress as well as adequate arrangements for welfare.

We accept the **minimum legal standards set by national legislation** (Health & Safety at Work etc Act 1974 and its associated regulations) and are committed to promoting a positive health, safety and welfare culture at St Paulinus, which aims to produce high standards of health and safety.

We also recognise that in order for this policy to be effective, it must have full support and co-operation of all employees in making the workplace safer for all. We expect and encourage similar support from contractors, partners and volunteers as well as co-operation from pupils, visitors and other service users who use our services and facilities.

The effectiveness of this policy will be reviewed at least annually.

## **Part 2 - Organisation and Responsibilities of Key People within School**

### **Objectives**

The school's objectives are :

- To ensure as far as is reasonably practicable the health, safety and welfare of employees, pupils and visitors who may be affected by our activities.
- To ensure that all employees and volunteers are informed of their health and safety responsibilities for ensuring their own safety and that of others.



- To provide appropriate occupational health surveillance and support to employees who require it.
- To strive to continually reduce work related accidents and ill health (including stress).
- To ensure all contractors appointed by the school are competent and co-operate fully with the school with effective arrangements for full co-operation where works will impact on day-to-day use of the school.
- To provide adequate resources and training to implement this policy.
- To ensure health and safety is given equal ranking with other management responsibilities and is a core management function.
- To monitor health and safety performance and produce an annual health and safety report and action plan.

### Individual Roles and Responsibilities

Overall responsibility for health, safety and welfare lies ultimately with the Governing Body, however much of the decision making is delegated to the Head teacher who can further delegate to other staff members, individual actions and decisions.

To ensure effective and consistent health and safety throughout the school and EYU, we have a team of individuals who work together, each with individual responsibilities. These include :

- **Dave Roberts, Chair of Governors** - oversees the management and implementation of health and safety policies and procedures
- **Roxanna Drake, Head teacher** – oversees the management and implementation of health and safety policies and procedures; co-ordinates staff welfare and child protection.
- **Ian M<sup>c</sup>Goverin, Governor** – liaison between Governors and/or Senior Management, and school staff with regard to specific health and safety issues.
- **Dave Watt, Caretaker** – implementation of health and safety policies and procedures and liaising with contractors with regards the school premises and access. Also liaising with contractors and staff with regard the impact of disruption to the curriculum and day-to-day running of the school through works being carried out.
- **Christine Watt, Administration Assistant** – writing up health and safety policies, procedures and collating risk-assessments; co-ordinating medical needs.
- **Jackie Rush, KS2 Co Co-Ordinator** – Implementation of health and safety policies and procedures with regards the curriculum and day-to-day running of KS2.
- **Julie McGrath, KS1 Co Co-Ordinator** – Implementation of health and safety policies and procedures with regards the curriculum and day-to-day running of KS1.
- **Helen Regan, Lead Teacher EYU** – Implementation of health and safety policies and procedures with regards the curriculum and day-to-day running of EYU.
- **Individual Subject Leaders** will implement health and safety for their respective subjects (separate policies should be produced).



## **Policies, Procedures and Guidelines**

The school will have a centrally located 'Health & Safety Folder' which will provide further detailed guidance and policies for all aspects of health and safety and will work in conjunction with this policy.

The policy and guidance are based on, support and in some cases further develop those policies and guidance provided by Kirklees MC.

Copies of all the school's policies, procedures and guidance are available as electronic copies on the school's network and as hard copies in the School Office.

The school has so far developed its own policies in the following areas :

- **Contractors**
- **Fire Safety and Evacuation procedures**
- **Security of Information**
- **School Trips and Visits**
- **Reporting of Accidents, Incidents and Near Misses**
- **Volunteer Workers**
- **Lone Workers**
- **Medical Needs Policy**

Where we have not yet developed our own policy, we have adopted the policies available on Kirklees Ednet.

## **Risk Assessments**

Formal risk assessments will be carried out at least annually for use of all the school's buildings, grounds, equipment and other facilities.

