

*"Shine like stars in the world."
Philippians 2:15*



St Paul's CE Primary School

Health and Safety

Vision

"Our school is one family, united in love and deeply rooted in our Christian values, where together on life's journey we flourish, striving for excellence in all that we do. Inspired by the transformation of St Paul, and enlightened by the glory of God, we will shine like stars to make the world a better place."

Core Values

Love. Forgiveness. Faith. Friendship. Hope. Peace

**ST PAUL'S CE PRIMARY SCHOOL
HEALTH AND SAFETY POLICY**

ST PAUL'S CE PRIMARY SCHOOL

HEALTH AND SAFETY POLICY

Governing Body

The Governing Body will do all that is reasonably practicable to ensure the health, safety and wellbeing of staff, pupils and visitors, including contractors, and others who may be affected by the school's activities. To this end, we believe in achieving our aims in partnership with all interested parties. We are committed to complying as a minimum with our legal responsibilities, but we are seeking to continually improve our health and safety performance in line with best practice. We will maintain and continually review an effective health and safety management system, which we consider to be an essential part of a high performing school.

It is the intention of the Governors and Executive Headteacher and Head of School that the established health and safety policies, guidance and procedures issued by London Borough of Enfield, headed by Paul Bishop, shall be followed and developed locally to meet the specific needs of St Paul's CE Primary School. The aim is to ensure that health and safety becomes an integral part of managing school activity. This policy will be reviewed annually by the Governing Body, and employees will be consulted prior to any amendments being made.

- a) a safe and healthy working environment with adequate control of health and safety risks arising out of our activities
- b) an effective organization to implement the policy
- c) full consultation with our staff on matters affecting their health and safety
- d) effective communication throughout the school on health and safety matters
- e) information, instruction and supervision is provided
- f) all staff are competent to carry out their work and meet their health and safety responsibilities; and the provision of adequate training and development
- g) risk assessments are undertaken and the necessary controls implemented
- h) the effective management of contractors
- i) competent advice will be obtained when that is not available within the school
- j) effective monitoring and review of the implementation of the policy and health and safety performance
- k) periodic independent auditing is undertaken
- l) adequate resources are provided to implement this policy
- m) ensure the arrangements for consultation with staff are implemented and chair the Premises Committee

The governing body as employer recognises its overall responsibility for health and safety. However, high standards can only be achieved with the full involvement of the school community. Staff must meet their responsibilities as laid down in the policy and work in accordance with the safe working procedures.

The governing body will review this policy annually.

ORGANISATION FOR IMPLEMENTING THE POLICY

RESPONSIBILITIES

Executive Headteacher

The Executive Headteacher is responsible for the overall implementation of this policy throughout the school. This includes day-to-day responsibility for maintenance and development of safe working practices and conditions for all staff, pupils, visitors and any other person using the premises or undertaking activities under the school's control. In particular, the Executive Headteacher will:

- a) nominate a senior manager as health and safety coordinator
- b) ensure subordinate managers meet their health and safety responsibilities
- c) ensure effective communication of health and safety matters
- d) ensure requirements with regard to staff competence are met
- e) ensure health and safety standards, school health and safety procedures/codes of practice are implemented
- f) ensure risk assessments are carried out
- g) undertake risk assessments in relation to directly managed staff (e.g. stress risk assessments)
- h) ensure health and safety monitoring is undertaken, including:
 - i. incident reporting and investigation
 - ii. specific equipment and premises inspections
 - iii. termly inspections
 - iv. implementing the school's annual monitoring checklist
 - v. health and safety in staff appraisals
 - vi. ensuring an annual report is provided to the governing body
- i) make recommendations to the governing body in relation to external independent audits
- j) report to the governing body any health and safety issues that cannot be resolved
- k) coordinating all aspects of the wellbeing policy. practice
- l) ensuring incidents are investigated

Senior Leadership Team

The senior leadership team will support the Executive Headteacher with regard to the overall management of health and safety in the school. This includes:

- a) providing leadership by ensuring health and safety is considered as part of every decision
- b) considering the health and safety impact of new initiatives informing the Executive Headteacher about any health and safety issues that affect the school
- c) agreeing strategic health and safety initiatives
- d) monitoring the overall implementation of the school's health and safety policy in their areas of control and agreeing the annual health and safety report.

