

English Martyrs Catholic Primary School
"where everyone is special"

P21 : Health and Safety Policy for English Martyrs School

Mission Statement

With Christ at the heart of our Catholic community,
our mission is to:

- ✘ nurture the potential in each individual,
- ✘ celebrate achievement,
- ✘ and develop an awareness of service
to God and each other

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|------------------------------|-----------------------------------------|
| Version | 1 |
| Created | <i>February 2022</i> |
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| Author | <i>EP</i> |

Introduction

All schools employees have a duty to look after their own and others' health and safety and have a duty under common law to take care of pupils in the same way as a prudent parent would do so.

Employees must also cooperate with their employer on health and safety matters, carry out their work in accordance with training and instructions, and inform their employer of any work situation representing a serious and imminent danger so that remedial action can be taken in a timely manner.

This Policy has been produced in recognition and acceptance of our legal responsibilities as an employer and aims to protect the health, safety, welfare and wellbeing of our employees and others who may be affected by our activities.

This Policy will therefore set out how English Martyrs Catholic Primary School will manage occupational health and safety.

1. Statement of Intent

English Martyrs Catholic Primary School recognises the importance of effective health and safety management and will demonstrate our commitment to health, safety, welfare and wellbeing by recognising that effective health and safety management is equally as important as our other school objectives. This Policy provides a practical framework for the compliance and implementation of The Health and Safety at Work etc. Act 1974 and all other relevant health and safety legislation within this school.

It also demonstrates our obligation to the duty of care we owe to employees and non-employees (such as pupils, visitors, contractors, peripatetic staff and members of the public) by ensuring that our activities are undertaken in such a way as to not put them at risk.

The main aim of our policy is prevent occupational accidents, incidents and cases of work-related ill health; and to promote and implement safe systems of work, a safe working environment and a safe and healthy workforce. This will enable English Martyrs Catholic Primary School to develop a positive health and safety culture through the implementation of the following objectives:

- Providing strong and visible leadership and management and involving employees;
- Having an occupational health and safety management system which sets clear health and safety standards, roles and responsibilities;
- Identifying significant risks to health, safety and wellbeing as part of our risk assessment process, and implementing adequate measures to prevent, reduce or protect against those risks;
- Promoting the principles of sensible and proportionate risk management;
- Having a competent workforce through the provision of information, instruction, training and supervision;
- Effectively communicating, consulting and cooperating with employees on all relevant health and safety matters;
- Providing a safe and healthy place to work;
- Providing access to competent health and safety advice, guidance and support;
- Requiring our contractors to cooperate with us;
- Ensuring resources are available to ensure the successful management and implementation of health, safety and wellbeing; and
- Making continuous improvements in health and safety performance.

Through this statement of intent and the implementation of our health and safety arrangements we will ensure that we are meeting the policy aims, objectives and requirements. We will actively strive for

continual health and safety improvement by complying with the Policy and by working in consultation with managers, employees and other partners. We will achieve this by:

- Considering health and safety within our school planning activities.
- Establishing a proactive and positive health and safety culture.
- Encouraging ownership and responsibility at all levels.
- Ensuring that the health and safety related policies are complied with by having school documents, safe systems of work and arrangements that ensure the implementation of health and safety locally.
- Identifying, assessing and eliminating, reducing or managing the risks that arise out of activities, processes or operations through the risk assessment process.
- Monitoring our school health and safety performance by reviewing arrangements and analysing accident trends to identify areas for improvement.
- Ensuring that health and safety is considered as part of our performance management, employee appraisal and supervision process.
- Ensuring that health and safety is included as a standing agenda item at all staff meetings.
- Ensuring that all employees within the school are made aware of this Statement of Intent and our arrangements.

Signed: E. Petras

Name: Miss Elizabeth Petras

Headteacher

Signed: Mr Declan Kingsley-Walsh

Name: Mr Declan Kingsley-Walsh

Chair of Governors

2. Organisation

This Policy formulates our school occupational health and safety management system. It outlines how we will plan, organise/arrange, implement, monitor/review and audit for health and safety. Whereby, legal compliance is the minimum Standard English Martyrs Catholic Primary School wishes to achieve. Our health and safety management framework will strive for higher standards (good practice) where possible so that continuous improvement can be achieved.

2.1 Health & Safety Roles and Responsibilities

The Health and Safety at Work Act 1974 and accompanying legislation states that employers, persons in charge of premises and employees all have specific health and safety duties and responsibilities. This section details these specific health and safety roles and responsibilities and assigns them to the appropriate posts and functions.

Successful health and safety management depends on a systematic approach throughout the school so that health and safety becomes fully integrated with all other aspects of school management. A proactive health and safety culture will require strategic leadership from the Governing Body and Headteacher with support from all staff.

2.2 Chair of Governors and Governing Body

The Chair of Governors and Governing Body has overall responsibility throughout the school for:

- Implementing and achieving the objectives of the health and safety policy.
- The preservation, development, promotion and maintenance of the school's health and safety management system.
- Ensuring health and safety matters receive appropriate priority and are considered within the school's decision making process.
- Having awareness and maintaining attention on the significant health and safety issues.
- Ensuring the school has appointed competent people to provide health and safety assistance/advice to assist with the implementation of relevant health and safety measures to meet legal requirements.
- Applying health and safety legislation and making decisions that conform to legislation and this policy.
- Promoting a positive health and safety culture.
- Ensuring adequate resources are made available to implement successful health and safety management and to conform to all relevant health and safety statutes.
- Ensuring health and safety matters will be considered and accounted for when making organisational decisions.