Works specific risk assessments will be carried out in conjunction with contractors before the commencement of any works which may cause disruption or block access to staff, pupils or visitors. This information should be made available to all affected parties.

Risk assessments must be carried out before all school trips or visits in line with the school's policy and guidance from the Local Authority's Educational Visits Officer (Ian Kirby).

Copies of all risk assessments will be kept in the main office.

## **Monitoring and Auditing**

Members of the Health & Safety Team will, at least annually, carry out a full audit of the school's grounds, buildings (internal and external) and equipment. The results of this will form a health and safety action plan with recommendations to the Head teacher and Governors for changes to be implemented.

A further audit will be carried out upon completion of any works or where new guidance or legislation is issued.

All staff have a duty to continually monitor health and safety. Where possible, the member of staff should try and put right any issues they come across (eg lock gate, put out 'wet floor' signs). Where they cannot put right these issues themselves, they should make the area safe (eg signs, barriers) and report the issue immediately to a member of the Health &



Safety Team. Where there is no immediate long term solution to any issues raised, an interim risk assessment should be carried out and if necessary close off the area.

Ian M<sup>c</sup>Goverin and the Senior Managers to meet regularly to identify and gather information from staff regarding any potential health and safety issues which need to be brought to the attention of the Governing Body.

Folders of policies, risk assessments and other guidance regarding health and safety should be kept in several locations throughout the school so that all staff have full access to this information.

### **Part 3 - Detailed Arrangements & Procedures for St. Paulinus Catholic Primary School**

The following procedures and arrangements have been established within our school to eliminate or reduce health and safety risks to an acceptable level and to comply with minimum legal requirements and both the Kirklees Council Corporate Health and Safety Policy and the Children and Young People's Service health and Safety Policy:

#### **1. Accident Reporting, Recording & Investigation**

All accidents and incidents during break time / curriculum time are reported to school administration staff in the main office, where there is a list of all members of staff who have a first aid qualification. They maintain an accident register and major incidents involving staff and/or pupils are forwarded to Kirklees Asset management using form IR/01.

They are also forwarded to the Bursar / Head immediately for assessment and investigation of any Health and Safety issues. A post incident risk assessment is conducted and any necessary remedial action taken. Lunchtime Supervisors record any accidents occurring during the lunch break and distribute relevant parental correspondence.

All incidents to be reported to Health and safety Governor.

#### **2. Asbestos**

The Premise Asbestos Management Plan (PAMP) is maintained by the Head teacher and Caretaker (training update, 11<sup>th</sup> October 2011) and contains details of all Asbestos surveys conducted in the school. The manual is located in the main office.

All contractors are made aware of the policy during a pre-site contract meeting and Asbestos is always an agenda item.

Contractors must complete a Risk Assessment before commencing work.

In the event of Asbestos being disturbed the Caretaker is to be informed immediately, the affected area is to be evacuated and sealed and Kirklees scientific Services are to be called in immediately.

#### **3. Contractors**

All large projects are managed by AEDAS building consultancy. A pre-contract site meeting is always conducted by AEDAS with the Head teacher and Caretaker normally present. Health and Safety is an agenda item and safe working practices are agreed. Contractors are advised of any Health and Safety risks in the site concerned and of our Fire Evacuation procedures. They also provide their own Health



and Safety risk assessments for the job. Name and telephone numbers of site foreman is obtained and school contact details are given.

Child protection issues are covered in this site meeting and all contract personnel on site are required to be CRB checked. Any Health and Safety problems arising in the course of the contract are reported either by the contractor or by school staff to AEDAS. AEDAS visit the site on a regular basis during the contract.

At the end of each contract the contractor is required to provide a Health and Safety file.

For smaller projects managed by school, the Caretaker ensures that Health and Safety is covered in his initial meeting with the contractor and that any issues are brought to his attention. Contractors provide their own Risk Assessments and are required to be CRB checked if working on the premises during the school day. The Caretaker checks on the contractor regularly to ensure safe working practices.

