



Stella Maris School

# HEALTH AND SAFETY POLICY

REVIEWED: APR 2019

REVIEW DUE: APR 2020

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 areas), 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

A handwritten signature in black ink, appearing to read 'Sophia Fleming', with a large, stylized flourish at the end.

Mrs Sophia Fleming

(Chair of Trustees)

Date : 25.04.19



## **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 Headteacher and other members of staff. At the present time Mrs Sophia Fleming, Chair of Trustees, is the Trustee responsible for Health and Safety and our main appointed person is Mrs Joanne Hawkins, Secretary to the Board.

The Headteacher 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 Headteacher 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 Headteacher**

- 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.



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

- 5) Carrying out regular Health and Safety inspections and addressing any safety issues as necessary.
- 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 Environment Health Officer) are properly addressed.
- 9) Ensuring that requirements of any enforcing authorities (Fire Prevention Officer, HSE) and Environment Health Officer) are properly addressed.
- 10) Ensuring that adequate First Aid provision is made and that a number of staff, across the school departments, are trained as First Aiders.
- 11) Responsible for seeing that they themselves are adequately trained and that staff receive any necessary training determined by their 'training needs analysis'.
- 12) 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/Persons**

The Board of Trustees has appointed a main person responsible for managing the Health and Safety arrangements for the school and the Headteacher has appointed a number of persons within the school to manage different aspects of Health and Safety matters on a daily basis. These persons and their responsibilities are identified in appendix A at the end of this Policy.

The role of the main appointed person is to ensure that Health and Safety statutory duties are acted on and that any necessary records are maintained.

Where appropriate the appointed person may request the assistance of the appointed persons working in school to help with specific Health and Safety issues.

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



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

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.

### **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. (For further details please refer to our Fire Safety Policy.)

### **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.

At Stella Maris School there will always be First Aiders on site and the school will maintain the ratio of one First Aider for every ten children. These qualified staff will also accompany school trips. We always ensure that a First Aider goes on each school trip.

### **Caretaker**

The caretaker is 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

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 Headteacher 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 Headteacher
- Make representations regarding general matters of H&S and welfare of employees.

The Headteacher recognises that the Safety representative may require 'in school' time to perform some Health and Safety functions.



## **School Site**

The Headteacher will ensure that there are procedures in place to regularly check the school site. The caretaker checks the site in the morning before the beginning of the school day and in the evening before he locks up.

The admin staff, together with the appointed person, will ensure that periodic safety testing takes place on plant such as fixed wiring, plumbing systems and drainage and make arrangements for this. 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, children, contractors and visitors are conducted in a way which is as safe as possible.

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

#### **1. Children**

- 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 Headteacher will appoint a person to liaise and manage contractors.

This person will ensure that 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 who are able to demonstrate competence will be deemed suitable to work within the school environment and where possible will only work out of school hours or when the children are not in the building.
- 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.





## Policy 6 – Health and Safety Policy

- 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.
- 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.
  - Emergency lighting systems will be tested monthly and maintenance carried out six monthly.
  - Smoke detectors are tested weekly.
  - Fire fighting equipment will be visually inspected monthly, and maintenance carried out yearly.
- 4.5. Members of the Trustees and the Headteacher 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 where possible will be put safely away and out of view.
- 5.2. Wheelie bins are to be locked away in the bin stores.
- 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, for example, locked gates.



## **6. Bomb Alerts**

- 6.1. The school will take appropriate evacuation action on receipt of information regarding a bomb on the site and the Headteacher together with the admin staff will contact the emergency services immediately.
- 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.
- 6.4. No attempt will be made by the school staff to handle 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.

All staff have been trained in the carrying out of their individual duties in a lock-down situation. (For more information please refer to our Lock-Down Policy)

## **8. First Aid/Illness**

8.1. First Aid boxes are stocked as per HSE guidance and are located in main office area.

- Contents are checked and maintained by an appointed person(s) (see Appendix A).
- First aid instructions and named First Aiders (see Appendix A) are posted next to the boxes.

## Policy 6 – Health and Safety Policy



### 8.2. First Aiders

- Responsibilities of the trained First Aiders are to ensure persons injured or ill at the school are adequately treated and where necessary make other appropriate special arrangements.
- Ensure any accidents are reported to an appointed person (see Appendix A)
- Recording of all first aid treatments shall be held in the main admin office.
- 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.

