



# St. John Vianney School

Steps to Independence & Education for Life

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## **SAINT JOHN VIANNEY R C SCHOOL**



### **THE MISSION**

#### **STATEMENT OF**

#### **SAINT JOHN VIANNEY RC SCHOOL**

**At St John Vianney School we celebrate the uniqueness of every child and the God given gifts they bring each day to our learning community.**

**Inspired by the example of Jesus Christ we are a school where every child and young person is highly valued and encouraged to give their best.**

**Building on our Roman Catholic foundations we aim to foster an engaging, nurturing and safe environment, within which our children thrive and achieve their full potential.**

**Our St John Vianney family is dedicated to fostering independence and educating resilient, lifelong learners, who are empowered to enrich their own lives and those of others.**

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### **Statement of intent**

At St John Vianney RC 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.

## **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:**

- Health and Safety at Work etc. Act 1974
- The Workplace (Health, Safety and Welfare) Regulations 1992
- The Management of Health and Safety at Work Regulations 1999
- The Control of Substances Hazardous to Health Regulations 2002
- The Personal Protective Equipment at Work Regulations 1992
- The Education (School Premises) Regulations 1999
- The Food Information (Amendment) (England) Regulations 2019 (Natasha's Law)
- DfE (2022) 'Health and safety: responsibilities and duties for schools'
- DfE (2017) 'Safe storage and disposal of hazardous materials and chemicals'
- HSE (2021) 'Sensible health and safety management in schools'

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

- Medicine in School policy
- Educational Trips and Visits Guidance
- Lone Working Guidelines
- Adverse Weather Plan
- CCTV Policy
- Invacuation, Lockdown and Evacuation Policy
- Fire Evacuation Plan
- Intimate Care Policy

## **2. Duties of the Governing Body**

### **2.1. The governing body, 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 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.

### **3. Duties of the Headteacher**

- 3.1. 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. Will take all reasonably practicable steps to ensure the Health and Safety Policy is implemented by other leaders and other members of staff.
- 3.3. 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.
- 3.4. Will coordinate the Health and Safety of the School Site with the Contractors, whilst the School is in transition to a 'new build'. This will include developing appropriate arrangements for the safe drop off and pick of pupils from taxis and minibuses.

### **4. Duties of the Health and Safety Coordinator**

- 4.1. Will be responsible for the day to day implementation of the Health and Safety Policy.
- 4.2. Will support the Headteacher with the arrangements for Health and Safety of the School Site in its transition to the 'new build'. This will include developing appropriate arrangements for the safe drop off and pick of pupils from taxis and minibuses.
- 4.3. Will keep Governors informed of Health and Safety updates through termly reports and termly meeting with the Governor representative responsible for Health and Safety.
- 4.4. Will ensure that the Health and Safety policy and any associated updates on Health and Safety are communicated to staff.
- 4.5. Will ensure all new staff receive appropriate induction.
- 4.6. Will ensure all staff have adequate training appropriate for their role.
- 4.7. Will ensure there are adequate first aiders on site and adequate arrangements for first aid off-site.
- 4.8. Will ensure there is a current Fire Safety Risk Assessment and emergency evacuation procedures and appropriately trained staff.
- 4.9. Will ensure there are adequate accident reporting systems in place and will review all accidents weekly.
- 4.10. Will ensure all serious accidents are investigated and reported to HSE where required.
- 4.11. Will ensure there is an adequate system of signing in for all visitors, and that visitors are made aware of Health and Safety and Safeguarding protocols.
- 4.12. Will ensure staff are aware of PPE requirements by providing online model risk assessments CLEAPSS.
- 4.13. Will monitor the kitchen's use of Safer Food Better Business management plan monthly.
- 4.14. Will ensure there is safe storage of Hazardous materials on site.
- 4.15. Will ensure there is an adequate asbestos management plan, and that this is communicated to all contractors on site.
- 4.16. Will ensure there is an adequate Medicine in school policy.
- 4.17. Will ensure Risk Assessments are in place for any identified area of Risk throughout the school.
- 4.18. Will ensure staff make the necessary checks before driving the school minibus and are adequately trained.

- 4.19. Will ensure Risk Assessments are in place for all off-site trips. The Health and Safety Coordinator will ensure suitability of off-site providers or venues and that staff have read School guidelines for off-site visits.
- 4.20. Will ensure that staff have read the guidance on manual handling, working at height and lone working.
- 4.21. Will complete an annual HS10 Trafford Self Audit Form.
- 4.22. Will ensure all Display Screen Users complete a HS14 form annually.