In either case if access routes or fire escape routes need to be changed during the contract, the SLT will be involved in the pre-site meeting and all staff will be informed.

**4. Curriculum Safety** (including out of school learning activity / study support)

Teaching staff to undertake suitable (written) risk assessments prior to commencing hazardous activities, or when using specific equipment for curriculum purposes, eg/. Interactive Whiteboards, Cooking or Science Equipment.

Curriculum areas such as D & T, Art, Geography and PE have Health and Safety within their policies.

PE staff refer to “Safe Practice in Physical Education and School Sport”.

Out of School learning activity is managed using KMC’s Education Visits policy.

One-to-One tuition will take place within classroom areas with an open door policy.

**5. Drugs & Medications**

Care plans are provided in conjunction with School Nurse and Mrs. A. Haigh (SENCO).

**6. Electrical Equipment** (fixed and portable)

Portable Electrical testing on all school appliances annually.

Major Fixed Electrical testing by Kirklees – a buy back service Records maintained in Caretaker’s office.

Faulty equipment reported to Caretaker who removes and disposes or arranges repair.

School kitchen checked by DSO.

**7. Fire Precautions and Procedures** (and other emergencies incl. bomb threats)

Fire Evacuation policy retained with the Risk Assessment in the main office. Reviewed each year and with new staff.

Fire drills to be conducted termly and records kept in the fire file. The fire file also contains details of all alarm test and false alarms.



The fire assembly areas are on junior playground for KS1 and KS2 and at the back of the front building for EYU.

All visitors / volunteers are informed of our evacuation procedures, as are new members of staff.

Kirklees Council maintains fire extinguishers.

Fire Risk Assessment under review and to be completed as part of school action plan.

Staff trained in use of fire extinguishers.

## 8. First Aid

First Aid box / packs situated in the Community Room and EYU. These are checked and restocked by Lead First Aider. Lunchtime Head Supervisors for KS1 and KS2 carry bum bag during duty. Head teacher / school Bursar are responsible for calling ambulance, contacting parents and ensuring children are accompanied by the parent or a member of staff to the hospital. Bursar maintains list of First Aiders. First Aid packs are taken on every trip off site.

First Aiders : There are 20 qualified first aiders on site, with key personnel being the following :-

- EYU Mrs. H. Regan
- KS1 Mrs. P. Hirst
- KS2 Mrs. S. Newsome

## 9. Gas Safety

Gas safety checks carried out by Kirklees. Certificates issued and kept in folder by site manager.

## 10. Glass and Glazing

Survey completed with new windows being stalled since 2002 – all meeting requirements for safety.

## 11. Grounds – Safety / Security

The grounds are subject to a maintenance contract with Kirklees, which specifies in detail the work required.

A visitor signing in / out book is kept in Reception and all visitors are directed here. All staff to wear photographic ID badges at all times. Visitors to sign in and be given a visitors badge for the duration of their visit.

Locking up is conducted each evening by the Caretaker to ensure that all doors and windows are locked.

Gates are locked after school starts (by 9:05 am) and not re-opened until before school finishes (3:15 pm) except in an emergency. The main entrance is the only available entrance during the school day.

During evening / weekend meetings, only the areas in use are opened. Intruder alarms are tested regularly.



**12. Hazardous Substances (COSHH)**

All staff to make pupils aware of the safe use of materials such as glue, fixatives, etc. Staff to use fixatives and adhesives in well ventilated areas. Any substances used for cleaning purposes to be stored in locked cupboards and / or Caretaker's room, which is locked at all times. COSHH warning signs to be displayed.

**13. Health and Safety Advice**

Health and Safety is co-ordinated by Mrs. A. Haigh who represent the governing body (2011) and any queries or advice should be referred to her in the first instance.