## 9. Accident Reporting and Recording

- 9.1. Accidents, injuries, near misses, reportable disease or work related illness must be reported by an 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.
- 9.4. Any accidents in connection with work must be reported and recorded.
- 9.5. Where injury may be serious i.e. person is taken to hospital, recording is essential.
- 9.6. Accident and incident records will be retained in the main admin office.

(For more information on the above please refer to our First Aid Policy.)



## **10. Housekeeping**

- 10.1. The buildings will be cleaned by our school caretaker on a daily basis. However the responsibility for ensuring the work environment is kept clean and tidy is also the duty of 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 caretaker to the designated storage area prior to removal by a Refuse Service Contractor.
- 10.3. Stacking and Storage.

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 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

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.



## **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.

## **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 Headteacher 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. A fitted bell also alerts the Office Staff to the door being opened. This is an extra safeguard.

#### **15. Electrical Plant and Equipment**

- 15.1. The Headteacher 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 authority to do so by the Headteacher.

### 16.4. Areas 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.
- 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 including 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 a 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 Headteacher.

(Additionally, a counselling service will be available if required and is provided by Peninsula, who look after the legal and HR aspects of the school.)

**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 Headteacher who will take the appropriate disciplinary action. This also relates to events outside of school hours where teachers are on duty or in supervisory roles.

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 to the Headteacher. 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 persons 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.

**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 Headteacher 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 Headteacher 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 on their own.

### **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.

24.2. For all educational visits the Headteacher 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. The Group Leader will be the person responsible for carrying out the risk assessment and providing to the Headteacher for signing, prior to the trip being agreed. It is recommended, if distance is not a problem, that the Group Leader will visit the venue or have prior knowledge of it.

If the trip is organised for a further distance correct information needs to be acquired by the Group Leader to support the risk assessment, when it is presented as a request for consideration.



24.3. The Group Leader will oversee the arrangements and advise of documentation required for the particular type of visit. 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 school's 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 is required. This is done by a risk assessment being carried out by a competent person or the Headteacher 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.



## **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**



**APPENDIX A – Appointed Persons**

<b>Name</b>	<b>Job Title</b>	<b>Responsibility</b>
<b>N. Johnson</b>	<b>Headteacher</b>	<b>Enforce Policy and procedures for H&amp;S First Aider</b>
<b>J. Hawkins</b>	<b>Secretary to the Trustees</b>	<b>Appointed Person (H&amp;S)</b>
<b>S. Fleming</b>	<b>Chair of Trustees</b>	<b>H&amp;S Co-ordinator</b>
<b>D. Rigg</b>	<b>Caretaker</b>	
<b>J. Brearley</b>	<b>Secretary</b>	<b>Fire Officer</b>
<b>All Staff</b>	<b>Fire Marshalls</b>	
<b>K. Brown</b>	<b>Senior Teacher</b>	<b>Assist Headteacher to enforce Policy and procedures for H&amp;S</b>
<b>J. Brearley /G. Gleeson</b>	<b>Admin</b>	<b>First Aider Appointed to check &amp; maintain First Aid box contents</b>
<b>K Herok/K. Beswick</b>	<b>ASC Coordinators</b>	<b>First Aider</b>
<b>S. Jones</b>	<b>Teacher</b>	<b>First Aider</b>
<b>D. Curley</b>	<b>Lunchtime Supervisor</b>	<b>First Aider</b>



## APPENDIX B - Fire Safety

### 1.1. Fire Instructions

- These are placed where staff can easily read them.
- Emergency Exits, Assembly Point and Assembly Point Instructions shall be clearly identified

### 1.2. Fire Alarm

- In case of fire dial 999
- The fire alarms are tested weekly every Monday morning.
- A Fire Test Record Book is maintained and held in the main admin office

### 1.3. Fire Drills

- Are carried out at least once per term.
- 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

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

- Storage cleaning substances only in a locked cupboard.

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

- Emergency lighting
- Fire extinguishers and alarms maintained



- Fire Safety Signs and identification of escape routes