Site Manager

The Site Manager is responsible for the overall coordination of health and safety throughout the school on behalf of the Executive Headteacher. Responsibilities include:

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- a) coordinating all aspects of the health, safety policy and practice
- b) liaising with safety representatives and attending the Premises Committee
- c) disseminating health and safety information
- d) coordinating emergency evacuation procedures
- e) ensuring health and safety matters raised by staff are dealt with
- f) maintaining a central file of health and safety procedures and other relevant information;
- g) monitoring implementation of the policy by:
 - vii. managing the school's annual monitoring checklist
 - viii. making recommendations to the Headteacher about an independent audit
 - ix. reporting health and safety issues that cannot be resolved to the Head/governing body.
- h) specific equipment/premises inspections
- i) termly inspections
- j) the school's annual monitoring checklist

Other Managers

Managers are responsible for implementing this policy in their area of control. This includes:

- a) ensuring staff meet their health and safety responsibilities
- b) consulting with staff on matters affecting their health and safety
- c) communicating health and safety information to staff
- d) assessing staff competence and ensuring appropriate training and development
- e) ensuring school-wide health and safety standards, and school health and safety procedures/codes of practice, are implemented
- f) ensuring risk assessments are carried out
- g) ensuring safe working procedures and codes of practice are prepared for activities under their control
- h) undertaking risk assessments in relation to directly managed staff
- i) implementing monitoring arrangements, such as:
 - i. incident reporting and investigation
 - ii. including health and safety in staff appraisals
 - iii. reporting any health and safety issues which cannot be resolved to the Site Manager/Head.

Welfare Officer

- a) coordinating accident reporting procedures
- b) reporting 'reportable' incidents to the Health and Safety Executive.

All Members of Staff

All members of staff are responsible for:

- a) taking care of their own health and safety and the health and safety of others affected by their actions

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- b) co-operating with the governing body by following the school's safe working procedures and meeting responsibilities laid down in this policy
- c) reporting health and safety hazards and any inadequacies they identify in health and safety procedures to their line manager or the Site Manager
- d) undertaking any health and safety training/development identified as necessary
- e) using work equipment in accordance with safe working procedures, instructions and training
- f) not making unauthorised or improper use of equipment
- g) ensuring a risk assessment is undertaken when carrying out projects or new activities
- h) reporting health and safety incidents, and near misses, in accordance with the schools reporting procedures.

Safety Representatives

Safety representatives do not have responsibilities under this policy. However, they have functions as laid down in the Safety Representatives and Safety Committees Regulations 1977 (SI 1977 No. 500). Reasonable time will be provided to enable safety representatives to carry out their functions subject to the exigencies of the service. This should be arranged with their line manager and the Site Manager.

Where no union representation for safety is available under the Safety Representatives and Safety Committees Regulations 1977, the Health and Safety (Consultation with Employees) Regulations 1996 will apply and employees will be consulted directly as individuals, or through **elected** health and safety representatives (known as "representatives of employee safety" in the Regulations), or a combination of the two.

ARRANGEMENTS FOR IMPLEMENTING THE POLICY

Consultation with Staff

Health and Safety Committee

The school has established a Finance and Premises Committee, which meets three times annually. It is chaired by the Finance and Premises Governor and includes management representatives and the Site Manager. The committee facilitates consultation on school-wide issues, such as codes of practice. It is also a forum where the Site Manager can raise issues concerning health and safety and where unresolved issues can be addressed.

Local Consultation

All staff are encouraged to communicate any health and safety concerns or issues with the Site Manager or, in his absence, the school office who then liaises with the Site Manager.

Health and Safety Training and Competent Person appointment

Health and Safety Training is undertaken every three years by the appointment Competent Person (the Site Manager, see Appendix attached). Individual training is undertaken by members of staff, depending upon the relevant risk assessment, in relevant areas, e.g manual

handling. As the appointed Competent Person the Site Manager will give relevant training to individual members of staff as required, e.g. Fire Marshals, First Aid Training.

Health and Safety Procedures

The school has drawn up health and safety procedures and arrangements covering school-wide issues. These were drawn up on the basis of a risk assessment and include the following required control measures.

Display Screen Equipment

It is the responsibility of individual members of staff to conduct personal risk assessments relating to their DSE and to request changes should they be required.

PE equipment

Pupils are taught how to carry out and set up PE equipment safely and efficiently. Staff check that equipment is set up safely. Any concerns about the condition of the gym floor or other apparatus will be reported to the Site Manager.

Educational visits

Risk assessments are carried out for individual educational visits. Refer to the Educational Visits Policy for more information.

Traffic management

A school street system is in operation. Members of teaching staff and SLT oversee the safety of the students. A member of the office staff oversees any students who arrive during the day and need to walk across the car park. Only authorized vehicles can access the site through the electric vehicle gates and only authorized personnel can access the site through the electric pedestrian gate. All other gates to the school are locked.