## **5. Duties of the Site Manager**

- 5.1. Will ensure all contractors have the correct level of supervision and follow all School Health and Safety procedures.
- 5.2. Will ensure all cleaning staff have the appropriate PPE.
- 5.3. Will supervise cleaning staff and ensure the School is cleaned to an adequate standard.
- 5.4. Will support staff with moving and handling.
- 5.5. Will respond to day to day Health and Safety risks eg. signage for a slippery floor or smashed window.
- 5.6. Is responsible for Perimeter Site Security including monitoring CCTV.
- 5.7. Will carry out the following weekly and monthly checks:
  - Gates and locks
  - Playground equipment
  - Fire blankets
  - Fire doors
  - Fire extinguishers
  - Ladders



## **6. Duties of the School Business Manager**

- 6.1. Will ensure catering staff follow Safer Food Better Business guidance by completing monthly checks.
- 6.2. Will ensure all School equipment is maintained eg. PE equipment, Food and Design Technology equipment.
- 6.3. Will ensure School vehicles are maintained and road-worthy.
- 6.4. Will ensure all Electrical, Heating, Building, Fire, Security, Asbestos and Food Service Options recommendations are communicated to the SLT.
- 6.5. Will ensure that all areas of statutory compliance of both premises and recruitment will be communicated to the SLT.
- 6.6. Will provide a Stress Risk Assessment form to all staff who have provided a fit for work note citing stress as the cause for absence.

## **7. Duties of supervisory staff**

- 7.1. Will be familiar with the requirements of health and safety legislation.
- 7.2. 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 working area, and for areas of responsibility delegated by the headteacher.
- 7.3. Are responsible for adhering to the aspects of health and safety that are outlined in their job descriptions.
- 7.4. Will take a keen interest in the Health and Safety Policy and assist in ensuring all staff, pupils and visitors comply with its requirements.

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

### **All members of staff will:**

- 8.1. Take reasonable care of their own health and safety, and that of others who may be affected by what they do at work.
- 8.2. Cooperate with their employers on health and safety matters.
- 8.3. Carry out their work in accordance with training and instructions.
- 8.4. Inform the employer of any work situation representing a serious and immediate danger, so that remedial action can be taken.

- 8.5. Familiarise themselves with the Health and Safety Policy and aspects of their work related to health and safety.
- 8.6. Avoid any conduct which puts themselves or others at risk.
- 8.7. Be familiar with all requirements laid down by the governing board.
- 8.8. Ensure that all staff, pupils and visitors are applying health and safety regulations and adhering to any rules, routines and procedures in place.
- 8.9. 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.
- 8.10. Use the correct equipment and tools for the job and any protective clothing supplied.
- 8.11. Ensure any toxic, hazardous or flammable substances are used correctly, and stored and labelled as appropriate.
- 8.12. Report any defects in equipment or facilities to the Site Manager.
- 8.13. Take an interest in health and safety matters, and suggest any changes that they feel are appropriate.
- 8.14. Make suggestions as to how the school can reduce the risk of injuries, illnesses and accidents.
- 8.15. Exercise good standards of housekeeping and cleanliness.
- 8.16. Adhere to their common law duty to act as a prudent parent would when in charge of pupils.

## **9. Construction/maintenance of the premises**

- 9.1. When undertaking construction or maintenance work, the school will do so in accordance with The Construction (Design and Management) (CDM) Regulations 2015.
- 9.2. The headteacher will ensure that all construction and maintenance projects have a formally appointed principal designer and principal contractor.
- 9.3. 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.

9.4. 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.

## **10. Pupils**

### **10.1. 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.

## **11. Training**

11.1. 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.

11.2. The headteacher will ensure that there are an appropriate number of first-aid trained staff members working within the school.

11.3. Staff members will be provided with regular training opportunities and have access to support where needed.

11.4. Staff members are expected to undertake appropriate CPD in order to further contribute to the Health and Safety within St John Vianney School.

## **12. First aid**

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

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

- J Rouse
- J Cassidy
- O Lebedeva
- L Carney
- M Murgia
- A Watson
- S McDonagh
- Z Shenton
- J Freshwater
- S Dinsdale

12.3. First-aid boxes are located in the office, school minibuses, staffroom, Food Technology, Science Lab, Estates office, Design Technology, Gym and Rainbow building. 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.

