



Stella Maris School

# HEALTH AND SAFETY POLICY

REVIEWED: MAR 2018  
REVIEW DUE: MAR 2019

Stella Maris School is committed to Safeguarding and promoting the welfare and well-being of all members of the school. All school staff and volunteers who work in the school are expected to share this commitment and vision.

This Policy was written in consultation with the Trustees, Headteacher and the staff of Stella Maris School with due regard to our mission statement.

*“At Stella Maris we endeavour to put the children at the centre of everything we do. Our mission is to educate, nurture and instil traditional values and cherish our children. We inspire them to achieve their best in every aspect of their lives.”*



# HEALTH AND SAFETY POLICY STATEMENT

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## SECTION A - STATEMENT OF INTENT

We recognise our duty and responsibility to comply with all relevant health and safety legislation. We will ensure the health, safety and welfare at work of all our employees and others who may be affected by our actions. The management of the school therefore are committed to establishing and implementing arrangements which will ensure that staff, pupils and visitors will be safeguarded when on the premises or engaged on offsite activities (e.g. visits to other area's), and that the premises for which they are responsible is safe for visitors including young persons.

It is understood that good health and safety management encourages safe practices and improves morale.

The Head Teacher will ensure all staff are aware of their responsibilities towards health and safety by ensuring that training and good communications throughout the organisational structure are maintained.

The Trustees appreciate that H&S support may be required and this will be used on 'an as required' basis.

Signed

Chair of Trustees

Date : 25.09.15



## **Policy 6 – Health and Safety Policy**

### **SECTION B - ORGANISATION**

The Trustees of Stella Maris School have overall responsibility for health and safety though it may be necessary to delegate certain tasks and responsibilities to the Head Teacher and other members of staff. At the present time Mrs Sophia Fleming is the Trustee responsible for Health and Safety.

The Head Teacher is also responsible for ensuring that staff, pupils and other visitors (including contractors) adopt safe working practices and generally conduct themselves in such a way that they will not injure themselves or others.

#### ***Responsibilities***

##### **The School Trustees**

The Trustees have a responsibility to ensure that the school staff and premises comply with current health and safety policy and practices.

The Trustees and Head Teacher will comply with any direction given to them nationally concerning the health and safety of persons on the school premises or when taking part in any external school activities.

##### **The Head Teacher**

- 1 Production & review of the Health and Safety Policy and review it annually.
- 2 Checking that the Health and Safety requirements are implemented, e.g. risk assessments, and keeping a record of the periodic monitoring which is undertaken. Records to be kept in the main school office.
- 3 Ensuring that all staff have read and understood the H&S Policy and any supporting documents.
- 4 Undertaking and recording Risk Assessments.
- 5 Carrying out regular health and safety inspections and addressing any safety issues as necessary.



## **Policy 6 – Health and Safety Policy**

- 6 Receiving and dealing promptly with complaints about safety issues.
- 7 Seeing that emergency evacuation procedures are in place and that records are maintained.
- 8 Ensuring that requirements of any enforcing authorities (Fire Prevention Officer, HSE and Environmental Health Officer) are properly addressed.
- 9 Ensuring that adequate first aid provision is made.
- 10 Responsible for seeing that they themselves are adequately trained and that staff receive any necessary training determined by their 'training needs analysis'.
- 11 Responsible for ensuring records of the training are kept and having a system for ensuring that refresher training where necessary is undertaken within the prescribed time limits.

### **Appointed Person**

The Head Teacher has appointed a person responsible for managing the health and safety arrangements for the school. This person is identified in appendix A.

The role of the appointed person is to ensure that H&S statutory duties are acted on and that any necessary records are maintained.

Where appropriate the appointed person may request to assistance of competent persons to help with specific H&S issues.

The appointed person will ensure that the Stella Maris accident reporting procedures are followed and records maintained.

The appointed person will make staff aware of specific H&S training that may be beneficial for their function and ensure records are maintained of any training.



## **Policy 6 – Health and Safety Policy**

### **Teaching Staff**

Teachers are responsible for the safety of pupils under their supervision and where provided, controls indicated by the risk assessments will be used to reduce the risk of harm.

