



We See Jesus In Everything We Do

HEALTH AND SAFETY POLICY

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STATEMENT OF INTENT

At St Edward's Catholic First School it is our policy to carry out our activities in such a way that we ensure, as far as is reasonably practicable, the health, safety and welfare of our employees and all persons likely to be affected by our activities including the general public and where appropriate. We will co-operate and co-ordinate with partnerships, contractors, sub-contractors, employers, RBWM departments and the occupiers and owners of premises and land where we are commissioned to work in order to pursue our Health and Safety Policy aims.

Our aims are to:

- Provide and maintain a safe and healthy working environment ensuring the welfare of all persons
- Maintain control of health and safety risks arising from our activities
- Comply with statutory requirements as a minimum standard of safety
- Consult with all staff on matters affecting their health, safety and welfare
- Provide and maintain safe systems, equipment and machinery
- Ensure safe handling, storage and use of substances
- Provide appropriate information, instruction and supervision for everyone
- Ensure staff are suitably trained and competent to do their work safely
- Continually develop a safety culture to remove or reduce the possibility of accidents, injuries and ill-health
- Assess risks, record significant findings and monitor safety arrangements
- Review and revise safety policies and procedures periodically and when circumstances may introduce a requirement to amend or improve arrangements
- Develop and maintain a positive health and safety culture through regular communication and consultation with employees and their representatives on health and safety matters

Our health and safety management system has been developed to ensure that the above commitments can be met. All staff and governors will be instrumental in its implementation.

ORGANISATION

Employer Responsibility

The overall responsibility for health and safety at St Edward's First is held by the Governing Body who will:

- Ensure that health and safety has a high profile
- Ensure adequate resources for health and safety are made available
- Consult and advise staff regarding health and safety requirements & arrangements
- Periodically monitor and review local health and safety arrangements

The health and safety governor is Mr Vincent O'Horo

Responsible Manager – Head teacher Mrs Sarah Matthews

The responsible manager for the premises is the head teacher, who will act to:

- Develop a safety culture throughout the school

- Consult staff and provide information, training and instruction so that staff are able to perform their various tasks safely and effectively
- Assess and control risk on the premises as part of everyday management
- Ensure a safe and healthy environment and provide suitable welfare facilities
- Make operational decisions regarding health and safety
- Ensure periodic safety tours and inspections are carried out
- Ensure significant hazards are assessed and risks are managed to prevent harm
- Ensure staff are aware of their health and safety responsibilities
- Periodically update governing bodies/partnerships as appropriate
- Produce, monitor and periodically review all local safety policies and procedures

All Staff (including volunteers)

All staff have a statutory obligation to co-operate with the requirements of this policy and to take care of their own health and safety and that of others affected by their activities by:

- Supporting the school health and safety arrangements
- Ensuring their own work area remains safe at all times
- Not interfering with health and safety arrangements or misusing equipment
- Complying with all safety procedures, whether written or verbally advised, for their own protection and the protection of those who may be affected by their actions
- Reporting safety concerns to their staff representative or other appropriate person
- Reporting any incident that has led, or could have led, to damage or injury
- Assisting in investigations due to accidents, dangerous occurrences or near-misses
- Not acting or omitting to act in any way that may cause harm or ill-health to others

On-Site Health & Safety Co-ordinator – Mr Ken McCord

The on-site health & safety co-ordinator is responsible for undertaking a wide range of typical health and safety related duties and will manage, advise and co-ordinate all local safety matters on behalf of, and under the direction of the responsible manager. The health & safety co-ordinator is to work within their level of competence and training seeking appropriate guidance and direction from the responsible manager and /or RBWM as required.

All Teachers, LSAs & Supervisors

The responsibility of applying local safety procedures on a day-to-day basis rests with the teachers and supervisors. Where any new process or operation is introduced in the area of their responsibility, they are to liaise appropriately so that the associated risks are assessed and any precautions deemed necessary are implemented. They are to ensure that all new members of staff under their control are instructed in their own individual responsibilities with regards to health and safety, and they will appropriately monitor those new staff. They are to make periodic inspections of their areas of responsibility, taking prompt remedial action where necessary to control risk.

