



St. John Vianney School

Steps to Independence & Education for Life

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Statement of intent

At St John Vianney 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.

Signed by:

_____ Headteacher

Date: _____

_____ Chair of governors

Date _____

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
- The Construction (Design and Management) Regulations 2015

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

- DfE (2014) 'Health and safety: advice on legal duties and powers'
- DfE (2015) 'Health and safety for school children'
- DfE (2016) 'Keeping children safe in education'
- DfE (2017) 'Safe storage and disposal of hazardous materials and chemicals'
- HSE (2014) 'Sensible health and safety management in schools'

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

- Medicine in school policy
- Educational Trips and Visits Guidance
- Lone Working Policy
- Adverse Weather Plan
- Fire Risk Assessment
- Fire Evacuation Plan
- Contractors on Site Policy

2. Duties of the governing board

2.1. The governing board, in consultation with the headteacher, 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.

2.2. The governing board 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.

3. Duties of the headteacher

- 3.1. The headteacher has the overall responsibility for the day-to-day development and implementation of safe working practices and conditions for all staff, pupils and visitors.
- 3.2. The headteacher will take all reasonably practicable steps to ensure the Health and Safety Policy is implemented by the heads of the appropriate departments and other members of staff.
- 3.3. The headteacher will designate a health and safety coordinator to be responsible for the day-to-day implementation of the Health and Safety Policy. This person will also be the designated contact with the Health and Safety Adviser and the HSE where necessary.

4. Duties of supervisory staff/department heads

- 4.1. Supervisory staff will be familiar with the requirements of health and safety legislation.
- 4.2. In addition to general duties, supervisory staff will be responsible for the implementation and operation of the school's Health and Safety Policy in their department, and for areas of responsibility delegated by the headteacher.
- 4.3. Supervisory staff are responsible for adhering to the aspects of health and safety that are outlined in their job descriptions.
- 4.4. Supervisory staff will take a keen interest in the Health and Safety Policy and assist in ensuring all staff, pupils and visitors comply with its requirements.

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 board.
- 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 machinery and 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 supplied.
- 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 Site Manager.
- 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. Construction/maintenance of the premises

- 6.1. When undertaking construction or maintenance work, the school will do so in accordance with The Construction (Design and Management) (CDM) Regulations 2015.
- 6.2. Construction work means:
 - The carrying out of any building, civil engineering or engineering construction work and includes:
 - The construction, alteration, conversion, fitting out, commission, renovation, repair, upkeep, redecoration or other maintenance, decommissioning, demolition or dismantling of a structure;
 - The preparation for an intended structure, including site clearance, exploration, investigation (but not site survey) and excavation (but not pre-construction archaeological investigations), and the clearance or preparation of the site or structure for use or occupation at its conclusion;

- The installation, commission, maintenance, repair or removal or mechanical, electrical, gas, compressed, air, hydraulic, telecommunications, computer or similar services which are normally fixed within or to a structure;
 - The assembly on site of prefabricated elements to form a structure or the disassembly on site of the prefabricated elements which, immediately before such disassembly, formed a structure;
 - The removal of a structure, or of any product or waste resulting from demolition or dismantling of a structure, or from disassembly of prefabricated elements which immediately before such disassembly formed such a structure.
- 6.3. The headteacher will ensure that all construction and maintenance projects have a formally appointed principal designer and principal contractor.
- 6.4. The headteacher will liaise with the principal contractor to identify if the scope of the project means that it should be notified to the HSE.
- 6.5. The headteacher will ensure that:
- The contractor provides 1) Site Specific Risk Assessment , 2) Method Statement 3) Valid copy of Contractors Public & Employee Liability Insurance Certificate to be received and kept on site with project files?
 - The principal designer and principal contractor are provided with a 'client brief/CDM pre-construction information' at the earliest opportunity, to contain relevant information which should, as a minimum, include the following:
 - What the school wants built or maintained
 - The site and existing structures
 - Hazards such as asbestos
 - Timescales and budget for the build
 - How the school expects the project to be managed
 - CDM appointments of principal contractor/principal designer
 - Welfare arrangements
 - Details of nearest A&E department
 - The principal contractor draws up a [Construction Phase Plan](#) that explains how health and safety risks will be managed – permission will not be given for construction or maintenance work to begin until this is in place.
 - The principal designer prepares a health and safety file containing information that will help the school manage risks associated with any future maintenance, repair, construction or demolition work.