In the event of fire their role is to lead their class to the designated assembly point or other agreed place of safety and take the register to ensure all pupils are accounted for. The registers and Staff/Visitor signing-in books are taken out with the class registers by the office staff. Class registers are distributed to class teachers and the Headteacher checks the Staff and Visitor signing-in books so all persons are accounted for.

### **First Aid Personnel**

The role of the First Aider is to administer immediate first aid to employees, pupils and visitors to the school who may have suffered injury or ill health.

Where appropriate the First Aider will request professional medical aid i.e. an ambulance.

The First Aider will ensure an Accident record is completed and where a pupil is concerned the school first aid log is also completed.

### **Caretaking staff**

The caretaking staff are responsible for ensuring the areas of activity carried out are performed safely and with due regard to others who may be affected by them.

Recorded assessment of risk shall be undertaken by competent persons and made available to those employees who may be affected by the hazards identified.

Hazardous substances and the activities for which they are used have been COSHH assessed and suitable Personal Protective Equipment is used.



## **Policy 6 – Health and Safety Policy**

### **All Staff**

All Staff have a responsibility for the health and safety of themselves, their colleagues and visitors. They also have a duty under the Management of Health and Safety Regulations 1999 to report, to their line manager, any shortcomings in the employer's health and safety arrangements.

### **Safety Representatives**

The school allows the appointment of Safety representatives by recognised unions should this be asked for.

Recognised unions:

Unison

National Union of Teachers

National Association of School Masters and Union of Women Teachers

Association of Teachers and Lecturers

Secondary Heads Association

Professional Association of Teachers

Safety representatives are responsible for deciding whether they wish to have a Safety Committee if one does not exist already, in which case, the Head Teacher will facilitate this.

Functions of the Safety representative:

- Investigation of hazards and dangerous occurrences in the workplace
- Examine the causes of accidents and report results to the Head Teacher
- Make representations regarding general matters of H&S and welfare of employees.

The Head Teacher recognises that the safety representative may require 'in school' time to perform some H&S functions.



## **Policy 6 – Health and Safety Policy**

### **School Site**

The Head Teacher will ensure that there are procedures in place to regularly check the school site.

The office secretary will ensure that periodic safety testing takes place on plant such as fixed wiring, plumbing systems and drainage. The school is however responsible for reporting unsafe conditions or events that may lead to an unsafe environment.

### **SECTION C - ARRANGEMENTS**

It is important that the day-by-day activities of all staff, Young persons, contractors and visitors are conducted in a way, which is as safe as possible.

#### ***General Practices Applying to All Staff***

##### **1. Young Persons**

- 1.1. The supervision policy must be followed to ensure the safety of young persons (3-11 years) within the premises &/or if supervised by a member of staff outside of the premises. E.g. a member of staff must supervise their lunch.
- 1.2. Assessment of risk is necessary for hazards to which young persons may be exposed. Records of these will be maintained in the main admin office.

##### **2. Staff and Visitors**

- 2.1. All visitors, not being pupils of this school, shall be accompanied by a member of school staff unless they have been given a H&S induction and the visitor has been authorised by the Head Teacher to be on site unaccompanied.
- 2.2. Arrangements for the signing in and out of staff, visitors and contractors are used at this school for safeguarding reasons.

##### **3. Contractors**

- 3.1. The Head Teacher will appoint a person to liaise and manage contractors. This person



## Policy 6 – Health and Safety Policy

will ensure contractors are aware of current known hazards on the site such as locations of asbestos.

- 3.2. Only contractors who have been approved by the Trustees or are able demonstrate competence will be deemed suitable to work within the school environment.
- 3.3. Contractors must be able to produce a method statement and risk assessment addressing both the hazards they will present to school employees, pupils and others and detail the controls that will be adopted to protect them.
- 3.4. Contractors are not permitted to do lone work.