Fire Safety Co-ordinator

The Site Manager is the fire safety co-ordinator who is the competent person for fire safety on the premises and acts on behalf of the responsible manager. He is to attend the fire safety co-ordinator training course and refresh this training every three years. The fire safety co-ordinator is responsible for the local management and completion of day-to-day fire safety related duties and upkeep of the fire safety manual.

The fire safety co-ordinator is to work within their level of competence and seek appropriate guidance and direction from the responsible manager and or/RBWM as required.

Site Management – Mr McCord & Mr Yates

The site management member of staff is the competent person for the overall management of general premises facilities and acts on behalf of the responsible manager. The competent person is to attend various training courses as appropriate and refresh this training as required on a course by course basis. The competent person is responsible for the local management and completion of day-to-day premises matters and duties. The competent person is to work within their level of competence and seek appropriate guidance and direction from the responsible manager and/or RBWM as required.

Health & Safety Staff Representative – SBM

The premises health and safety representative (whether a member of staff who is union appointed, or non-union and locally nominated) will represent the staff with regard to their health and safety at work. The health and safety representative is expected to promote a positive safety culture throughout the premises and carry out the health and safety duties appropriate to their role in accordance with current guidance and legislative requirements.

Legionella Competent Person – T-Squared

T-Squared is the nominated competent person for Legionella on the premises and acts on behalf of the responsible manager to provide the necessary competence to enable Legionella to be managed safely. The company commits to undertake Legionella Management Training.

T-Squared will ensure that all periodic and exceptional recording, flushing, cleaning and general Legionella management tasks are correctly completed and recorded in accordance with legislative requirements. They will advise the responsible manager of any condition or situation relating to Legionella which may affect the safety of any premises users. T-Squared will work within their level of competence and seek appropriate guidance and direction from the responsible manager and/or RBWM as required.

Asbestos Monitoring – Royal Borough of Windsor & Maidenhead (RBWM)

RBWM manage the asbestos on the premises and act on behalf of the responsible manager to provide the necessary competence to enable asbestos to be managed safely.

RBWM will ensure that senior staff have a reasonable awareness of asbestos management and dangers. They will manage the use of the asbestos register and ensure that asbestos is managed in accordance with relevant statutory guidance. The company will advise the responsible manager of any condition or situation relating to asbestos which may affect the safety of any premises users. They will work within their level of competence and seek appropriate guidance and direction from the responsible manager and/or RBWM as required.

Accident Investigator –

The trained accident investigator is Mr D Houston from RBWM ; Daniel.Houston@RBWM.gov.uk who will lead on all accident investigations in accordance with relevant statutory guidance.

Special Needs Co-ordinator – Mr Liam Keohane

The SENCO maintains an overview of health and safety in relation to the needs of children and staff with a special need, including Personal Emergency Evacuation Plans (PEEPs) are maintained and updated for vulnerable pupils and staff. PEEPS are held in the registers and by the SENCO.

First Aid Trained Staff and Appointed Persons

Staff trained in first aid (3 days):

- Mrs S. Matthews
- Miss D. Berry
- Mrs S. Juric
- Mrs C. Bosquet

All teaching staff have attended the one day First Aid at Work training.

ARRANGEMENTS

The following arrangements for health and safety have been developed in accordance with the Management of Health and Safety at Work Regulations 1999. These arrangements set out all the health and safety provisions for St Edward's First and are to be used alongside other current school procedures & policies.

In carrying out their normal functions, it is the duty of all managers and staff to act and do everything possible to prevent injury and ill-health to others. This will be achieved in so far as is reasonably practicable, by the implementation of these arrangements and procedures.

Accident/Incident Reporting & Investigation

The on-site management, reporting and investigation of accidents, incidents and near misses are carried out in accordance with statutory requirements as outlined by the HSE "Incident Reporting in Schools", and kept in the school office.

Minor accidents to pupils are to be recorded in a duplicate book. These are kept in every class First Aid box and also held by the Lunchtime Controllers. A note is made of the date and time of injury and a brief description of the injury and any treatment given. The person completing the form should also sign it. The top copy is then sent home with the child, the bottom copy is retained in the book.

More serious accidents involving children, staff, visitors or contractors are to be recorded in an Accident Report Book which is kept in the school office.

Near misses should be recorded on an incident report form kept by the Head teacher.

The more serious accidents that are notifiable to the Health & Safety Executive (HSE) are to be reported using the **HSE F2508 Report Form**.