- The roles, functions and responsibilities of the project team are clearly defined in writing, e.g. in the project plan.
 - Sufficient time and resources are allocated and effective mechanisms are in place to ensure good communication, cooperation and coordination between all members of the project team.
 - The principal contractor has made arrangements for adequate welfare facilities for their workers before the construction or maintenance work starts.
 - Following completion of the project, the health and safety file is handed over to the headteacher, kept up-to-date by the business manager, and is made available to anyone who needs to alter or maintain the building.
- 6.6. Where the project is for a new workplace or alterations to an existing workplace, it must also meet the standards set out in The Workplace (Health, Safety and Welfare) Regulations 1992.

7. Pupils

7.1. Pupils will:

- Exercise 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.

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 headteacher will ensure that the Health and Safety Coordinator is suitably trained in the handling of hazardous chemicals and materials using educare online training.
- 8.3. The headteacher will ensure that there are an appropriate number of first-aid trained staff members working within the school.
- 8.4. Staff members will be provided with regular training opportunities and have access to support where needed.
- 8.5. Staff members are expected to undertake appropriate CPD in order to further contribute to the Health and Safety within St John Vianney school.

9. First aid

9.1. The school will ensure ample provision is made for both trained personnel and first-aid equipment on-site.

9.2. **The following staff members are trained first-aiders:**

- **J Rouse**
- **J Cassidy**
- **O Lebedeva**
- **L Carney**
- **K Gough**
- **M Murgia**
- **J Howe**
- **A Watson**
- **S Dinsdale**

9.3. First-aid boxes are located in each form room, school minibuses, staffroom and main office. Form teams, off site trip leaders and the office staff are responsible for their secure storage and use. First aid boxes should be carried by staff on off site visits where no first aid box is available at the place they are visiting.

10. Contacting the emergency services

10.1. Following an accident/injury, the first-aider 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.

11. Fire safety

11.1. All staff members fully understand and effectively implement the fire safety and emergency evacuation plan.

11.2. The head teacher 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 school will test evacuation procedures on a termly basis.

- 11.4. Firefighting equipment will be checked on an annual basis by the site manager.
- 11.5. Fire alarms will be tested weekly at 3.45pm on a Friday from different 'break glass' fire points around the school, and records will be maintained and held in the fire safety log in the site managers office.
- 11.6. Emergency lighting will be tested/serviced annually by external contractor, and records will be maintained and held in the site managers office. The site manager tests the lighting every month.

12. Accident reporting

- 12.1. All accidents and incidents, including near-misses or dangerous occurrences, will be reported as soon as possible to the health and safety coordinator using the online evolve accident book.
- 12.2. Staff managing an accident must inform parents of pupils that their child has been involved in an accident before the child returns home and find a first aider to check the pupil.
- 12.3. The health and safety coordinator will monitor the accident book and put in place interventions to prevent further accidents where necessary.

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, or injury caused by an explosion
- Any accidental release of a biological agent likely to cause severe human illness
- 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 is 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 health and safety coordinator, or a person appointed on their behalf, will file a report for accidents resulting in the over-seven-day incapacitation of a worker, within 15

days of the incident. The person will complete the relevant report on the HSE website: <http://www.hse.gov.uk/riddor/report.htm>.

- 14.2. The HSE no longer accepts 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).
- 14.3. Fatal and specified injuries, as outlined in 13.2, may only be reported using the telephone service on 0845 300 9923 (open Monday to Friday 8.30am to 5pm).
- 14.4. Accident book and RIDDOR records will be kept for a minimum of 3 years.

15. Reporting hazards

- 15.1. Staff, pupils, contractors and visitors have a legal duty to report any condition or practice they deem to be a hazard.
- 15.2. In the main, reporting should be conducted verbally to the site manager as soon as possible, who will inform the headteacher if appropriate.