The Governing Body will delegate much of the day-to-day health and safety monitoring, reviewing and auditing of health and safety to the Headteacher.

2.3 Headteacher

The Headteacher has been appointed by the Governing Body as the 'Responsible Person' for health and safety within the school.

The Headteacher has overall accountability and responsibility for ensuring effective health and safety within the school, and must ensure that all employees are aware of, and are held accountable for, the specific application of their health and safety duties to employees and any other person.

The Headteacher may choose to delegate responsibilities to specific employees; however, they must ensure that those nominated are competent and understand and accept the responsibilities being delegated to them. The Headteacher will remain accountable for those activities.

Where the Headteacher has chosen to delegate their operational responsibilities to other members of senior management/leadership; the Headteacher must ensure that those nominated are competent and understand and accept their delegated responsibilities.

The Headteacher will:

- Demonstrate visible management commitment to health and safety and lead by example.
- Strive for continuous improvements and promote a positive health and safety culture.
- Promote the adequate and proper consideration of health and safety to all employees within the school.
- Attend, as directed or required, appropriate health and safety management/leadership training and subsequent refresher training.
- Present a report to the Governing Body on the health and safety performance of the school, which will include:
 - Accident statistics
 - Setting performance related targets and objectives
 - Measuring health and safety performance
 - Provision of an effective Health and Safety Committee process
 - Monitoring of Health and Safety to include:
 - Auditing
 - Inspection
 - Accident recording and investigation
 - Review of performance
 - Training
- Be aware and maintain attention on the significant risks within their school and ensure they are being properly risk assessed, controlled and managed through effective and sensible risk management.
- Ensure that when making decision/arranging new projects for the service area, health, safety, welfare and wellbeing issues are considered and dealt with fully;
- Ensure that adequate health and safety communication channels exist within their area of control;
- Ensure that adequate resources are provided to maintain health, safety and welfare, and manage these resources on a risk priority basis;
- Ensure that procedures exist and are effectively implemented to identify and provide the information, instruction, training and supervision needed to ensure health and safety;
- Ensure procedures are in place for the reporting and recording of accidents and incidents, and near miss investigation and taking appropriate action to prevent recurrence within the statutory time scales;
- Review and monitor accidents and incident statistics to identify trends and areas of high risk. Provide support and resources to ensure adequate controls are put in place to prevent recurrence, and to ensure continual health, safety and wellbeing improvement;

- Ensure that their senior managers and all employees (including agency staff) under their control are made aware of, understand and accept their individual and specific responsibilities regarding health and safety and are adequately trained to carry out their responsibilities;
- In conjunction with all staff, monitor and review the health and safety targets and priorities in line with the overall school objectives; and ensure the provision of adequate resources to achieve compliance;
- Ensure that health and safety management and performance is formally evaluated, monitored and reviewed at least on an annual basis;
- Ensure that the competent health and safety person is consulted, along with employees' representatives, prior to changes in working practices;
- Ensure that the Governing Body is informed of any breach of health and safety statutory requirements; and immediately when there is Health and Safety Executive (HSE) involvement; and, where the Governing Body has assigned responsibility to the Head Teacher, respond to any legal notice received by the HSE or other enforcing body.
- Ensure that a formalised health and safety workplace inspections and audits are undertaken and appropriate action implemented;
- Ensure consultation takes place between managers from other employers, organisations and appropriate employees' safety representatives, when sharing premises.

2.4 Senior Management (i.e. Deputy Headteachers, Phase Leaders)

All senior managers are responsible for managing health and safety in their area of responsibility. Departmental policies will specify the roles and responsibilities required by departmental to ensure legal compliance and best practice.

In general, all senior management must:

- Ensure that risk assessments are undertaken and recorded for work activities, processes and operations. They must identify significant risk(s) and controls that will eliminate the risk or reduce it to the lowest possible level through sensible and proportionate risk management. They must involve employees as part of this process, and implement controls as necessary in compliance with legislative or school policy requirements;
- Ensure that all employees are made aware of and understand the relevant risk assessment findings for their work activities and the control measures, safe systems of work, and arrangements in place;
- Provide and maintain healthy and safe working conditions, plant/equipment, access/egress and welfare provision, e.g. provision of drinking water, adequate toilets and washing facilities, etc.
- Provide all new starters with a health and safety induction upon commencement of employment;
- As necessary, ensure that arrangements are in place detailing their responsibilities for the health and safety of agency workers (as the host employer) and detailing the responsibilities of the agency as employer. Similarly, arrangements must be in place for volunteers.
- Ensure that relevant information, instruction, training and supervision programmes are in place, provided, maintained and monitored to help secure the competence of all employees.
- Consider health and safety at the planning stage of any new plant/equipment purchase or design or change in processes or activities.
- Ensure that accidents, incidents, near misses and occupational ill health are reported and investigated where necessary, so that appropriate action can be taken to prevent a recurrence.
- Ensure that contractors' and other peoples' activities in their area are monitored and issues of concern are raised to the appropriate person in a timely manner.
- Ensure that all employees, including safety representatives, are able to carry out their responsibilities, and encourage them to work with senior management to promote a positive health and safety culture.