12.4. The School Defibrillator is located in the School office. This is communicated to and known by all staff.

### **13. Contacting the emergency services**

13.1. 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.

13.2. 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.

### **14. Fire safety**

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

14.2. 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.

14.3. The school will test evacuation procedures on a termly basis.

14.4. Firefighting equipment will be checked on an annual basis by the site manager.

14.5. Fire alarms will be tested weekly at 3.30pm 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.

14.6. 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.

14.7. A 'Fire Risk Assessment Review Form - Form FS7R' is reviewed on an annual basis by the Health and Safety Coordinator.

### **15. Accident reporting**

15.1. 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. Temporary staff and external providers can complete an online form from the admin office.

- 15.2. All accidents and near misses, however small, will be reported and investigated by the School's health and safety officer and the outcomes recorded. The length of time dedicated to each investigation will vary depending on the seriousness of the accident.
- 15.3. 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.
- 15.4. The health and safety coordinator will monitor the accident book and put in place interventions to prevent further accidents where necessary.

## **16. Significant accidents**

- 16.1. 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.
- 16.2. 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
- 16.3. **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

## **17. Reporting procedure**

- 17.1. 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>.
- 17.2. 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).
- 17.3. 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).

17.4. Accident book and RIDDOR records will be kept for a minimum of 3 years.

## **18. Reporting hazards**

18.1. Staff, pupils, contractors and visitors have a legal duty to report any condition or practice they deem to be a hazard.

18.2. In the main, reporting should be conducted verbally to the site manager as soon as possible, who will inform the headteacher if appropriate.

## **19. Accident investigation**

19.1. All accidents, however small, are reviewed/investigated by the health and safety coordinator.

19.2. A written investigation may be completed depending on the seriousness of the accident.

19.3. After a written investigation, risk assessments and health and safety procedures may be amended to avoid reoccurrence of the accident.

19.4. 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.

## **20. Our active monitoring system**

20.1. 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.

## **21. Lock down/Invacuation emergency procedure**

- 21.1. In the event of an emergency requiring lockdown or invacuation staff will follow the Invacuation, Lockdown and Evacuation Policy and one-page procedures.
- 21.2. 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 caller's 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?
- 21.3. The head teacher will decide whether to evacuate the building.

## **22. Evacuation**

- 22.1. In the event of a fire, the Fire Evacuation Plan will be implemented.
- 22.2. 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.

## **23. Visitors to the school**

- 23.1. All visitors will sign in to reception upon arrival at school.
- 23.2. 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 and given a red lanyard. Regular visitors' DBS will be stored by the admin team. Visitors with I.D and DBS will be given a green visitors' lanyard to wear at all times. School Governors will be given a black lanyard.
- 23.3. 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.
- 23.4. 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.



- 23.5. Staff members who encounter an unidentifiable visitor will enquire if they require assistance and direct them to reception or off site.
- 23.6. 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.

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

- 24.1. 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.
- 24.2. PPE means all equipment worn, or held, by staff or pupils which is designed to protect them from specified hazards.
- 24.3. All staff and pupils will be provided with protective eyewear in all workshops and laboratories. Visitors will also be supplied with PPE when appropriate.
- 24.4. 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.
- 24.5. 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.
- 24.6. Thorough risk assessments are carried out by the class teacher to determine the suitable PPE to be used for each hazard.
- 24.7. PPE required is written on CLEAPSS model risk assessments, which are available online, warning signs are clearly displayed in areas, and on equipment, where PPE is mandatory.

## **25. Maintaining equipment**

- 25.1. 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
- 25.2. **It is the responsibility of the department leader to ensure new equipment meets the appropriate standards and conforms to all health and safety requirements.**

## **26. Hazardous materials**

- 26.1. 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.
- 26.2. 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.
- 26.3. 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 and Health and Safety Coordinator on an annual basis to ensure continued effectiveness.
- 26.4. The Site Manager will keep an indexed list of all hazardous substances that are kept on site.
- 26.5. All equipment, materials and chemicals will be held in appropriate containers and areas conforming to health and safety regulations. Hazardous materials will be kept in locked cupboards in stockrooms. Materials to be kept out of reach of children will be kept in locked store rooms.
- 26.6. Hazardous substances will be labelled with the correct hazard sign and contents label.
- 26.7. Storage life will be considered by class teachers. All COSHH and ionising radiations regulations will be adhered to.
- 26.8. Low toxic products, such as corrective fluid and aerosol paints, will be stored securely and only used under supervision in a well-ventilated area.
- 26.9. Dust and fumes will be safely controlled by local exhaust ventilation regulations.
- 26.10. No staff member or pupil should ever be put at risk through exposure to any hazardous substance used in our practical curriculum.
- 26.11. Where a substance has a workplace exposure limit, control measures will ensure that exposure is below the limit.