All significant accidents, incidents and near-misses are to be immediately reported to the Head teacher. The trained accident investigator is to always conduct a documented investigation into more serious incidents. The purpose and intended outcome of the investigation is to identify the immediate and underlying causes of the accident so as to be able to implement appropriate measures to prevent reoccurrence.

The Head teacher will ensure that the governing body are appropriately informed of all incidents of a serious nature. All accident/incident reports will be monitored by the Health and Safety Governor Representative for common factors in order that repetitive causal causes may be identified to prevent reoccurrences.

Premises hirers and community/extended service/third party users must report all incidents related to unsafe premises or equipment to the school staff, who will appropriately report and investigate each incident. A written record should be completed, signed and dated and handed to the Office.

Incidents related to the user's own organised activities are to be reported by them in line with their own reporting procedures.

Administration of Medicines

Arrangements regarding medicines are set out in the Administration of Medicines Policy.

Asbestos Management

Asbestos management on site is controlled by the asbestos competent person. The asbestos register as issued by PBRS is located in the school office and is to be shown to all contractors who may need to carry out work on site. Contractors must sign the register as evidence of sighting prior to being permitted to commence any work on site.

Any changes to the premises structure that may affect the asbestos register information will be notified to T-Squared in order that the asbestos register may be updated accordingly.

Under no circumstances must staff drill or affix anything to walls that may disturb materials without first checking the register and/or obtaining approval from the competent person.

Any damage to any structure that possibly contains asbestos, which is known or identified during inspection, should be immediately reported to the responsible manager and T-Squared who will immediately act to cordon off the affected area and contact RBWM.

Child Protection & Safeguarding

Arrangements regarding child protection are set out in the Child Protection & Safeguarding Policy.

Community Users/Lettings/Extended Services

The responsible manager will ensure that:

- Third parties and other extended service users operate under hire agreements
- A risk assessment for the activity is completed
- The premises is safe for use and is always inspected prior to, and after each use
- Means of general access and egress are safe for use by all users
- All provided equipment is safe for use
- Fire escape routes and transit areas are safe and clear of hazards
- Hirers/users are formally made aware of fire safety procedures and equipment

Contractors on Site

Best practice would suggest that RBWM approved contractors are used for contractual work on the premises. Where non-approved contractors may be required or selected for use then appropriate safe selection procedures are to be used to ascertain competence prior to engaging their services. The Safe Selection of Contractors Checklist is to be used to determine competence of non-approved contractors who will require adequate risk assessments to demonstrate their safe working practices for specific work being undertaken.

All contractors must report to the Reception where they will be asked to sign the contractors book and asbestos register, and will be expected to wear a Visitors badge at all times. All contractors must be issued with the local written contractor induction brief that includes all relevant details of fire safety procedures & local safety arrangements.

Host staff are responsible for monitoring work areas and providing appropriate supervision, more so where the contractor's work may directly affect staff and pupils on the premises.

Curriculum Activities

All safety management and risk assessments for curriculum based activities will be carried out under the control of the teachers using the appropriate codes of practice and safe working procedural guidance for Design & Technology, Science, Music, Physical Education & Sport, Art, Swimming and Drama. Teachers will be responsible for local risk management and ensuring that maintenance of equipment and premises in their areas of the curriculum are managed safely following the appropriate guidance.

Defect Book

Any health and safety issues or maintenance requirements identified by staff, pupils or visitors must be recorded in the Defects Book which will be held in the School Office. The Site Manager should check the book at least each week and carry out the tasks listed in order of priority.

Display Screen Equipment

All users must complete the display screen equipment e-learning course every year without exception. All users must carry out periodic workstation assessments using the school's Workstation Assessment Form. Workstation assessments will be actioned as necessary by line managers and routinely reviewed at intervals not exceeding three years. Users are defined as those personnel who use a Workstation for more than 2 hours per day.

Electrical Equipment

The responsible manager will ensure that:

- Only authorised and competent persons are permitted to install or repair equipment
- Where 13-amp sockets are in use, only one plug per socket is permitted
- Equipment is not to be used if found to be defective in any way
- Defective equipment is to be reported & immediately taken out of use until repaired
- All portable electrical equipment will be inspected/tested annually
- Equipment testing/inspection can only be carried out by a competent person.
- Private electrical equipment is not to be brought onto the premises or used until it has been PAT Tested and passed.
- New equipment must be advised to the responsible manager in order that it can be added to future PAT testing schedules

Any defective or suspected defective equipment, systems of work, fittings, etc must be reported to the head teacher and attended to as soon as possible.