- Ensure that the formalised health and safety workplace inspection and audit regime is in place to check and document that the work environment is safe or requires appropriate action.
- Ensure that communication arrangements are in place to brief and inform employees on health and safety matters as required.
- Ensure cooperation and consultation takes place between other organisations and appropriate employees' safety representatives, when sharing premises.
- Take appropriate action following external audits or inspections and own observations.
- Consult and seek competent advice where necessary.

2.5 Employees

All employees have an important role to play in effective health and safety management. For the purpose of this policy, 'employees' will include work placement/experience students, volunteers, agency workers and contract workers.

The responsibilities below relate to all employees. If an employee has additional responsibilities for health and safety, for example Head of Department, then they must comply with those responsibilities in addition to these.

All employees have a responsibility to:

- Take reasonable care, while at work, to ensure that they do not endanger either themselves or anyone else who might be affected by their actions or omissions.
- Cooperate fully with their employer or other person (line manager, senior management) in respect of their health and safety duties and follow all relevant arrangements, instructions, control measures, training, procedures, etc. (written and verbal) to protect their own and other people's health and safety; and consult with their line manager on any areas of concern.
- Not misuse or interfere with anything that has been provided in the interest of their health, safety and welfare (such as safety equipment and/or protective clothing provided).
- Check that any equipment, plant or substances used at work are in a safe condition prior to use and acquaint themselves with all relevant processes, materials and substances and use as advised. Report any defects, loss or damage to their manager via the defect reporting system.
- Inform their manager, without delay, about any work situation that might present a serious or imminent danger to themselves or others, or about any other problems in the health and safety arrangements.
- Be aware of their capabilities and competence, both physically and mentally and inform a manager if they feel unable to continue with their duties.
- Behave appropriately at all times in the workplace and not get involved in any horseplay.
- Avoid taking short cuts, improvising or changing work activities, which could create unnecessary risks to their health and safety. Use all safety equipment and/or personal protective equipment that is provided.
- Report all work related accidents, incidents (including incidents of violence, diseases and dangerous occurrence) and near misses.
- Be familiar with any health and safety policies, procedures, risk assessments or any other health and safety documentation, applicable to them and their work. Follow all induction, information, instruction and training provided (whether verbal or written).
- Be aware of the first aid provision at their workplace and understand the fire/emergency evacuation and fire prevention procedures, position of fire alarms and equipment and participate in drills as required.

- Take part in health and safety training and development as necessary.
- Cooperate with health surveillance programmes and other control strategies for the protection of their health and wellbeing, as required.
- Set a good personal example in respect of health and safety.
- Make suggestions to improve health and safety.
- Be appropriately dressed for their working environment and activity.

2.6 Pupils

All pupils are expected to behave in a manner that reflect English Martyrs Catholic School's Behaviour Policy and in particular are expected to:

- Take reasonable care for their own health and safety at school and of their peers, teachers, support staff and any other person that may be at school.
- Cooperate with teaching and support staff and follow all health and safety instructions given.
- Not intentionally or recklessly interfere or misuse anything provided in the interests of health, safety and welfare.
- Report to a teacher or other member of school staff any health and safety concerns that they may have.

2.7 Shared site users

Where two or more employers share a workplace, each employer shall cooperate with the other employer(s) concerned to enable them to comply with their duties under health and safety legislation. The school as the primary site user will have the lead responsibility.

All shared users of site must agree to:

- Cooperate, communicate and coordinate with the school on health and safety matters.
- Provide information relating to any additional risks or procedures, which will be new or unusual to those of the school, which may arise from their work activities.
- Maintain a standard of health and safety which is reasonably practicable and at least equivalent to the standards maintained by the school so as to ensure the health, safety, welfare and wellbeing of all school employees, pupils and others who may be affected.
- Meet the insurance requirements stated by the school and its insurer.
- Familiarise themselves with and communicate, to their employees and service users, the school's health and safety arrangements.

The school will ensure that, where not forming part of the shared site users hire contract or lease:

- Premises are in a safe condition for the purpose of use.
- Adequate arrangements for emergency evacuation are in place and communicated.
- Shared site users are consulted, cooperated and communicated with on health and safety matters.
- The school's health and safety arrangements are made available for dissemination.

3. Arrangements

The following arrangements have been adopted to ensure English Martyrs Catholic Primary School fulfils its responsibilities and provide the foundation for securing the health, safety, welfare and wellbeing of all employees and users of the site.

