

Bury Catholic
Preparatory
School

Health and Safety
Policy



Created by Headteacher/Health & Safety Governor
Ratified by Governors
Updated: July 2020
To be reviewed: July 2021

Health and Safety Policy

Mission Statement

*BCPS is a happy and caring school community.
We follow Jesus' example to respect, value and nurture every unique individual
to develop their God given talents and potential.
We are a school where faith and future flourish*

This policy applies to the whole school, including the EYFS.

General Statement

This policy is written with regard to the *'DfE Health and Safety: Advice on Legal Duties and Powers (February 2014)*.

The Board of Governors have overall responsibility for the implementation of this policy, Health and Safety within the School. As a caring employer, Bury Catholic Preparatory School (BCPS) seeks to achieve high standards of health & safety to benefit staff, pupils, visitors, contractors and other interested parties. BCPS supports the involvement of employees and will encourage consultation on health & safety issues through regular H&S tours and staff meetings.

The Governors and the Headteacher accept that the identification, assessment and control of health & safety and other associated risks is a managerial responsibility. They will endeavour to allocate realistic resources to ensure that so far as is reasonably practicable, health & safety risks are eliminated or minimised.

The Governors and the Headteacher will ensure, so far as is reasonably practicable:

- that BCPS organises and plans effectively for health & safety;
- that all significant risks which could arise from BCPS's activities are assessed, and either eliminated or reduced to acceptable levels;
- that safe places and systems of work are provided and maintained;
- that articles and substances provided for use are safe;
- that staff are trained and competent to perform their duties;
- that staff are consulted on health & safety issues;
- that staff are aware of their specific responsibilities for health & safety, and that the relevant safety requirements and codes of practice are adhered to;
- that the effectiveness of this policy is monitored and reviewed at regular intervals;
- that competent advice on health & safety matters is available.

Through the development of policies, planning, implementation of safe systems, monitoring, review and audit, the Governors and the Headteacher will work towards the provision of evidence to demonstrate that they are doing their reasonable best to achieve and maintain a safe working and learning environment.

Company Responsibilities

We will ensure, so far as is reasonably practicable, the health, safety and welfare at work of all employees. We will manage our business in such a way, and so far as is reasonably practicable, that the safety and welfare of persons not employed by us are not exposed to risks.

Objectives and Commitment

Our objectives are to:

- ❖ Reduce risks and prevent injury and loss due to damage.
- ❖ Identify health and safety hazards and manage those hazards so that the risks are effectively controlled.
- ❖ Work to safety standards which satisfy our statutory requirements and reflect good industry working practices.
- ❖ Review and develop these standards continuously and revise them accordingly when changes in legislation, industry practice or technology occur.

We are committed to consult with employees on health, safety and welfare issues by:

- ❖ Ensuring that our employees are trained to understand and carry out their responsibilities. This will involve, but will not be limited to, selection, training, re-training, and continuous assessment of employee performance.
- ❖ Continually monitoring this policy by auditing and reviewing its effectiveness in the workplace.

Legal Obligations

We recognise the legal obligations placed on us by the Health and Safety at Work etc. Act 1974 and other statutory legislation as may be applicable to our undertaking. Our Health and Safety documentation and records, will be made freely accessible to employees, contractors, self-employed associates, visitors and members of the public who may be affected by our operations. Should any employee have any questions on any health and safety related matter they must discuss it with their immediate supervisor or Governors.

Delegation of Duties

All employees have a duty to take reasonable care for the health and safety of him/herself and other people whilst at work although the governors have the primary responsibility to ensure the Health and Safety of all employees. The Health and Safety Committee- Headteacher and H&S Governor meet on a regular basis and are trained in manual handling and writing risk assessments. All staff should report hazards to a member of the Health and Safety committee as soon as they are noticed, and are actively encouraged to discuss any aspects of H&S with management.

Work place safety

All employees, whether teaching or non-teaching have the following responsibilities: -

- to take reasonable care of themselves and others who may be affected by their actions or omissions;
- to co-operate with the Headteacher and the Board of Directors on health & safety matters;
- to use any equipment or hazardous substances in the way they have been instructed;
- not to interfere with or misuse anything provided in the interest of health & safety;
- to report any concerns over health & safety to the Headteacher or Governors

Health & Safety Education

There is a Health and Safety programme for children built into our PSHEE programme, children learn:

- How to keep themselves safe
- Road safety from the County Council
- How to use and move equipment safely
- Medicines and drug awareness

Off Site Visits and Residentials

A risk assessment is undertaken for all off-site visits as well as by the location itself. Staff/child ratios are adhered to as set out in the guidance 'Health and Safety of pupils on educational visits' – see separate policy. This includes any residential visits, and school led adventure activities.

First Aid and Supporting Medical Needs

There are a number of qualified first aiders on the premises, at any one time, and there will always be at least one first aider sent on off site visits. There are first aid boxes in various locations around the school one which is specifically used for off site visits, in the kitchen and in the sick room. For further details, see 'First Aid' policy. For details regarding the giving of medicine please refer to the Staff Handbook and policy. For individual children who have specific medical needs, a health care plan will be written, where necessary.