16. Accident investigation

- 16.1. All accidents, however small, are reviewed/investigated by the health and safety coordinator.
- 16.2. A written investigation may be completed depending on the seriousness of the accident.
- 16.3. After a written investigation, risk assessments and health and safety procedures may be amended to avoid reoccurrence of the accident.
- 16.4. The health and safety coordinator will undertake termly 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. 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:
 - Annual audits, including fire risk assessments and health and safety audits.
 - Termly inspection of premises, plants and equipment by the site manager.
 - Termly reports and updates to the head teacher and governing body.

- External measures, such as surveys by contractors and service providers, along with visits from Environmental Health and Ofsted.

18. Lock down/ bomb threat procedure

- 18.1. In the event of an emergency requiring lockdown class teachers will lock their classroom doors until they have been notified by the SLT that it is safe to unlock.
- 18.2. 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), then inform the head teacher immediately. The staff member should take note of the callers accent, gender or any distinguishing words for future investigations.
 - Where is it?
 - In which building is it and on what floor?
 - What time will the bomb go off?
- 18.3. The head teacher will decide whether to evacuate the building.

19. Evacuation

- 19.1. In the event of a fire, the Fire Evacuation Plan will be implemented.
- 19.2. If an evacuation is deemed necessary, the following procedure will take place:
 - All senior staff will be informed of the situation. The evacuation will then take place as per fire drill procedures.
 - Staff and pupils will be asked to make their way to the normal fire assembly area (the area should be moved if close to the area of the bomb or suspicious package).
 - Nobody will be allowed in or out of school except for emergency personnel.
 - 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. Visitors will be asked for I.D and DBS. Visitors without DBS will be accompanied by a staff member at all times during term time school hours. Regular visitors' DBS will be stored by the admin team. Visitors will be given a visitors lanyard to wear at all times.
- 20.3. No contractor will carry out work on the school site without the permission of the head teacher or site manager, other than in an emergency or to make the site safe following theft or vandalism.

- 20.4. 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.
- 20.5. Staff members who encounter an unidentifiable visitor will enquire if they require assistance and direct them to reception or off site.
- 20.6. Staff members who encounter uncooperative visitors threatening violence, refusing to leave the site, or carrying out physical or verbal abuse will seek immediate help via a 999 phone call.

21. Personal protective equipment (PPE)

- 21.1. St John Vianney provides employees and pupils who are exposed to a hazard at the school, which cannot be controlled by other means, with PPE.
- 21.2. PPE means all equipment worn, or held, by staff or pupils which is designed to protect them from specified hazards.
- 21.3. All staff and pupils will be provided with protective eyewear in all workshops and laboratories. Visitors will also be supplied with PPE when appropriate.
- 21.4. 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.
- 21.5. PPE includes laboratory and workshop 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.
- 21.6. Thorough risk assessments are carried out by the class teacher to determine the suitable PPE to be used for each hazard.
- 21.7. Equipment manuals are readily available and warning signs are clearly displayed in areas, and on equipment, where PPE is mandatory.

22. Maintaining equipment

- 22.1. When not in use, PPE will be properly stored, kept clean, and in good repair. Inspectors, or a trained person will inspect the following equipment for health and safety issues annually:
 - All electrical appliances
 - All fixed gymnasium equipment
 - Any workshop equipment

- 22.2. It is the responsibility of the department leader to ensure new equipment meets the appropriate standards and conforms to all health and safety requirements.

23. Hazardous materials

- 23.1. The school will only purchase hazardous materials from a reputable source, making sure that the relevant material safety data sheet (MSDS) is provided by the retailer on delivery.
- 23.2. The class teacher is responsible for ensuring all products that may be hazardous to health are risk assessed before being used, taking into account the advice on the relevant MSDS or Hazcard – the latter is provided from CLEAPPS, recognised by Ofsted and HSE as a definitive basis for undertaking practical work safely.
- 23.3. The site manager will carry out a hazardous substance audit of all hazardous substances at the school. Control measures will be checked and reviewed by the site manager on an annual basis to ensure continued effectiveness.
- 23.4. All equipment, materials and chemicals will be held in appropriate containers and areas conforming to health and safety regulations.
- 23.5. Hazardous substances will be labelled with the correct hazard sign and contents label.
- 23.6. Storage life will be considered by class teachers. All COSHH and ionising radiations regulations will be adhered to.
- 23.7. Low toxic products, such as corrective fluid and aerosol paints, will be stored securely and only used under supervision in a well-ventilated area.
- 23.8. Dust and fumes will be safely controlled by local exhaust ventilation regulations.
- 23.9. No staff member or pupil should ever be put at risk through exposure to any hazardous substance used in our practical curriculum.
- 23.10. Where a substance has a workplace exposure limit, control measures will ensure that exposure is below the limit.