| Topic | Action/Arrangements | Responsibility of: |
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| Setting health and safety objectives | The Governing Body will specifically review progress of health and safety at the termly full governors' meetings; this may be included as part of the Headteacher's report to Governors. Where necessary, health and safety improvements will be identified and included within a school action plan. | Full Governing Body Health and Safety governor Headteacher |
| Consultation: Provision of an effective joint consultative process with employees | The school's Site Manager along with a governor meet once per term and report back termly to the Headteacher. The Site Health and Safety Committee consists of a member of senior management, Caretaker/Site Manager, member of admin, TU or employee safety representatives if there is one in school, a teaching assistant and a member of the Governing Body; and reports and consults with all employees, TU Representatives/employee safety representatives and the Governing Body ensure that all concerns are considered and addressed with a clear action plan, identified/delegated responsibilities and target completion dates. | SLT member (RJ) Caretaker / site manager Cleaner Governor Staff Governor |
| Consultation: Employees | <p>The law is different if there are employees who are not represented under the Safety Representatives and Safety Committee Regulations 1977, for example if: you recognise trade unions but representatives have not been appointed or are not about to be appointed; or there are any employees who do not belong to a trade union and recognised trade unions have not agreed to represent them.</p> <p>Where employees are not represented under the Safety Representatives and Safety Committees Regulations 1977, the Health and Safety (Consultation with Employees) Regulations 1996 will apply.</p> <ul style="list-style-type: none"> • These staff members can raise issues of concern or make suggestions for health and safety improvements, e.g. staff meetings, suggestion schemes, speaking directly to Head or senior leaders. • The Health and Safety Policy is situation in the staffroom. <p>Reference links: HSE Involving your workplace in health and safety: Guidance for all workplaces (HSG263) HSE Consulting employees on health and safety: A brief guide to the law (INDG232)</p> | Headteacher |

| Topic | Action/Arrangements | Responsibility of: |
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| <p>Consultation: Trade Unions</p> | <p>As a school we recognise trade unions therefore the Safety Representatives and Safety Committees Regulations 1977 will apply. The trade union may appoint health and safety representatives (referred to as "safety representatives" in the regulations) and we would consult the union-appointed health and safety representatives on health and safety matters affecting the employees they represent.</p> <ul style="list-style-type: none"> • A SLT member would inform and consult "in good time" with trade union and employee health and safety representatives? • Headteacher will ensure that Trade Union and Employee Health and Safety Representatives are consulted and informed of new health and safety information for school? <p>Reference links: HSE Involving your workplace in health and safety: Guidance for all workplaces HSE Consulting employees on health and safety: A brief guide to the law</p> | <p>SLT (RJ) Headteacher</p> |
| <p>Consultation: Involvement of pupils</p> | <p>The School Council, supervised by a SLT member, will take part in looking at the safety and security of the school and undertake site walks looking at and considering the fire and emergency procedures in school. As school representatives, they are responsible for cascading the information to all of their classmates.</p> | <p>Headteacher Office Manager</p> |
| <p>Communication: Establishing adequate channels</p> | <p>Communication channels are established for the exchange of health and safety knowledge and information. Where necessary, these communications will be recorded and include:</p> <ul style="list-style-type: none"> • Governing Body Meetings • Site Health and Safety Committee Meetings • Senior management, staff meetings • Provision of information relating to safe systems of work and risk assessments • Staff briefings • Staff training days • Health and safety noticeboard • School Council • Communication of health and safety bulletins/press releases from WES Safety & Premises, HSE, Fire Service, etc. • Communications with other relevant specialist advisors | <p>Headteacher Senior Leaders Office Manager</p> |

| Topic | Action/Arrangements | Responsibility of: | | | | | | | | | | | | |
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| Competencies: Provision of effective health and safety training | The Headteacher will consider health and safety training on an annual basis in line with the school's health and training matrix focusing on mandatory training as a priority. The head or a SLT representative holds an induction with new staff, volunteers, agency workers and contract workers. The Head and the office organises refresher training and updates records. | Headteacher Senior Leaders Office Manager | | | | | | | | | | | | |
| Competencies: Risk assessment | SLT Team Leaders, Curriculum Subject Leads, EVC Leads, and persons in charge of identified activities and events will be supported and advised in identifying and ensuring that significant findings are recorded and control measures are implemented. SLTs are responsible for carrying out risk assessments or supervising other staff to do them. Risk Assessments: <table border="1" data-bbox="577 651 1697 912"> <tbody> <tr> <td data-bbox="577 651 949 715">Outdoor play</td> <td data-bbox="949 651 1321 715">COSHH</td> <td data-bbox="1321 651 1697 715">People with particular help</td> </tr> <tr> <td data-bbox="577 715 949 810">Car park / pedestrian safety</td> <td data-bbox="949 715 1321 810">Classroom</td> <td data-bbox="1321 715 1697 810">SEND children who need additional support</td> </tr> <tr> <td data-bbox="577 810 949 874">Cleaning</td> <td data-bbox="949 810 1321 874">Outdoor visits</td> <td data-bbox="1321 810 1697 874">Lone working</td> </tr> <tr> <td data-bbox="577 874 949 912">Working at height</td> <td data-bbox="949 874 1321 912">Forest School</td> <td data-bbox="1321 874 1697 912"></td> </tr> </tbody> </table> | Outdoor play | COSHH | People with particular help | Car park / pedestrian safety | Classroom | SEND children who need additional support | Cleaning | Outdoor visits | Lone working | Working at height | Forest School | | Headteacher Senior Leader (RJ) Office Manager EVC lead (PN) Site Manager / Caretaker |
| Outdoor play | COSHH | People with particular help | | | | | | | | | | | | |
| Car park / pedestrian safety | Classroom | SEND children who need additional support | | | | | | | | | | | | |
| Cleaning | Outdoor visits | Lone working | | | | | | | | | | | | |
| Working at height | Forest School | | | | | | | | | | | | | |
| Competencies: Specialist advice and support | Specialist competent advice and support will be obtained from Miles Marriott, as required. | Headteacher Office Manager | | | | | | | | | | | | |
| Monitoring, Measuring and Reviewing Performance and Auditing: Measuring and monitoring performance | To determine whether health and safety requirements are being achieved it is necessary to measure performance against predetermined plans and objectives. This will be achieved by implementing the following: <ul style="list-style-type: none"> • Annual health and safety audit by an external contractor/consultant with an accompanying action plan • Termly updates on the progress of audit and other action plans, i.e. water hygiene assessment, fire risk assessment, fire service audit Reference links: DfE Governance handbook and competency framework HSE | Headteacher Governor link for health and safety Office Manager Caretaker | | | | | | | | | | | | |