Emergency Procedures

General emergency evacuation for non-fire related emergencies is to be carried out in accordance with the school emergency evacuation plan. The school has a fire emergency plan for fire related emergencies and an emergency evacuation plan for all non-fire emergencies.

All staff will receive a brief and/or a copy of the emergency evacuation plan at induction, and they will be periodically provided with updated information as the emergency evacuation plan is routinely reviewed and amendments are introduced.

Personal Emergency Evacuation Plans (PEEPS) are to be completed, provided and exercised for any vulnerable persons to be able to ensure safe, assisted evacuation in the event of an emergency incident. Information is displayed in the relevant Classrooms and is held centrally by the SENCO and in the relevant class registers.

Fire Safety

Arrangements regarding fire safety are set out in the Fire Safety Manual. The fire safety co-ordinator is the competent person for fire safety on the premises and is the immediate point of contact for all fire safety related enquiries on site.

The responsible manager will ensure through the fire safety co-ordinator that:

- Fire safety procedures are readily available for all staff to read
- Fire safety information is provided to all staff at induction and periodically thereafter
- Fire safety notices are posted in the key areas of the building close to the fire points
- Evacuation routes and assembly points are clearly identified
- Staff are aware of their own responsibilities for knowing the location of fire points and fire exits.
- They should also know the location of the assembly point in the event of fire
- All staff are familiar with the flammable potential of materials and substances that they use and exercise maximum care in their use, especially with those marked flammable
- Fire evacuation procedures, fire safety training and fire alarm testing are carried out in accordance with legislation and the premises fire safety manual
- The fire risk assessment is reviewed annually by the fire safety co-ordinator and amended as new hazards or required amendments are identified

First Aid

Arrangements regarding first aid provision are set out in the First Aid Policy.

General Equipment

All general equipment requiring statutory inspection and/or testing on site (e.g. boilers, PE equipment, outside fixed equipment, climbing apparatus) will be inspected by appropriate competent term contractors.

Equipment is not to be used if found to be defective in any way. Defective equipment is to be reported and immediately taken out of use until repairs or disposal can be carried out.

Good Housekeeping

Tidiness, cleanliness and efficiency are essential factors in the promotion of good health and safety.

The following conditions are to be adhered to at all times:

- All corridors and passageways are kept free from obstruction
- Shelves in storerooms and cupboards are stacked neatly and not overloaded
- Floors are kept clean and dry, and free from slip and trip hazards
- Emergency exits and fire doors are not obstructed in any way
- Supplies are stored safely in their correct locations
- Rubbish and litter are cleaned and removed at the end of each working day
- Poor housekeeping or hygiene conditions are immediately reported

Hazardous Substances

The Competent Person for COSHH acting on behalf of the Responsible Manager is the site manager. Hazardous substances, materials, chemicals and cleaning liquids are not permitted to be used or brought into use on site unless a documented COSHH assessment has been undertaken, using a current chemical datasheet, by the trained COSHH assessor, and the product has been approved for safe use on site by the responsible manager.

When using any harmful substance, whether it is a material, cleaning fluid or chemical substance, staff must ensure that adequate precautions are taken to prevent ill-health in accordance with the COSHH assessment completed for that hazardous substance. The school provides Personal Protective Equipment (PPE) as required to staff using hazardous chemicals. Staff must never attempt to use a harmful substance unless adequately trained to do so, and then only when using the safe working practices and protective equipment identified in the COSHH assessment.

All hazardous substances are stored in the secure and signed storage when not in use. Any highly flammable chemicals must be stored in the yellow metal COSHH cabinet which is located in the locked cupboard in the assembly hall with stores of other hazardous substances. This store is to remain locked at all times.

The Cleaning Contractor's stores of cleaning materials are stored in an allocated lockable cleaning cupboard in the new hall. The Contractor is required to provide the school with copies of their completed COSHH risk assessments for any hazardous chemicals used/stored on site.