## **27. Asbestos management**

- 27.1. In accordance with HSE guidance, an asbestos management survey is undertaken by Crest Environmental every 2 years, which is a United Kingdom Accreditation Service accredited surveying organisation.
- 27.2. As a result of the asbestos management survey, risks identified are monitored on a continuing basis.

- 27.3. Further details concerning the management of asbestos can be found in the Asbestos Management Plan.
- 27.4. A permit to work system is developed/implemented by the Site Manager to ensure all work undertaken by contractors, which involves work on/near to confirmed or suspected asbestos containing materials, is adequately controlled.

## **28. Medicine Coordinator**

- 28.1. The school's Medicines in School policy will be read, understood and adhered to by all staff.
- 28.2. All medicine brought into school must be stored in the office in a locked cabinet. The medical coordinator has responsibility for receiving/logging/storing/administering and checking parental consent for medicines. In the event of the medical coordinator not being available staff will contact the Health and Safety coordinator.
- 28.3. 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.

## **29. Allergens**

- 29.1 Where a pupil has an allergy, the school will ensure the necessary control measures are in place, to minimise the risk of exposure to allergens, encourage self-responsibility, and plan for an effective response to possible emergencies, in order to ensure the health and safety of the children. Parents are responsible for working alongside the school in identifying allergens and potential risks and making these known to staff.
- 29.2 School will request details from parents of pupils with allergies annually or when joining the school. This information is kept on the school server, a copy will be given to class teams and a copy is given to the kitchen staff.
- 29.3 The Kitchen Staff are responsible for keeping an up to date allergen list and ensuring all pupils with allergens are checked against the allergens contained in the menu of the day.
- 29.4 The Kitchen Staff are responsible for checking pupil dietary requirements against the menu of the day.
- 29.5 The Kitchen Staff will ensure no food substances containing nuts are purchased by school. All staff where possible must not to bring any food containing nuts to school.
- 29.6 The Medical coordinator will ask all parents **not** to prepare packed lunches containing nuts. Form teams will monitor packed lunches for items containing nuts.

- 29.7 The Medical Coordinator will ensure that all designated first aiders are trained in the use of adrenaline auto-injectors (AAIs) and the management of anaphylaxis.
- 29.8 The Medical Coordinator ensures that medical information is regularly updated and distributed to staff.
- 29.9 The Medical Coordinator will ensure that pupils with known allergies to specific animals will have restricted access to those that may trigger a response. Eg. Care Farm. They will coordinate this with the form team.
- 29.10 The Medical Coordinator will ensure pupils with known seasonal allergies are encouraged to wash their hands after playing outside. Those with severe seasonal allergies are encouraged to bring an additional set of clothing to school, to change into after playing outside, with the aim of reducing contact with outdoor allergens, such as pollen. The Medical Coordinator will coordinate this with the form team.
- 29.11 Form teams will store AAI devices unless pupils who have prescribed AAI devices are able to keep their device in their possession.
- 29.12 Emergency anaphylaxis kit(s) can be found in the school office. The Medical Coordinator conducts a termly check of the emergency anaphylaxis kit(s) to ensure that: spare AAI devices are present and have not expired. Used or expired AAIs are disposed of in a sharps bin.
- 29.13 In the event that a pupil without a prescribed AAI, or who has not been medically diagnosed as being at risk of anaphylaxis, suffers an allergic reaction, School will contact the emergency services and seek advice as to whether a spare AAI should be administered.
- 29.14 In the event of anaphylaxis, a first aider will lay the pupil flat on the floor with their legs raised, and will administer an AAI to the pupil. Upon arrival of the emergency services, the following information will be provided: Known allergens, causes of the reaction, time the AAI was administered.
- 29.15 Following the occurrence of an allergic reaction, the Health and Safety Coordinator in conjunction with the Medical Coordinator will conduct an accident investigation.