| Topic | Action/Arrangements | Responsibility of: |
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| Monitoring, Measuring and Reviewing Performance and Auditing: Auditing | <p>Auditing is the structured process of collecting independent information on the efficiency, effectiveness and reliability of the total health and safety management system and drawing up plans for corrective action. English Martyrs School recognises that auditing needs to take place at a local level.</p> <p>The auditing process will review and establish whether:</p> <ul style="list-style-type: none"> • Appropriate management arrangements are in place. • Adequate risk control systems/strategies are in place for the associated risks. • Those control strategies are being implemented. <p>Other auditing regimes from other agencies may be undertaken, with or without notice, as appropriate.</p> | Headteacher Office Manager Caretaker |
| Monitoring, Measuring and Reviewing Performance and Auditing: Reviewing performance | <p>To review performance, all of the information gathered from monitoring and auditing activities needs to be examined. This enables the Governing Body/MAC/MAT/LAC to ensure that our health and safety management system is working effectively, and that our policy objectives are being achieved.</p> <p>English Martyrs School will continually review and update our policies when there are:</p> <ul style="list-style-type: none"> • Changes to legislation, British Standards, Approved Codes of Practice, or relevant industry guidance • Changes in organisational structure, process, activities and/or equipment. • Lessons learnt/actions resulting from the findings of an incident investigation or audit. • Lessons learnt from a national or regional incident. | Full Governors Governor – Health & Safety Link Headteacher Office Manager Caretaker / Site manager |

| Topic | Action/Arrangements | Responsibility of: <i>(Job title or Name)</i> |
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| Accidents, incident and near misses: involving staff, pupils and/or visitors – including those reportable under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR) | <p>Accidents for pupils are recorded in the first aid book and parents are informed if their child has received first aid treatment by wearing a sticker. If a head injury or more serious the child will have a sticker and an accident form, which indicates the child has received First Aid treatment. As far as possible, depending on the severity of the injury, the school would ask the teacher to speak to the parents about it at the end of the school day. Depending on the nature of the injury/incident parents may be phoned to explain the incident/injury and may be asked to come and collect their child to seek treatment or as a precautionary measure.</p> <p>If an accident is serious, the Head Teacher or Deputy/Phase Leader should be made aware and immediate action taken to ensure the location of the accident is still safe to use. Necessary action should be taken and where possible details recorded for an accident investigation. There is a form, 'WCC Voluntary Aided</p> | Headteacher Office Manager |

| Topic | Action/Arrangements | Responsibility of: <i>(Job title or Name)</i> |
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| | <p>accident/incident/near miss report form' which is to be completed. If members of the public are involved names and addresses should be taken (including any witness statements). The Chair of Governors would be informed.</p> <p>The school will report more serious incidents and accidents via RIDDOR, in line with their regulations. The office manager will fill in the admin/records which are sent off when approved by the Head.</p> <p>Near misses are reported to the office manager and the appropriate form is completed. Office manager informs the Head and action taken if needed.</p> | |
| Asbestos management | <p>The school has an up to date Asbestos register which is held on the WCC. ATLAS website. The school also has a hard copy which it keeps in the green health and safety folders (with separate copies in the school office and in the green caretaker's book). ATLAS is referred to prior to any intrusive work being carried out by a contractor, member of staff or any other. Contractors are asked to sign to say they have seen the relevant asbestos information for the site. Contractors through the hotline or vetted by the LA and their details can be checked on the ATLAS website. Staff are informed through staff meetings of asbestos on site or if an emergency individually by the Head/Office manager.</p> | <p>Headteacher Office Manager Caretaker / Site Manager</p> |
| Contractors – Safe Management of | <p>All contractors/visitors must report to the office, identity will be checked and they will sign in before admission is granted. Contractors should notify the school in advance when it is a suitable time to undertake the work. If external to the LA providers the school will endeavour to check they have the correct qualifications to undertake the work. A Health and Safety leaflet is available for visitors in the entrance, they must tick a column in the signing in/out book to confirm they have read the leaflet. If staff are concerned about contractors they report safeguarding concern immediately to the DSL (DSLs are Head and Deputy) and other concerns to the office manager or Head.</p> | <p>Elizabeth Petras: Headteacher Mrs Copson: Office Manager Caretaker / Site manager: Mr Bingham</p> |
| Control of Substances Hazardous to Health (COSHH) –including Radiation and Compressed Gases (if applicable) | <p>The COSHH file is maintained by the caretaker and kept in her cupboard. Only products obtained through ESPO are used. Cleaning substances are stored in the caretaker's cupboard which is locked when not in use. Where necessary advice will be sought for the disposal of any unused chemicals. In the rare event that the school uses chemicals not obtained through ESPO the caretaker must ask the office manager to write to the product supplier for a COSHH sheet product. All containers with decanted substances are clearly labelled with product information and dilution rates. Health and safety is a regular item on staff meetings. The appropriate staff receives training as stipulated by the Local Authority. For ESPO products a data sheet is downloaded from their website and kept in school. Emergency evacuation procedures would follow the existing school policy and procedures, however in the event of a spillage the area would not be accessible for evacuation. Used light bulbs are sealed in special storage containers and disposed of by a licensed disposal provider. Computers are disposed of by a specialised Computer Recycling firm. Blood and bodily fluids are disposed of in special yellow bags.</p> | <p>Elizabeth Petras: Headteacher Mrs Copson: Office Manager Caretaker / Site Manager: Mr Bingham Designated First Aiders</p> |
| Defect Reporting | <p>Defects are reported to the school office and will be asked to complete a Defect Reporting Form. This will also indicate what actions have been taken to handle the defect. These reports are kept for five years. Out of use labels and signs will be used if appropriate.</p> | <p>Office Manager</p> |