24. Asbestos management

- 24.1. In accordance with HSE guidance, an asbestos management survey was undertaken on 13-02-17 by Crest Environmental, which is a United Kingdom Accreditation Service accredited surveying organisation.
- 24.2. As a result of the asbestos management survey, risks were identified and monitored on a continuing basis.

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

25. Medicine and drugs

25.1. The school's Medicines in school policy_will be read, understood and adhered to by all staff.

25.2. All medicine brought into school must be stored in the office in a locked cabinet. K Gough has responsibility for receiving/logging/storing/administering and checking parental consent for medicines. In the event Mrs K Gough is not available this duty falls to Miss J Lord.

25.3. Medicines can be classed as substances hazardous to health and as such must be stored securely. It is also important to note that some need to be stored at particular temperatures or away from light.

26. Smoking

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

26.2. School staff smoking off site must do so in areas not visible to pupils on site.

27. Housekeeping and cleanliness

27.1. Cleaners will be monitored by the site manager.

27.2. Special consideration will be given to hygiene areas.

27.3. Waste collection services will be monitored by the site manager.

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

27.5. The headteacher is responsible for ensuring that the school is at a safe temperature for staff and pupils to work in. Rooms will be kept at a minimum of 16° with a constant supply of fresh air.

28. Infection control

28.1. St John Vianney_actively prevents the spread of infection through the following measures:

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

28.2. St John Vianney employs 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 will not be used to clean up body fluid spillages; instead, paper towels will be used and discarded properly, following the procedures for clinical waste
 - Washing all laundry in a separate dedicated facility and washing any soiled linens separately
 - Hygienically bagging any pupils' soiled clothing to go home and never rinsing it by hand
 - Storing all clinical waste in clinical waste bags and in a secure, dedicated area, before it is removed by a registered waste contractor
 - 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
- 28.3. Staff and pupils displaying signs of infection, such as rashes, vomiting, diarrhoea, etc., will be sent home, recommended to see a doctor and asked not to return to school for 48hrs after the symptoms cease.
- 28.4. St John Vianney keeps up-to-date with national and local immunisation scheduling and advice. All pupils' immunisation status is checked at school entry and at the time of any vaccination.
- 28.5. St John Vianney encourages parents to have their children immunised.
- 28.6. All cuts and abrasions should be covered with waterproof dressings.

29. Risk assessment

- 29.1. The headteacher has overall responsibility for ensuring potential hazards are identified and risk assessments are completed for all areas of risk in the school.

- 29.2. Risk assessments will be stored electronically in the risk assessment register on the school server.
- 29.3. Risk assessments will be reviewed annually for all areas of the school.
- 29.4. Risk assessments will identify all defects and potential risks along with the necessary solutions or control measures.
- 29.5. The health and safety coordinator will ensure risk assessments are completed by staff leading day trips or residential stays.

30. **Slips and trips**

- 30.1. 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
 - Review the accident book for slips trips and falls.

31. **Security and theft**

- 31.1. Money will be held in a safe and banked on a weekly basis to ensure large amounts are not held on-site.
- 31.2. Money will be counted in an appropriate location, such as the school office under dual control to reduce the risk of discrepancy. Staff should not be placed at risk of robbery.
- 31.3. Staff and pupils are responsible for their personal belongings and the school accepts no responsibility for loss or damage.
- 31.4. Thefts may be reported to the police and staff members are expected to assist police with their investigation.
- 31.5. All members of staff are expected to take reasonable measures to ensure the security of school equipment being used.