### **30. Smoking and Vaping**

- 30.1. The school is a non-smoking/vaping premises and no smoking or vaping will be permitted on the grounds.
- 30.2. School staff smoking/vaping off site must do so in areas not visible to pupils on site.
- 30.3. School staff smoking/vaping off site must not negatively impact the school's neighbours.

### **31. Housekeeping and cleanliness**

- 31.1. Cleaners will be monitored by the site manager.
- 31.2. Special consideration will be given to hygiene areas.
- 31.3. Waste collection services will be monitored by the site manager.
- 31.4. Special consideration will be given to the disposal of laboratory materials and clinical waste.
- 31.5. 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.

## **32. Infection control**

- 32.1. 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
- 32.2. 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

- 32.3. 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.
- 32.4. 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.
- 32.5. St John Vianney encourages parents to have their children immunised.
- 32.6. All cuts and abrasions should be covered with waterproof dressings.

### **33. Risk assessment**

- 33.1. The headteacher has overall responsibility for ensuring potential hazards are identified and risk assessments are completed for all areas of risk in the school.
- 33.2. Risk assessments will be stored electronically in the risk assessment register on the school server.
- 33.3. Off-Site risk assessments will be checked by the Senior Leadership Team before groups of pupils leave site. All offsite activities with pupils attending will be 'signed out' of school by SLT.
- 33.4. Risk assessments will be reviewed as required for all areas of the school by the H&S Coordinator.
- 33.5. Risk assessments will identify all defects and potential risks along with the necessary solutions or control measures.
- 33.6. The health and safety coordinator will ensure risk assessments are completed by staff leading day trips or residential stays.

### **34. Slips and trips**

- 34.1. 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.

### **35. Security and theft**

- 35.1. Money will be held in a safe and banked on a weekly basis to ensure large amounts are not held on-site.
- 35.2. 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.
- 35.3. Staff and pupils are responsible for their personal belongings and the school accepts no responsibility for loss or damage.
- 35.4. Thefts may be reported to the police and staff members are expected to assist police with their investigation.
- 35.5. All members of staff are expected to take reasonable measures to ensure the security of school equipment being used.
- 35.6. Missing or believed stolen equipment will be reported immediately to a senior staff member.

### **36. Severe weather**

- 36.1. The headteacher, in liaison with the SLT, make a decision on school closure on the grounds of health and safety.
- 36.2. St John Vianney will act in accordance with the Adverse Weather Plan, which is updated annually and sent out to all staff at the start of Winter.

### **37. Safe use of minibuses/cars for transporting pupils**

- 37.1. The school business manager is responsible for arranging the annual maintenance of the minibus, including MOTs and road tax.
- 37.2. 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 MIDAS minibus training, involving 3 hours of theory and test and 1 hour practical driving with a MIDAS trainer.
- 37.3. Staff driving the minibus will complete the checks on the School buses before using, in line with MIDAS training.
- 37.4. 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.

- 37.5. Damage to the minibus must be reported to the admin team on return.
- 37.6. The minibus will carry strictly one person per seat, and seat belts will be worn at all times.
- 37.7. Fines accrued will be paid by the driver at the time the offence was committed.
- 37.8. Penalty points on staff driving licences must be reported to the business manager.
- 37.9. The Health and Safety coordinator will record staff members who have completed specific training allowing them to drive the minibus on the training record.
- 37.10. The Business Manager is responsible for the storage of information regarding staff who can transport pupils in their own vehicle.

### **38. School trips and visits**

- 38.1. Off-site trips and visits need an Off-Site Risk Assessment completing a minimum of 1 week before the trip and recording in the Off-Site Trips folder on the School server.
- 38.2. The visit leader needs to request the venue Risk Assessment where appropriate and familiarize himself and other accompanying staff with these risks. He must attach this with the initial off-site risk assessment.
- 38.3. 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. This must be signed off by a member of SLT in the dining room before the trip departs.
- 38.4. Staff then need to sign out their group on the computer inventory.
- 38.5. Residential visits need risk assessments signing by the head teacher and health and safety governor 2 weeks before the trip.

#### *Off Site Protocols*

- The Leader will ensure a First Aid kit is taken out each visit
- All staff attending must know who is the responsible person leading the off-site trip, and who will deputize in emergencies.
- The Leader must ensure their Risk Assessment is an accurate record of who participates on the day by ticking the box.
- The Leader must ensure each pupil has an allocated member of staff on the Risk Assessment who is responsible for their supervision throughout the trip.
- The Leader and for multi-class trips the Deputy, must keep a list of pupils and allocated staff with them off-site.