| Topic | Action/Arrangements | Responsibility of: <i>(Job title or Name)</i> |
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| Design and Technology | As a Primary schools we refer to “Make it Safe” booklets which are available through the subject leader for DT and a copy in the staffroom. The school would also signpost to CLEAPSS if appropriate. For reference also see WCC Health and Safety Policy for the Safe Management of Design and Technology. | Science Subject Leader: Headteacher |
| Display Screen Equipment | At present no children or staff are required to spend periods of time in excess of 50 minutes at one sitting working with IT screens. Staff and children must be aware of the potential risks of staring into the lense of an operating data projector. Teaching and office staff will be trained on DSE through staff meetings. Headteacher is responsible for identifying DSE users and informing them about their eye benefits. (For reference see WCC Display Screen Equipment Policy and related documentation.) | Headteacher Office Manager |
| Driving at Work (use of personal cars, minibuses and transporting children etc.) | For staff they are signposted to WCC Driving at Work Policy and Driving at Work Guidelines (1-3). If children are transported in staff cars they must have 2 adults in the car, with business insurance, up to date MOT, road tax and be a qualified first aider and sign that the car is roadworthy. At English Martyrs, staff transporting children would only be done in extreme/emergency situations/circumstances. | Headteacher Individual class teachers |
| Electricity at Work | PAT testing is carried out annually by an arranged provider (Terry Hawkins). PAT registers/records are kept in the Health and Safety folders. If staff become aware of any difficulties on electrical items they are to be reported immediately to the Office Manager/Head. Systems are checked in accordance with the WCC guidelines. For reference see WCC Electrical Testing Policy and HSE guides. | Headteacher Office Manager |
| Emergency Planning | The head or appointed SLT is responsible for the emergency planning for the school in times of difficulty. This will be regularly updated in relation to advice from WCC. The School has an emergency evacuation plan in place. The School has a business continuity plan. These are all available on the policies section of the website. | Headteacher Office Manager SLT |
| Extended Services/ Hirers/Leasers | The majority of users of the premises apart from the school is the PTFA. On rare occasions the site may be used and the head/caretaker/office manager will speak to the organiser of the event to discuss arrangements. For clubs providers have a contract which they sign indicating that they and others that teach with them are DBS checked; at least one First Aider on site and the relevant coaching qualifications and public liability insurance. Extended clubs will feedback to the caretaker if difficulties arise. | Headteacher Office Manager Caretaker |
| Fire Safety | School has a fire risk assessment which is updated annually. School also had a recent fire inspection by the LA in January 2015. All the details for the fire safety checks etc can be found in the 2015 audit for the pre inspection fire check. A building emergency evacuation plan is in place. Regular checks and fire drills take place in line with statutory orders. The school arranges its training through the LA. | Headteacher Office Manager Caretaker |
| First Aid, medication and supporting | The school encourages all staff to undertake some level of training. This may be provided as a whole-staff training day at intervals depending on staff needs and mobility. First aid resources are located in the disabled toilets. In additional medicines/epipens are stored in the school office in a special cabinet. All the first aiders are photographed and displayed in the corridor outside the Head’s office (this is really useful or younger children or EAL children who | Office Manager |