### 4. Fire Safety

- 4.1. All employees gain knowledge of the Fire procedures firstly as part of the health and safety induction process and then through periodic fire drills.
- 4.2. A fire officer (the school secretary) has been appointed to manage the fire arrangements including risk assessment, drills, alarm tests, emergency lighting tests and all fire safety equipment maintenance. The appointed fire officer is identified in appendix A.
- 4.3. Fire marshals (class teachers) have been appointed to assist the fire officer during drills and actual fire events. The role of the fire marshal is to ensure that the site buildings are clear of persons who may have been inadvertently left behind.
- 4.4. Periodic checks of the fire safety systems are made and records maintained. The fire officer, or their representative will test all the required fire equipment. Maintenance of this equipment will be carried out only by a contractor deemed competent to do so. Records of checks and maintenance, including test certificates, will be retained in the 'Fire Record' book.
  - 4.4.1. The fire alarms are tested weekly. Each week a different call point will be used to activate the alarm and identified in the record. Maintenance of the alarm system will be yearly.





## **Policy 6 – Health and Safety Policy**

- 4.4.2. Emergency lighting systems will be tested monthly and maintenance carried out six monthly.
- 4.4.3. Smoke detectors are tested weekly.
- 4.4.4. Fire fighting equipment will be visually inspected monthly and maintenance carried out yearly.
- 4.5. Members of the Trustees and the Head Teacher carry out fire risk assessments as a result of an annual workplace inspection. Specific fire hazards are identified and risks determined. Where appropriate controls are implemented.

## **5. Arson**

Regular external inspection of the premises is necessary to check for arson activities.

- 5.1. All dustbins, benches and other movable items will be made immovable and not positioned against main school walls.
- 5.2. Wheelie bins are to be locked away from main school walls.
- 5.3. Build up of rubbish including leaves etc will be regularly removed to prevent use as fuel.
- 5.4. Trespassers will be dissuaded from visiting the site by appropriate signage and all other reasonable methods.

## **6. Bomb Alerts**

- 6.1. The school will take appropriate evacuation action on receipt of information regarding a bomb on the site.
- 6.2. The general fire procedure will be followed and as with the fire procedure the location of the hazard or device will be avoided.
- 6.3. All staff, pupils and visitors to the school will assemble at the designated secondary assembly point as shown on the fire plan.



## Policy 6 – Health and Safety Policy

- 6.4. No attempt will be made by the school staff to handle potentially hazardous devices or objects.

## 7. Lock-Down Incidents

There are two safe spaces in the school which staff are aware of as a result of training. In the event of a lock-down situation children will be accompanied to the safe places by their class teachers. Senior staff will check that all doors and windows are locked and the Headteacher will contact the police immediately and then the Chair of Trustees.

## 8. First Aid/Illness

- 8.1. First Aid boxes are stocked as per HSE guidance and are located in main office area and high-risk areas when appropriate.

8.1.1. Contents are checked and maintained by an appointed person (see Appendix A).

8.1.2. First aid instructions and named First Aiders (see Appendix A) are posted next to the First Aid box.

### 8.2. First Aiders

8.2.1. Responsibilities of the trained First Aider are to ensure persons injured or ill at the school are adequately treated and where necessary make other appropriate special arrangements.

8.2.2. Ensure any accidents are reported to an appointed person (see Appendix A)

8.2.3. Recording of all first aid treatments shall be maintained and held in the main admin office.

8.2.4. There must be a qualified first aider or appointed person on site at all times.

- 8.3. Parents will be informed of any injury or illness to their child by their teacher or appointed person.



## Policy 6 – Health and Safety Policy

### 9. Accident Reporting and Recording

- 9.1. Accidents, injuries, near misses, reportable disease or work related illness must be recorded by the appointed person (see appendix A).
- 9.2. All employee accidents will be recorded in the Accident Book. The tear out report will be filed in a lockable cabinet.
- 9.3. Non-employee accidents will be reported in the schools incident book located in the main office.
- 9.4. Any accidents arising out of or in connection with work must be reported and recorded by the appointed person.
- 9.5. Where injury may be particularly serious i.e. person is taken to hospital, then the appointed person must keep records.
- 9.6. Accident and incident records will be retained in the main admin office.