Kirklees Council Group Safety Advisor, Emma Walsh – Tel. 01484 226445

CHYPS Asset Management Team, Asset Management Officer, Lynne Clarke – Tel. 01484 225249 are available for advice.

**14. Housekeeping – Storage, Cleaning and Waste Disposal**

All rooms are cleaned daily and rubbish removed to bins. Deep cleaning procedures are undertaken during holiday periods.

Cleaners are trained in wet floor cleaning procedures to minimise risk and enable quick drying. Wet floor signs are always used.

At times of snow / ice the Caretaker will attempt to remove and make pathways / drives safe for vehicles and pedestrians with his supply of grit.

**15. (a) Handling and Lifting**

All relevant staff are trained in Manual Handling with annual updates for new staff. Relevant staff are identified by their role / job description and offered training accordingly.

**(b) Handling of Pupils**

Team teach training has been received by all staff.

**16. Jewellery**

The only permitted jewellery is a watch and stud earrings, which have to be removed for PE.

**17. Lettings / Shared Use of Premises**

External extended schools providers are responsible for their risk assessments.

**18. Lone Working**

Policy updated April 2011 / review date April 2012.

**19. Maintenance / Inspection of Work Equipment (including selection of equipment)**

PE equipment is tested and annually and recommended repairs are completed.



Boilers are serviced and maintained by KMC – Building Repairs and Equipment Maintenance buy back.

Furniture is checked daily as part of the cleaning regime, staff are also asked to report defects to caretaking staff.

The fire alarm is tested weekly by caretaking staff and quarterly by Kirklees as part of KMC – Building Repairs and Equipment Maintenance buy back.

Fire extinguishers are checked annually by KMC – Building Repairs and Equipment Maintenance buy back.

## **20. Monitoring the Policy and Results**

Health and Safety checks to be conducted termly by Bursar / Head teacher / Mrs. Haigh and Caretaker. A full evaluation of Risk Assessments and Action Plans to be prepared annually. The Health and Safety Action Plan to be reviewed after a term.

Annual Health and Safety Checks are conducted.

Accident and Incident reports to be monitored termly and investigated by Bursar, reported to Governor's Health and Safety Committee.

## **21. New and Expectant Mothers**

Risk assessment carried out in accordance with LA advice.

## **22. Noise**

Not applicable.

## **23. Poster on Health and Safety Law**

Caretaker obtains supplies of posters, sites in staff room and keeps up to date. On display in staff room.

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

Face masks are available for use in dusty environments and when painting. First Aiders have access to gloves and face masks to use when necessary.

Pupils and staff wear eye goggles in Science and Technology lessons, where relevant.

## **25. Reporting Defects**

Premises hazards are reported to Caretaker. Caretaker will then prioritise and arrange repairs in liaison with the Bursar / Head teacher.

Wet floor signs, yellow / black tape and various signs are available from the Caretaker to isolate an area until made safe or rectified.

Hazards relating to policy or process are reported to the Bursar or Head.

## **26. Risk Assessments**



Individual Risk Assessments are prepared for each off site visit and kept in central file in main office. Risk Assessments for general use, eg./ playground to be introduced and reviewed annually.

**27. Signs and Signals**

Caretaker prepares and locates all sign and signals.

**28. School Trips / Off-Site Activities** (also see item 31)

The school education visit policy has been reviewed and details in full the procedures for planning and risk assessing all educational and off-site visits (in accordance with Kirklees LA advice and recommendations). EV1 risk assessment forms for education visit are located in the school's main office.

**29. Occupational Health – Stress and Staff Well-Being**

All staff are made aware of importance of work life balance. Head to follow guidelines for KMC managers on managing sickness absence which refers to both stress and well-being.

**30. Other School Buildings**

Not applicable.

**31. School Transport – eg/. Minibus**

Not applicable.

**32. Smoking**

Non-smoking site.

**33. Staff Consultation and Communication**

To be standing item at all staff and governor meetings from April 2011.