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| | <p>are struggling remembering names etc). A significant number of TAs and dinner supervisors are first aid trained. During lunch a first aider is permanently placed in the school at the designated first aid room. Parents fill in the appropriate paperwork if a child requires medications or treatments. If needed the school will arrange for specialist training of given conditions or treatments to ensure the best care can be given. The school will not administer or allow a child to have medications which are not prescribed by a doctor. It is the responsibility of a parent to ensure medications or in date in school. Failure for children to have the appropriate medication in school may mean they are unable to do various activities or events. School works with external agencies if needed to support a child's medical needs in school.</p> <p>(For reference see WCC First Aid at Work Policy, Warwickshire School Age Health Directory).</p> <p>Schools should follow the DfE "Supporting pupils at school with medical conditions Statutory guidance" and should have a separate policy in place to support this.</p> | |
| Glass / Glazing (including window restrictor arrangements) | School has had a glazing risk assessment and we are fully compliant, this was checked with the LA on January 26 th 2016 | Head: Elizabeth Petras |
| Housekeeping, cleaning and Waste Disposal | The caretaker maintains a tidy and free from risk environment. If needles etc are found they will be disposed on by seeking advice from WES health and safety department. The school through the hotline disposes of hazardous waste such as fluorescent tubes and will seek advice for other products eg computers. | Headteacher Office Manager Caretaker Site Manager |
| Infection Control | The school would use the WCC Infection Control Policy, Infection Control Standard IC Precautions guide and Hand Protection Policy for guidance. | Headteacher Office Manager Caretaker Site Manager |
| Lifting equipment (lifts, hoists, hygiene tables etc.) | <p>The school does not have a hoist system in place in the 'wet room' but it does have a table which can be raised and lowered with the child on it. It is inspected every year and is repaired when needed.</p> <p>For reference see WCC Lifting Operations and Lifting Equipment (LOLER) Policy.</p> | Head: Elizabeth Petras Office Manager: Mrs Copson Caretaker: Mr Bingham |
| Personal Safety / lone working | <p>The school uses the WCC Personal Safety Policy and Working Safely Guides to inform practice. Staff are requested that if they are working alone in the school that they should always let someone know they are in school and how long they are expected to be. They should have an arrangement with this individual to keep in touch regularly and take action if they have not heard from them. All staff should have a mobile on them when lone working and not being undertaking any activity which could lead to an injury. During holiday periods a flip chart is placed in the corridor by the main entrance so that adults can sign in and out. The number of staff who are keyholders has been reduced.</p> <p>For reference see WCC Personal Safety Policy, Working Safely Guides and HSE.</p> | Head Governors Staff who are lone working – all teaching staff and caretaker/cleaner |

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| Maintenance of equipment / equipment safety | Equipment is inspected throughout the academic year, with defects reported in the agreed manner. As soon as a defect is noticed then it will be investigated and the appropriate action taken. The school has a variety of WES contracts and other contracts from external providers which are inspected within the expected time frames. | Headteacher Office Manager |
| Manual Handling (People and Objects) | Staff also received basic training for manual handling. If people handling is needed the WCC Manual Handling Policy and Manual Handling Guidance for Handling Children would be followed. For reference see WCC Manual Handling Policy and Manual Handling Guidance for Handling Children. | Headteacher Office Manager |
| New and expectant mothers | School refers to WCC New and Expectant Mothers Guidance for Managers. Staff are asked to inform the Head as soon as they know they are pregnant. This is so the Head can safeguard them in the early stages of pregnancy. This will be kept in strictest confidence. A risk assessment is completed for each member of staff who are pregnant which gets updated throughout their pregnancy For reference see WCC New and Expectant Mothers Guidance for Managers and HSE. | Headteacher Governors |
| Off-site trips and activities | The DHT and Phase Leader is the EVC. After staff have identified a possible trip, costings are investigated with support from the office. The Head is approached to gain permission for the trip to go ahead. Risk assessments are sought from the the provider of the trip. The teacher writes a risk assessment for the trip including, standard appropriate risk assessments need to be included also. No child attends a trip with authorisation of the parents which is written. The LA permission will be sought and the Governors for Residential trips. The school office is the point of call for staff on a trip, however in emergencies they can contact the head directly either through the school number or her mobile. During a Residential a designated person, usually the head if not attending the residential, keeps a copy 24 hours at home/school of all the children on the trip, emergency details and a copy of the medical forms completed. All trips should have a qualified first aider. | Headteacher EVC lead (PN) Governors LA |
| PE and Outdoor Play Equipment | The school follow the current afPE (Association of Physical Education and Sport) Safe Practice in Physical Education. The caretaker conducts daily checks on outdoor equipment. Through the LA the outdoor and PE equipment is checked with actions undertaken through the LA contractors. Records are kept in the green health and safety folder. | All Staff LA contractors |
| Personal Protective Equipment | If required for the job or task then the school provides and pays for any personal protective equipment needed. | Headteacher Office manager Caretaker Governors |

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| Physical Intervention | The school follows the Department for Education's guidance on the use of reasonable force to restrain pupils. A number of staff have undertaken TEAM teach training who work within the year 3 classroom. In April 2019 the whole school is receiving TEAM TEACH training on a training day by an external provider | Head Governors Staff who have attended the training Whole School |
| Public Events | The school follows the WCC Public Events Policy and guidelines. It is rare for the school to host events which are not either parish based or PTFA based. The arrangements for these are in collaboration with the school. PTFA have their own public liability insurance. Head speaks to organisers to ensure they know their fire risk procedures and routes in/out of a fire. Additional fire signage is placed around the school. For reference see WCC Public Events Policy and guidelines. | Headteacher Office Manager Caretaker / Site Manager |
| Risk Assessments | The risk assessments are the responsibility of the Head to oversee their accuracy and ensure they are up to date. However depending on what the risk assessment is, it may be conducted by other staff in the school. All staff are informed, if appropriate to their role, as to the content of the risk assessments and the impact on the school. The responsible person should be appropriately trained. The school would refer to WCC Risk Assessment Policy and Guide and New and Expectant Mothers at Work – Guidance for Managers for staff who are expecting. For reference see WCC Risk Assessment Policy and associated guides. | Head: Elizabeth Petras EVC Lead (PN) Governors |
| Science | For science lessons the staff are signposted to the, "Be Safe" booklets. The subject leader has one copy and there is another copy in the staffroom. When appropriate Schools should also signpost to CLEAPSS. | Headteacher Science Subject Lead (HS) |
| Security | <i>Signpost to school's Security Policy.</i> | Headteacher Governors |
| Smoking | The school is a no smoking site. (P6). Refer to the WCC Corporate Smoke Free Workplace Policy. | Head: Elizabeth Petras |
| Work-related stress and mental wellbeing | Staff should speak to a senior leader if they are experiencing any problem. Employees will be informed of what is available to them to help in these situations. School would refer to WCC Management of Work , Related Stress and Well-being Policy and guide. School will refer staff to occupation health if it will help and staff can also self refer. School will provide release time for staff to seek treatment during difficult times. <i>Reference links:</i> HSE Work related stress microsite HSE Tackling work-related stress using the Management Standards approach (workbook) HSE How to tackle work-related stress: A guide for employers on making the Management Standards work | SLT/Headteacher |