### 10. Housekeeping

- 10.1. The buildings will be cleaned by an employed cleaner at least once per week. However the responsibility for ensuring the work environment is kept clean and tidy is applied to all staff.
- 10.2. The disposal of small amounts of waste can be treated as ordinary household waste i.e. placed in appropriate bins within the building and its surrounds, and removed each day by the cleaners to the designated storage area prior to removal by a Refuse Service Contractor.
- 10.3. Stacking and Storage
  - 10.3.1. Materials, equipment and any other items will be kept in appropriate storage areas. Where this is not possible for temporary reasons, the staff responsible for those materials will ensure that they are stacked tidily, to a height, which does not constitute a hazard, and in such a way that they do



## **Policy 6 – Health and Safety Policy**

not impede the movement of staff or visitors.

10.4. Cloakrooms and Exits etc. will be kept clear of obstructions (including electrical cables and other trip hazards).

10.5. Main reception area

10.5.1. All staff are requested to be vigilant in regards to identifying any potential hazards in this area as visitors are not so familiar with the surroundings.

### **11. Lifting and Handling**

11.1. Injuries can be caused by incorrect lifting and handling of objects, (which need not be large or heavy). Therefore any operation where lifting or handling are involved will be avoided where possible.

11.2. Both generic and where appropriate specific risk assessments are undertaken for all potentially hazardous handling activities, including objects and people.

11.3. The moving of people is of particular concern and specialist advice should be sought (see section D).

11.4. Only competent appointed persons may carry out these risk assessments. (see appointed persons list appendix A).

### **12. Control of Substances Hazardous to Health (COSHH)**

12.1. Any hazardous substances on the school site must be managed safely and to do this all of them will be identified.

12.2. Substances, which are hazardous, will be assessed for risk to employees and those who may be affected by them. An assessment form is used for this. The assessment record will be located a) at point of use, b) at point of storage and c) in a master record file located in the main office in case of fire.

12.3. Assessed hazardous substances will be stored safely in appropriate storage areas and be



## Policy 6 – Health and Safety Policy

locatable from a plan in the main office master record book.

### 13. Asbestos and Legionella

- 13.1. A survey has been carried out for the presence of asbestos containing materials (ACMs), and where necessary identification labels placed.
- 13.2. Any areas where ACMs have been identified have been addressed to determine the risk to person who may be exposed and where necessary removed. Where removal is not necessary periodic monitoring for condition will be instigated and a record maintained.
- 13.3. The survey report is available for reference to all persons who may potentially disturb ACM's during their work i.e. electrical contractors.
- 13.4. A survey has been carried out on the water systems within the school to identify potential areas of the system that may promote uncontrolled Legionella bacterium growth. Work to remove redundant system pipework, which had the potential to provide optimum bacterium growth has been carried out.
- 13.5. Higher risk of bacterium growth is likely through long warm holiday periods and therefore maintenance is required to flush the water systems prior to school recommencing. A record is maintained of this maintenance.

### 14. Premises and Equipment

- 14.1. The Trustee responsible for H&S will periodically arrange for a visual inspection of the premises and equipment. Risk Assessments will have been carried out for premises and these may be reviewed during the visual inspection. Where immediate action is required to prevent injury the Head Teacher will ensure arrangements are made to address the hazard.
- 14.2. The front door of school (single point of entry during the school day) will be monitored by the office staff. The door is controlled by an intercom system and only opened from the office when a member of the office staff checks the identity of the caller and greets them at the door.



## Policy 6 – Health and Safety Policy

### 15. Electrical Plant and Equipment

- 15.1. The Head Teacher will arrange for all portable electrical equipment to be checked on a regular basis and a record kept. A schedule/checklist of inspection timescales will be maintained in the statutory record book located in the main office.
- 15.2. The competent person or organisation responsible for testing of portable appliances is included
- 15.3. The trustees are responsible for ensuring the electrical installation has been tested and certificated as safe.
- 15.4. All staff are required to report any damaged electrical equipment or wiring - including portable equipment and permanent wiring.
- 15.5. They must, under no circumstances, attempt any repairs unless the Trustees are satisfied that they are competent to do so. Personal mains-powered electrical equipment must not be brought onto the school, unless it has been subjected to the same tests as other school equipment.