Inspections and Monitoring

Daily

Daily monitoring of the premises, through working routines and staff awareness, is expected to identify general safety concerns and issues which should be immediately recorded in the premises defect book and reported to the Office Staff.

Monthly

Routine documented inspections of the premises will be carried out every term by the Site Manager with the Responsible Manager and/or a member of the Governing Body. Inspection findings are to be recorded on the termly Premises Safety Inspection Checklist and passed to the Health & Safety Governor or Head Teacher to review and sign. Any identified high-level risks or safety management concerns are to be actioned within a fortnight and discussed with the head teacher immediately.

Annual

Annual detailed inspections of the premises' safety management system will be led by the Health and Safety Governor supported by the Site Manager and the Responsible Manager. These documented inspections will examine all areas of the safety management system and will be carried out using the school's Annual H&S Inspection Checklist.

Kitchens

The main kitchen area is only to be used by authorised staff in accordance with the identified safe working procedures. Authority and procedures for local management of the main kitchen is held by the Kitchen Supervisor (school cook). Any persons not normally authorised but wishing to enter the kitchen area must gain approval prior to entry and must strictly adhere to the kitchen safe working practices.

Safe working procedures and authorised access for other kitchen areas, canteens and food preparation areas must be agreed by the Kitchen Supervisor and a risk assessment carried out with Wilson Jones staff prior to the kitchen being used.

Legionella Management – T-Squared

Legionella management on site is controlled by T-Squared who will manage and undertake all procedures regarding Legionella in accordance with legislation. Records of all related training, flushing, temperature monitoring, cleaning and defects are to be retained for auditing purposes.

Lone Working

All lone working is to be approved by the Head Teacher and is to be carried out in accordance with the premises lone working risk assessment and the local written policy. The lone working arrangements for staff who may undertake lone working on this site are:

- A senior member of staff or the Site Manager.
- The head teacher must be informed of the time the lone worker enters and leaves the site.
- Lone workers must be aware of how to access the phone system out of school hours – press 9 for an outside line

Moving and Handling

Staff are not permitted to regularly handle or move unreasonably heavy or awkward items, equipment or children unless they have attended specific moving and handling training and/or have been provided with mechanical aids in order to work safely.

Any significant moving and handling tasks are to be specifically risk assessed in order that training requirements and mechanical aids can be accurately determined to ensure that the task is carried out safely. The Site Manager is expected to undertake regular physical work which would typically include significant moving and handling, so therefore he/she must attend a formal moving and handling course specific to the work requirements.

Off-site Activities

Arrangements regarding off-site activities are managed in accordance with the Outdoor Education Service procedures and guidance.

Physical Intervention

Arrangements regarding physical intervention are set out in the Physical Intervention Policy.

Provision of Information

The Head Teacher will ensure that information systems are established so that staff are periodically provided with information regarding safety arrangements on the premises. These systems include:

- Staff meetings & INSET Training
- Policies and procedures available to all staff through the shared Health & Safety“ Folder on the Staff Share Drive: and Health and Safety notice board in the Staff Room.
- Local health and safety advice is available from the Head Teacher, Site Manager and RBWM who can provide both general and specialist advice.
- The Health and Safety Law poster is displayed in the Staff Room

Risk Assessment

General risk assessment management will be co-ordinated by the Head Teacher and maintained by the Site Manager who will keep a register of all risk assessments including COSHH Assessments.

Risk assessments must be undertaken for all areas where a significant risk is identified or a possibility of such risk exists. The Head Teacher and Site Manager are trained Risk Assessors and will oversee the correct completion of risk assessments as appropriate. Risk assessments will be carried out and supported by those staff with the appropriate knowledge and understanding in each area of work.

All risk assessments and associated control measures are to be approved by the Responsible Manager or their delegated member of staff prior to implementation.

Completed risk assessments are listed in the Risk Register and will be reviewed periodically in accordance with each risk assessment review date as listed for review.

Security

Arrangements regarding security are based on the premises security risk assessment and are set out in the On-Site Security Policy which includes emergency unlock routines.

Smoking

Smoking is not permitted on the premises. This includes the use of e-cigarettes.

Stress & Wellbeing

St Edward's First is committed to promoting high levels of health and wellbeing and recognises the importance of identifying & reducing workplace stress. Stress management through risk assessment and appropriate consultation with staff will be periodically reviewed and acted upon in accordance with current standards, guidance and requirements.