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| Swimming Lessons | <p>The school purchases, on behalf of parents, professionally qualified instructors at Rugby School. Year 4 is designated to go swimming in the school. The provider the school uses is Rugby School swimming, based in the town.</p> <p>The school adopts the afPE Safe practice in physical education and sport document as their swimming pool policy.</p> | Headteacher Office Manager |
| Trees (Management of) | Trees are monitored by the caretaker who reports any concerns. Grounds maintenance can also report concerns if needed. All staff have a responsibility to be vigilant and pass on any concerns. | Headteacher Office Manager Caretaker / site manager Grounds Maintenance |
| Traffic management On-site vehicle movements | Before school/after school the caretaker is responsible for opening/closing school gates and giving appropriate access. During the school day the responsibility is for the office manager is consultation with the Head. | Caretaker / Site Manager: Mr Bingham Office Manager Headteacher |
| Violence and aggression towards staff | <p>At English Martyrs the Governors believe that all staff at the school have the right to be treated with dignity and respect. The school therefore will not tolerate any acts of violent or aggression towards its staff. Staff are encouraged to report all incidents of verbal and physical violence and aggression to the Head who will record such incidents. Depending on the nature of the incident the Head will arrange to have a meeting with the parents concerned or send a letter reminding parents about appropriate behaviour. The school will seek banning orders if needed for parents through the correct legal channels. If appropriate some parents will not be permitted to have meetings with parents on their own but only with another staff member present.</p> <p>For reference see WCC Personal Safety and Working Safely Guides.</p> | Head: Elizabeth Petras Governors |
| Visitors on site | All visitors sign in/out in the visitors book. ID is checked before they are allowed into the site. If they have a current CRB then they can conduct the work unsupervised. If they do not have a CRB then they must be accompanied or the work arranged out of school hours when children are not on site. The school has a health and safety leaflet, which includes safeguarding arrangements and they read this and sign they have seen it before they enter the site. In the signing in/out book they tick to confirm they read the leaflet. | Headteacher Office Manager |
| Water systems and water hygiene | The water systems and water hygiene logs are kept by the caretaker in her office. We follow WCC guidelines and procedures. | Caretaker / Site Manager: Mr Bingham |
| Welfare facilities and wellbeing of staff and pupils | <p>In order to comply with welfare regulations, the school provides for employee and pupil wellbeing:</p> <ul style="list-style-type: none"> toilets and hand basins, with soap and towels or a hand-dryer; | Headteacher Caretaker / Site Manager |

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| | <ul style="list-style-type: none"> • drinking water; • a place to store clothing (and somewhere to change if special clothing is worn for work); • somewhere to rest and eat meals. • To ensure a healthy working environment, will we ensure there is: <ul style="list-style-type: none"> ○ good ventilation – a supply of fresh, clean air drawn from outside or a ventilation system; ○ a reasonable working temperature; ○ lighting suitable for the work being carried out; ○ enough room space and suitable workstations and seating <p><i>With any inclement weather conditions, an assessment is maintained and necessary arrangements are put in place, including sun safety, cold weather, shutting playgrounds where necessary and maintaining safe access and egress to site.</i></p> <p>Reference links: HSE Welfare at work: Guidance for employers on welfare provision DfE Advice on standards for school premises: For local authorities, proprietors, school leaders, school staff and governing bodies</p> | |
| Work Experience Pupils (on school sites) | The Phase Leader is responsible for carrying out inductions and risk assessments for those working in foundation stage and key stage 1. The DHT is responsible for those working in KS2. The schools procedures are shared with the work experience students and all staff are aware of these and report back to the senior leader any concerns. | Headteacher Office Manager DHT FS/KS1 Phase Leader (RJ and EP) |
| Working at height | There are clear procedures covering work at height. Staff are to use the equipment provided if they need to work at height eg ladders, step ladders. Under no circumstances should staff be climbing on tables etc. Staff if unsure where equipment is kept can ask at the school office. Staff receive training through the staff meetings or other organised meetings. Before staff use a piece of equipment they should check the equipment first to ensure there is no damage and is safe. Any defect should be reported and not used. Contractors do not use the school equipment but must use their own. | Headteacher Caretaker / Site Manager All Staff |