### 16. Risk Assessments

- 16.1. Risk assessments shall be undertaken for all activities, which present a potential to cause harm.
- 16.2. The risk assessment will identify the hazard, the risk and the controls which are present or remedial action planned to reduce the likelihood of injury / ill health.
- 16.3. Only persons deemed competent to carry out risk assessments have authorised to do so by the Head Teacher.
- 16.4. Area's where risk assessment shall be carried out include:
  - 16.4.1. Premises (slips & trips)
  - 16.4.2. Areas on the site with specific hazards present.



## Policy 6 – Health and Safety Policy

- 16.4.3. Fire & Arson
- 16.4.4. Technology equipment
- 16.4.5. Control of Substances Hazardous to Health (COSHH)
- 16.4.6. Care taking activities inc. working at height.
- 16.4.7. PE activities
- 16.4.8. Educational visits
- 16.4.9. Stress
- 16.4.10. Manual Handling
- 16.4.11. Display Screen Equipment (DSE)
- 16.4.12. New and expectant mothers

## 17. Stress

- 17.1. The school as a potential cause of staff illness acknowledges stress and all efforts are made to reduce it. This is in part done by management openness in counselling and supporting staff with work related problems and yearly employee survey which is designed to identify the sources of stress and address any 'stressors'.
- 17.2. This school utilises a stress filter procedure in order to look after the welfare of all staff connected to the school.
- 17.3. Guidance on stress can be sought at any time from the Head Teacher.
- 17.4. Additionally a counselling service will be available if required.



## **Policy 6 – Health and Safety Policy**

### **18. Alcohol, Drugs and Smoking**

- 18.1. The abuse of alcohol or drugs is a safety hazard and if there is any suspicion that a member of staff or visitor is under the influence of either, then this must be reported to the Head Teacher who will take the appropriate disciplinary action.
- 18.2. Smoking within the school site is prohibited.

### **19. Violence and Aggression**

- 19.1. Violence and harassment in both physical and verbal forms will not be tolerated within the school. Either between employees or between employees and non-employees.
- 19.2. Employees shall report all incidents of this type must be reported to the Head Teacher. The school will in the first instance take appropriate action.
- 19.3. Disciplinary action will be taken against employees being the source of such behaviour.
- 19.4. Action against non-employees who are the source of violent, harassing or threatening behaviour may be by prohibiting them entry to the school.
- 19.5. The person responsible for ensuring the process of recording and follow up action is listed in appendix A.

### **20. Display Screen Equipment (DSE)**

- 20.1. A competent person will assess all DSE equipment and workstations for suitability for individual employee use. (See Appendix A).
- 20.2. Where appropriate, equipment shall be provided or replaced to ensure the user is not put at risk of illness or injury.
- 20.3. Records of all assessments will be maintained and held in the main admin office.
- 20.4. Eyesight testing is offered to persons identified as habitual users.





## **Policy 6 – Health and Safety Policy**

### **21. Safe Systems of Work (SSW)**

- 21.1. To ensure some types of work, such as working at height, is done safely; it is necessary for us to prepare a SSW, a procedure, which details how the work shall be carried out.
- 21.2. This will be used along with the risk assessment to ensure all potential hazards are known about and how to conduct the work as safely as possible.

### **22. Training**

- 22.1. The Head Teacher will ensure that employees with responsibilities for health and safety are competent. Appropriate training will reinforce this.
- 22.2. The responsibility for safety training and/or refresher training rests with the Head Teacher and the employer.
- 22.3. Training records will be maintained for all employees and periodic examination of these takes place and if training needs are identified, then appropriate training shall be provided.
- 22.4. Information on Health & Safety courses can be obtained from the office.

### **23. Lone Working**

- 23.1. It is recognised that staff may at some point be required to work outside of normal working hours. If this is necessary then staff must either ensure there is another person in the building with them or they must use the 'Lone Working' procedure.
- 23.2. The lone working procedure would mean that staff consider the H&S implications and risk assessment elements of being in school alone.