Governors to consider Health and Safety and security issues, to receive termly reports on incidents, to review Health and Safety Policy annually.

**34. Supervision**

Duty rotas are prepared to ensure supervision at breaks. Ten Lunchtime supervisors are also employed.

All regular visitors including contractors are asked for their CRB reference. Ratios for trips follow LA guidelines.

**35. Swimming Pool Operating Procedures**



Not applicable.

**36. Training and Development**

New Health and Safety Policy shared with staff. New staff inducted with Safeguarding procedures. All teaching staff completed on-line safeguarding training. Support staff to follow. Part of new staff induction is explanation of risk assessments and visit policy. First aid training on-going to cover wide range of staff across all key stages. Manual handling implemented as soon as possible.

**37. Use of VDU's / Display Screens / DSE**

School to draft a Visual Display Policy in line with Health and Safety (Display Screen Equipment) Regs. 1992

**38. Vehicles on Site**

Staff to use parking area up until 8:45 am and after 3:30 pm. Access after course or PPA allowed with care. Pedestrian area otherwise. No parents allowed to access driveway to school unless they are displaying disabled badge. Deliveries advised to arrive with care but not permitted between 8:45 – 9:15 am and 3:00 – 3:30 pm. Yellow and white zigzags to show no parking areas – signs to be displayed to allow enforceable ticketing for persistent abusers or parking.

**39. Violence to Staff (under review)**

Initial assessment deems risk to be low. The school have adopted the Kirklees guidance with regard to dealing with incidents of violence and the reporting of them.

All violent incidents are reported to the Head teacher. The school has a lone worker policy.

**40. Vibration**

Not applicable.

**41. Welfare**

Arrangements are in place to ensure that welfare facilities at least meet the minimum standards for temperature, ventilation, lighting, water supply, washing facilities, toilets, etc., as required by the Workplace (Health, Safety and Welfare) Regulations 1992.

**42. Working at Height**

Caretaker has already undertaken training via Kirklees.

**43. Waste Management**



Disposal bins in place. Staff to use yellow bags to place waste items in, these to then be deposited in bins located in ladies toilets.

#### **44. Water Quality / Temperature / Hygiene**

Water checked monthly. Records kept in site log book for water services hygiene works from Kirklees (Building Environment Hygiene Limited), H9902.

#### **45. Work Experience**

All Work Experience is managed by Calderdale and Kirklees Careers Service who conduct full Risk Assessments for all Work Placements. Head meets with all work experience students to discuss health and safety issues including confidentiality and safeguarding prior to placement.

### **Part 4 – Key Performance Indicators**

It is important that managers can monitor the health and safety performance of their premises. The primary aim of monitoring health and safety is to ensure that the standards achieved in the workplace conform to the objectives of Corporate and Service Safety Policies, procedures, etc. Each setting will monitor health and safety performance by having clearly defined arrangements for collecting and evaluating accident statistics and carrying out workplace inspections and health surveillance.

#### **St. Paulinus Catholic Primary Monitoring Practice**

- School will monitor reported accidents termly and assess potential action necessary to prevent / lower incidents.
- School will monitor reported near misses termly and assess action needed to prevent / lower risk of incidents reoccurring.
  - Hot Spots : A board will be placed in the staff room to identify these issues.
- Staff absence due to stress monitoring termly to ensure well-being is maintained.
- School will work with the Local Authority and allow access to the Health and Safety Audit when required and establish a working action plan following any such visits which commits to taking appropriate recommended action with a reasonable time.
- Yearly monitoring visit by Governors to ensure the school buildings and premises are fit for purpose.
- All above actions and findings to be reported to Governors.

#### **Policy Monitoring and Review**

This policy will be reviewed following the 3-year Policy Review Cycle of the school or when there are significant changes to the curriculum that warrant it. It may also be reviewed earlier should it no longer comply with school practice or the legal requirements of schools.