Occupational health services and managing work-related stress

Staff welfare is very important, and to that end, the SLT have an open-door policy in which staff can discuss any concerns with them- work related or personal. A bi-annual on-going suitability meeting discusses staff well-being, and staff are expected to disclose any changes to management.

School Security and Safety

As a school we are extremely conscious about the safety of staff, visitors and pupils. A lock is put on the gate before any outdoor activities are undertaken and the inside front door must be kept closed apart from at the beginning and end of the school day and whilst outdoor activities are taking place. Emergency exits must not remain open without a member of staff being present. Both staff and visitors log in and out, so we are aware of who is on the premises. Any contractors are carefully selected by the admin director. For further details, please refer to the Staff Handbook.

Violence, or threats of violence to staff, pupils or visitors will not be tolerated, and any such incidents must be reported to the head teacher immediately.

No children are permitted on the school car park without the express permission of the head teacher, and must be accompanied always. There is a locked gate around the side path to prevent children from accessing the car park.

Manual Handling

All permanent staff are trained on manual handling during induction, and, where possible, are sent on training with the local authority. All staff are to follow the set procedure when lifting or carrying.

Slips and Trips

Slips and trips are one of the most common accidents to occur. Staff, pupils and visitors must take due care and consideration, and refer to risk assessments where appropriate. Any spillages must be cleaned up immediately and the 'wet floor' sign placed in the area.

On-site vehicle movements

At the front of the school is a car park. This should primarily be used for staff and visitors only, and therefore children would only be on the car park whilst supervised by their parents.

Hazardous Substances

All substances used in school – cleaning/caretaker have COSHH assessment where relevant. No bleach products are to be used and all other cleaning items are kept away from children. Caretaker's products are securely locked in the caretaker's room.

Selecting and Managing Contractors

All visitors to the school are expected to sign in and out and be assigned to a member of staff while in school. Visitors are required to wear a visitor's badge and all staff should challenge any stranger on the premises and report to the school office if there is a concern. We have a set list of contractors that we use. Contractors either have a valid DBS, or are not left unsupervised. All contractors are shown the asbestos working document before work is started.

Maintenance of Equipment

The following are serviced/tested annually:

- ❖ Boiler
- ❖ Fire Alarm
- ❖ Fire Extinguishers
- ❖ Burglar Alarm
- ❖ Hall PE equipment
- ❖ Water monitoring

The caretaker/school secretary are responsible for ensuring that all services are carried out as required.

Any faulty equipment must be removed, and reported to the head teacher immediately.

Management of Asbestos

Certain areas of the buildings do contain asbestos. An 'asbestos' map is held in the school office, and the caretaker has had training. Staff are aware of the location of the asbestos, and how to keep safe. School refer to 'Managing Asbestos in Your School. (2015)

PAT Testing

All electrical equipment is tested on an annual basis by a company qualified to do so. Staff should not, therefore bring in their own electrical equipment without the permission of the head teacher.

Accidents

Any visitor or member of staff that has an accident must complete the Staff Accident Book – please see a member of the Health and Safety committee who will go through it. The head teacher must be informed of any injuries. Each class has access to the accident book for reporting children's accidents. Some accidents must be reported under RIDDOR (*HSE- Incident reporting in schools (accidents, diseases and dangerous occurrences)*). The head/deputy head is responsible for this.

Violence to staff

Here at BCPS we do not tolerate any violence or aggressive behaviour towards our staff.

Fire Safety, including testing of alarms and evacuation procedures

The fire call points are tested on a weekly basis, and fire drills take place once a term. If the fire alarm sounds, everyone must evacuate the building and meet at the evacuation point in the playground. During induction, all staff are trained in fire procedures. For further details, see Fire risk assessment, Fire procedures, and staff handbook.

NB- we are a No Smoking School

Risk Assessments

Copies of risk assessments will be held in the office and reviewed as applicable. See separate risk assessment policy

Health and safety emergencies

In the event of an emergency, all staff should know how to contact the emergency services- dial 999, ask for ambulance/police/fire service and be ready with the following information:

Dial 999, ask for ambulance/police/fire service and be ready with the following information:

1. YOUR TELEPHONE NUMBER:

0161 797 5804

2. GIVE YOUR LOCATION AS FOLLOWS:

**BURY CATHOLIC PREPARATORY SCHOOL
ARDEN HOUSE
172 MANCHESTER ROAD
BURY**

TELL THEM WE ARE OPPOSITE HOLY CROSS 6TH FORM COLLEGE, WHICH IS A HUGE RED BRICK BUILDING.

3. STATE THAT THE POSTCODE IS:

BL9 9BH

4. GIVE EXACT LOCATION IN THE SCHOOL/SETTING

5. GIVE YOUR NAME

6. GIVE NAME OF CHILD/ADULT AND A BRIEF DESCRIPTION OF THEIR SYMPTOMS (IF AMBULANCE)

7. INFORM THE SERVICE OF THE BEST ENTRANCE AND STATE THAT THE CREW WILL BE MET.

8. INFORM THE SCHOOL OFFICE/HEADTEACHER

Emergency contacts

Health and Safety Executive: 0845 345 0055