On-site arrangements to monitor consult and reduce stress situations are managed through good communication between staff and management

Traffic Management

Arrangements regarding on-site traffic safety are based on the premises pedestrian and traffic risk assessment. Parking on the school site is very limited and therefore only available to school staff and visitors who require disabled parking.

No vehicle can be driven in the school grounds when children are outside before or after school and during break times/ lunchtimes or during PE/Games. Any contractors who need to use a vehicle on the school site must inform the school office before any manoeuvres.

Training

Health and safety induction training will be provided and recorded for all new staff/volunteers in accordance with the schools new starters H&S induction checklist.

The Responsible Manager is responsible for ensuring that all staff/volunteers are provided with adequate information, instruction and training regarding their safety at work. All staff will be provided with the following as a minimum training provision:

- Induction training regarding all the requirements of this health and safety policy
- Appropriate local training regarding risk assessments and safe working practices
- Updated training and information following any significant health and safety change
- Specific training commensurate to their own role and activities

- Periodic refresher training that will not exceed three yearly intervals

Violent Incidents

Violent, aggressive, threatening or intimidating behaviour towards staff, whether verbal, written, electronic or physical, will not be tolerated at St Edward's First.

Staff must report all such violent and aggressive incidents to ensure that there is an awareness of potential issues and/or injuries, and so as to enable incidents to be appropriately investigated so that reasonable actions may be taken to support those involved and reduce the risk of similar incidents occurring in the future.

Violent incident reporting is completely confidential. Violent and aggressive incidents are to be reported in line with the RBWM Critical Incidents Policy

All visitors must initially report to the main reception where they will be provided with the key health, safety and fire safety information to enable them to act appropriately and safely in the event of an incident.

Visitors to the premises will need to sign in and out at the main reception and will be provided with a Visitor badge which must be worn at all times. Proof of identity will be asked for from all new visitors to the school. This can include a driver's licence, passport, or identity badge. Visitors will be asked if they have had a DBS check, (Disclosure & Barring Service). All visitors who are unable to demonstrate clearance by the DBS will be accompanied in the school at all times.

Work at Height

At St Edward's First general work at height will be undertaken in accordance with the on-site generic risk assessment for work at height which identifies general requirements and safe working practices.

Specific or higher risk tasks will be carried out in accordance with a specific risk assessment for that task.

The Site Manager is the competent person for work at height on the premises and has attended Portable Access, Ladder & Stepladder Safety Training. Training authorises:

- Use steps, stepladders and leaning ladders in accordance with their training
- Use of portable access equipment in accordance with their training
- Provide step stool instructional training briefs to staff in accordance with guidance.
- Provide stepladder and steps training to staff using the RWSS user training presentation.
- Carry out and record periodic inspections of all on-site ladders, stepladders and podium steps
- Remove access equipment from use if defective or considered inappropriate for use

The competent person for work at height and all other staff are not permitted to use any other access equipment for work at height without specific training. This includes the use of scaffolding, mobile towers and mobile elevated work platforms.

Work at height on the premises is only permitted to take place under the following conditions:

- Any work to be carried out at height must be in accordance with a risk assessment
- Access equipment selected for work at height must be as per the risk assessment
- Any staff working at height must be appropriately trained to use the access equipment
- Staff are not to improvise or use alternative access methods of their own choice
- Use of any furniture, including tables and chairs, is forbidden for any work at height
- Staff may only use step stools if they have received a local instructional training brief

- Staff may only use stepladders if they have received training from the ladder and stepladder competent person
- Staff may only use leaning ladders if they have personally attended an appropriate Ladder & Stepladder Safety course.
- Any safety concerns about a work at height task must be raised prior to work starting
- Access equipment used on site such as ladders and stepladders must only be that provided and are never to be lent to, or borrowed from third parties or contractors
- Contractors working at height are to be appropriately supervised and must only use their own access equipment

Policies in addition to the Health and Safety Policy

A. Administration of Medicines policy

B. Child Protection Policy

C. Emergency Evacuation Plan

D. Fire Safety Manual

E. First Aid Policy

F. Physical Intervention Policy

G. On-Site Security Policy & Procedures

I. Lone Working Policy & Procedures

Reviewed:	Head Teacher & School Business Manager	September 2023
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