- 31.6. Missing or believed stolen equipment will be reported immediately to a senior staff member.

32. Severe weather

- 32.1. The headteacher, in liaison with the SLT, makes a decision on school closure on the grounds of health and safety.
- 32.2. St John Vianney will act in accordance with the Adverse Weather Plan.

33. Safe use of minibuses/cars for transporting pupils

- 33.1. The school business manager is responsible for arranging the annual maintenance of the minibus, including MOTs and road tax.
- 33.2. Minibus drivers will have a current license, be aged 21 years or over and have held a full licence for 2 years. All drivers will complete a certificate of competence and new members of staff will do so at the earliest opportunity. All new minibus drivers will practice driving the minibus with another certified driver outside of pupil hours.
- 33.3. Staff driving the minibus will complete the following checks seat belts, first aid kit, fire extinguisher, tyre pressure, brakes and lights
- 33.4. Minibus drivers will supply a photocopy of their driving licence to the school business manager. Staff carrying pupils in cars will also provide a copy of their car insurance showing business use.
- 33.5. Damage to the minibus must be reported to the admin team on return.
- 33.6. The minibus will carry strictly one person per seat, and seat belts will be worn at all times.
- 33.7. Fines accrued will be paid by the driver at the time the offence was committed.
- 33.8. Penalty points on staffs licence must be reported to the business manager.
- 33.9. The Health and safety coordinator will record staff members who have completed specific training allowing them to drive the minibus on the training record.

34. School trips and visits

- 34.1. Off-site trips and visits need an Off Site Risk Assessment completing a minimum of 1 week before the trip and sending to the Health and Safety coordinator.
- 34.2. An initial off-site tripe form needs completing and sending to Mr McLoughlin to see if the trip can be adequately staffed.

- 34.3. The visit leader needs to request the venue Risk Assessment and familiarize himself and other accompanying staff with these risks. He must attach this with the initial off-site risk assessment.
- 34.4. On the day of the trip a hard copy of the risk assessment will be left in the office at departure with the pupils and staff going ticked on the risk assessment.
- 34.5. Staff then need to sign out their group on the computer inventory.
- 34.6. Residential visits need risk assessments signing by the head teacher and health and safety governor 2 weeks before the trip.

35. Manual handling

- 35.1. Manual handling can prove hazardous when it has the potential to cause a musculoskeletal disorder. This can be due to repetition of the action, the force and/or posture involved in the completion of a handling task, and/or a person's ability to hold/grasp the particular item in a safe and balanced manner.
- 35.2. In order to manage these risks, staff receive ongoing online training. Specified staff receive external training.
- 35.3. Staff are asked not to lift heavy objects including children in school. Staff must ask the site manager if something heavy needs lifting. If staff wish to lift something heavy they must complete a manual handling risk assessment and refer to Trafford guidelines.
- 35.4. Dynamic risk assessments must not be used as the norm.
- 35.5. Manual handling equipment is checked by the site manager as a minimum on an annual basis.

36. Working at heights

- 36.1. Staff members are required to use steps located throughout the school when putting up displays or retrieving things from height. Staff must not use chairs or other items to stand on. Full guidance can be found in (located on the staffroom wall)
- 36.2. Trafford schools working at height guidance.
- 36.3. Trafford guidance on the use of ladders and step ladders.
- 36.4. Example risk assessments for putting up displays and retrieving items of high shelving.
- 36.5. Staff members are emailed this information and it is included in the weekly Health and Safety reminder in the staff bulletin.
- 36.6. All staff members receive ongoing online Health and Safety training including in part working at height.

- 36.7. The site manager will complete online working at height training and follow the site manager generic duties risk assessment.
- 36.8. The site manager must not carry out roof work, only competent contractors. The site manager must have another staff member footing the ladder when using ladders.
- 36.9. Contractors must provide information to show how they plan to carry out their work safely when working at height or roof work.

37. Lone working

- 37.1. Policy and procedures concerning employees' lone working are addressed in the Lone Working Policy.

38. Workplace health and safety: stress management

- 38.1. Staff will be aware of the symptoms of stress, including 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.