- The Leader or designated staff member must tick off the pupils as they leave the visit.
- The Leader must make regular pupil head counts throughout the trip and ask staff to check their allocated pupils.
- The Leader must check they have all pupils when returning to school. You may wish to use existing gates or doors to tick them through or check each member of staff has their allocated pupils.
- Staff must keep allocated pupils with them, when walking or on public transport.

### **39. Manual handling**

- 39.1. 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.
- 39.2. In order to manage these risks, staff receive ongoing online training through Educare.
- 39.3. 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.
- 39.4. Dynamic risk assessments must not be used as the norm.
- 39.5. Manual handling equipment is checked by the site manager as a minimum on an annual basis.

### **40. Working at heights**

- 40.1. 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.
- 40.2. Staff will receive annually 'HSE advice for teachers and classroom assistants' - working at height guidance through compliance manager.
- 40.3. Weekly Health and Safety reminders are given as required in the staff briefing on Monday morning and in the staff bulletin, which is sent to all staff weekly.
- 40.4. All staff members receive ongoing online Health and Safety training including in part working at height.
- 40.5. The site manager will complete online working at height training and follow the site manager generic duties risk assessment.
- 40.6. 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.

40.7. Contractors must provide information to show how they plan to carry out their work safely when working at height or roof work.

#### **41. Lone working**

41.1. Guidelines concerning employees' lone working are addressed in the Lone Working Guidelines and Employees Guide to Personal Safety which are communicated to staff annually via compliance manager.

41.2. During opening and closing of the School two members of the estates team are in attendance. Members of the estates team and SLT carry a radio with them at all times to support enhanced communication.

41.3. The Site Manager and Deputy Site Manager will only use machine tools and ladders when both are available for safety reasons.

#### **42. Workplace health and safety: stress management**

42.1. 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.

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

43.1. 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.

43.2. The Health and Safety coordinator will review the forms and support staff with an action plan if required.

43.3. The school will pay for eye tests for all staff who require a HS14 self assessment.

#### **44. Monitoring and review**

44.1. The effectiveness of this policy will be monitored continually by the headteacher and the governing board. Any necessary amendments may be made immediately.

44.2. This Policy will be reviewed annually.

## Appendix A

### 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.

<b>Role</b>	<b>Appointed person</b>	<b>Telephone number</b>	<b>Email address</b>
Health & Safety Governor	<b>Mr W Fisher</b>	<b>01618817843</b>	<b>admin@stjohnvianneyschool.co.uk</b>
Headteacher	<b>Mr Aidan Moloney</b>	<b>01618817843</b>	<b>a.moloney@stjohnvianneyschool.co.uk</b>
Health and Safety Officer	<b>Mr J Cassidy</b>	<b>01618817843</b>	<b>j.cassidy@stjohnvianneyschool.co.uk</b>
Business manager	<b>Mr D Cooper</b>	<b>01618817843</b>	<b>d.cooper@stjohnvianneyschool.co.uk</b>
Site Manager	<b>Mr D Goodwin</b>	<b>01618817843</b>	<b>d.goodwin@stjohnvianneyschool.co.uk</b>

## **Appendix B**

### **List of testing and service.**

1. 5 year fixed wire test.
2. PAT testing.
3. Fire alarm and smoke detection.
4. Lighting conductor testing.
5. Emergency lighting.
6. Intruder alarm.
7. Cctv equipment
8. Fat testing.
9. Boilers and control system.
10. Automatic gates.
11. Powered pedestrian doors.
12. Door access system.
13. Boiler service.
14. Extract fans.
15. Fan convectors.
16. Legionella monitoring.
17. Quarterly shower disinfections.
18. Expansion vessel flushing
19. Legionella risk assessment.
20. Legionella risk assessment review.
21. Legionella-system chlorination/disinfection.
22. Legionella TMV servicing.
23. Water heaters /cylinder check.
24. Air conditioning systems.
25. Kitchen ventilation system.
26. Full kitchen deep clean.
27. Kitchen equipment servicing.
28. Gas tightness test.
29. Asbestos management review/inspection survey.
30. Fire risk assessment.
31. Health and safety audit.
32. Fire fighting equipment.
33. PE/gym equipment.
34. Specialist equipment.
35. Lifts.
36. Display energy certificate.
37. Glazing audit.
38. Roller shutter service.
39. Tree survey.