### **24. Educational Visits**

- 24.1. The school recognises that educational visits, away from the safety of the school site, expose school employees, pupils and non-employee volunteers to potentially unknown risk. Therefore special arrangements are required.



## **Policy 6 – Health and Safety Policy**

- 24.2. For all educational visits the Head Teacher appoints a competent Group Leader. The Group Leader will ensure all arrangements are made and that all appropriate requirements of the school policy are met.
- 24.3. A person appointed, as the Educational Visit Coordinator will oversee the arrangements and advise of documentation required for the particular type of visit. Basically these fall into four categories.
- 24.3.1. Residential (R)
- 24.3.2. Adventurous (A)
- 24.3.3. Off Island (O)
- 24.3.4. Local (L) – these are lower risk
- 24.4. Visits, which fall into categories R, A & O require approval by the Trustees prior to commencement. Category L visits requires parental consent and risk assessments to be carried out.
- 24.5. Injuries occurring during an offsite visit must be handled as those at school. Information about injuries must be relayed back to the school as soon as possible so that the schools requirements for accident reporting are met within specified timescales.

## **25. New and Expectant Mothers**

- 25.1. The school recognise the fact that new and expectant mothers (NEM's) are at an increased risk of a) injury to themselves and their unborn child b) injury to others who may be affected by their actions.
- 25.2. To ensure the safety of the NEM the management of potential risks required. This is done by a risk assessment carried out by a competent person and the implementation of controls to eliminate or reduce risk.
- 25.3. The NEM will be allowed to take as appropriate rest breaks and a safe place to rest.



## Policy 6 – Health and Safety Policy

### SECTION D – CONTACTS and INFORMATION

#### Health and Safety Support

#### Health and Safety Advice

Health and Safety Assistance Section,

Environmental Health,

Fire & Arson advice - Community Safety

#### Training

Information source for IOW schools -

#### Health & Safety Manual

#### DfES Support

Address: [www.dfes.gov.uk](http://www.dfes.gov.uk)

#### Counselling services



## Policy 6 – Health and Safety Policy

### APPENDIX A – Appointed Persons

Name	Job Title	Responsibility
N Johnson	Head Teacher	Enforce Policy and procedures for H&S
J Hawkins	Secretary to the Trustees	Appointed Person (H&S)
S Fleming	Trustee	H&S Co-ordinator
P Steel	Senior Caretaker	
J. Brearley	Secretary	Fire Officer
All Staff	Fire Marshalls	
K Brown	Senior Teacher	Assist Headteacher to enforce Policy and procedures for H&S
J Brearley	Teacher	First Aider
K Herok	Teacher	First Aider
E Davies	Teacher	
L Farrelly	Admin/Recruitment	First Aider



## Policy 6 – Health and Safety Policy

### APPENDIX B - Fire Safety

#### 1.1. Fire Instructions

1.1.1. These are placed where staff can easily read them.

1.1.2. Emergency Exits, Assembly Point and Assembly Point Instructions shall be clearly identified

#### 1.2. Fire Alarm

1.2.1. In case of fire dial 999

1.2.2. The fire alarms are tested weekly every Monday morning.

1.2.3. A Fire Test Record Book is maintained and held in the main admin office

#### 1.3. Fire Drills

1.3.1. Are carried out at least once per term.

1.3.2. Assembly point is *the rear playground*.

1.3.3. Records are maintained of drills and are held in the main admin office.

#### 1.4. Fire Fighting

1.4.1. Teachers supervising children must not attempt to fight fires as they are expected only to evacuate the area safely.

1.4.2. Untrained staff are not expected to "have a go", but only to tackle small fires only if no undue risk to life and limb, and there is always a clear escape path available.

#### 1.5. Fire Hazards and Fire Risk Assessments

1.5.1. Storage cleaning substances only in a locked cupboard.

#### 1.6. Maintenance of Fire safety equipment is carried out by competent contractor;

1.6.1. Emergency lighting

1.6.2. Fire extinguishers maintained



## **Policy 6 – Health and Safety Policy**

1.6.3. Fire alarms Maintained

1.6.4. Fire Safety Signs and identification of escape routes