39. Workplace health and safety: display equipment

- 39.1. Display screen self-assessments HS14 will be carried out by staff who regularly use laptops or desktop computers for a significant part of their working day on an annual basis.
- 39.2. The Health and Safety coordinator will review the forms and support staff with an action plan if required.
- 39.3. The school will pay for eye tests for all staff who require a HS14 self assessment.

40. Monitoring and review

- 40.1. The effectiveness of this policy will be monitored continually by the headteacher and the governing board. Any necessary amendments may be made immediately.
- 40.2. The next scheduled review date for this policy is March 2020.

Register of Appointed Persons

The below is a list of all staff members who have a role in ensuring the effective implementation of this Health and Safety Policy – schools should ensure that the register is kept up-to-date.

Role	Appointed person	Telephone number	Email address
Health & safety governor	Mr W Fisher	07752256714	fisherwilliam@hotmail.co.uk
Headteacher	Mr Aidan Moloney	01618817843	a.moloney@stjohnvianneyschool.co.uk
Health and safety officer	Mr J Cassidy	01618817843	j.cassidy@stjohnvianneyschool.co.uk
Business manager	Mr D Cooper	01618817843	d.cooper@stjohnvianneyschool.co.uk
Site manager	Mr D Goodwin	01618817843	d.goodwin@stjohnvianneyschool.co.uk

Construction Phase Plan

Under The Construction (Design and Management) Regulations 2015, the school, as client, has a duty to ensure that a Construction Phase Plan is completed by the principal contractor before any construction or maintenance project is commenced. You have been appointed under CDM 2015 by the client and should be aware of your duties and obligations under these regulations. You should complete this Construction Phase Plan or submit your own before starting work. Completion of this form will indicate that you are aware of your duties under CDM 2015 and will discharge them accordingly.

N.B. Construction phase plans should be proportionate to the scale and complexity of the project, and to the risks involved – if the job will last longer than 500-person days or 30 working days (with more than 20 people working at the same time) it is likely that the below plan format will be too simple.

Your name/company:		<u>Name of principal contractor</u>	
Name and address of client			
<u>St John Vianney</u>			
<u>Address line 1</u>			
<u>Address line 2</u>			
<u>Town/city</u>			
<u>Postcode</u>			
Principal designer			
Name of principal designer			
Address			
Phone number			
Email address			
What is the job?			
Is there anything the client has made you aware of?			
Key dates			
Start:		Finish:	
		Other:	
Where are your toilet, washing and rest facilities?			

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What are your fire and emergency procedures?

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Other employees of the contractor working on site

Name	Contact details

What are your site induction arrangements?

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How will you keep everyone on site updated during the job?

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Risk assessment

What are the main dangers on site?	Hazard is present? (Y/N)	What controls do you have?
Falls from height		<ul style="list-style-type: none"> Ladders are kept in good condition, at the correct angle, and secured. Guardrails, midrails and toeboards are used to prevent people and materials falling from roofs, gable ends, working platforms and other open edges.
Collapse of excavations		<ul style="list-style-type: none"> Excavations are shored, either with a cover or a barrier, to stop people and plant from falling in.

Collapse of structures		<ul style="list-style-type: none"> • Props are installed by a competent person to support structures.
Exposure to building dusts		<ul style="list-style-type: none"> • Dust is prevented by using cutting and vacuum extraction on tools. • Vacuum cleaners are used instead of sweeping. • Suitable and well-fitted masks are used.
Exposure to asbestos		<ul style="list-style-type: none"> • Where the presence of asbestos is suspected, work is not started until a demolition/refurbishment survey is carried out. • Everyone on site is made aware of the outcome of the survey,
Activities or workers requiring supervision		<ul style="list-style-type: none"> • The appropriate supervision is provided.
Electricity		<ul style="list-style-type: none"> • The electricity supply and other services are turned off before drilling into walls. • Excavators and power tools are not used near suspected buried services.
Risks to members of the public, the client and others		<ul style="list-style-type: none"> • The site is kept secure in order to prevent unauthorised access. • Net scaffolds are used. • Rubbish chutes are used.