Management of contractors

All contractors contact either the Site Manager or a Finance and Premises Committee member to arrange visits. They are required to read the school's "Contractors Induction Pack" which includes access and security arrangements, emergency contacts within the school, Fire Regulations and fire escape routes, vehicle parking arrangements, school map, information on emergency procedures, the Asbestos report and map, signing in and out procedures and the code of conduct for contractors.

Prior to commencing work within the school we ask all contractors to provide us with a copy of their public liability insurance, relevant qualifications, health and safety policy and their risk assessment and method statement.

All building works are carried out in the school holidays unless there is an emergency.

Lettings, Clubs and use of the premises by the FOSPS

This policy is shared with organizations wishing to use the premises e.g. an after school activity club, FOSPS and they are responsible for ensuring compliance with all aspects of it. Prior to use the outside organization will check the facilities with the relevant member of staff to ensure that the activities on offer can be safely accommodated.

First aid

Refer to the Appendix attached for a list of first aiders who maintain up to date first aid qualifications. A comprehensive list, with type of qualification and date of renewal can be found in the school's "Staff Handbook". The Welfare Officer is responsible for monitoring all first aid requirements and their arrangements and will be on site all week from November. Prior to that the office staff and TAs cover first aid requirements during the day. Lunchtime supervisors cover first aid in the Medical Room from 12 noon – 1.15pm and are supervised by the Senior Playleader until November when a new Welfare Officer is in place. The Receptionist and Admin Assistants cover any ad-hoc first aid requirements. The Extra Club Manager is responsible for first aid before and after school. First Aid boxes are located in each classroom and the Medical Room. The TAs and Welfare Officer are responsible for ensuring that they are fully stocked. A defibrillator is located on in the Medical Room.

Accident and Incident Reporting, recording and investigation

All minor injuries are recorded in the "Accident/Illness Book" which is kept in the Medical Room. Anything more serious, e.g. head injuries are recorded on the schools CPOMs system which alerts SLT and other members of staff as required and, if necessary, are reported to the Local Authority by the Welfare Officer/School Business Manager using the LA's CLASSi system which is then taken up and investigated by their Health and Safety Team. Members of staff report to the Site Manager if an accident or incident has occurred which needs investigating further such as uneven grounds, poor lighting, slippery surfaces.

Monitoring and workplace inspections (premises and facilities)

A "Repairs and Maintenance" log is kept in the school office and is managed by the Site Manager, Head of School and School Business Manager, who inspect the premises and facilities every half term. All work completed is dated and signed off in the book.

The Site Manager holds a record of all compliance services and inspections and is responsible for arranging contractors to attend to carry these out as and when required.

Gas/Heating Systems

The Site Manager is responsible for ensuring the gas and heating systems are serviced and maintained regularly. Any faults are reported to the Site Manager who then arranges for their repair. These are all logged in the Repairs and Maintenance book. A Gas Safety Check for the equipment in the main kitchen is carried out annually by a Gas Registered Contractor.

Fire and emergency procedures

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The Site Manager and Head of School/Assistant Heads of School are responsible for ensuring that the school is compliant. Fire Regulations are displayed in prominent positions in every room throughout the school. Fire drills are carried out once every half term and the outcomes are recorded by the Site Manager in the Fire Log Book. The Head of School reports the outcomes in staff business meetings to ensure that all staff are fully compliant. Fire Regulations and duties of all responsible persons can be found in the school's "Staff Handbook".

The Fire Alarm system and fire equipment are inspected and serviced periodically by a registered company. The Site Manager carries out regular weekly fire alarm checks and monthly emergency lighting and equipment checks. These checks are recorded in the Fire Log Book.

An annual risk assessment is carried out by a registered body.

Staff are advised not to tackle any fires. They should set off the alarm and exit the building immediately.

Asbestos

The school has an asbestos report and register and a map detailing all areas containing asbestos. Purple stickers are placed in areas highlighted as potentially containing asbestos. The Site Manager carries out regular inspections of the items which potentially contain asbestos to ensure that no changes to the site have occurred and a log is maintained.

Legionella

A Legionella risk assessment is carried out bi-annually and recommendations followed up. All cold water tanks are chlorinated annually. The Site Manager carries out six-monthly inspections of the water tanks, checking temperature, water clarity and the condition of the tanks overall. The Site Manager conducts monthly temperature checks on all hot water tanks and outlets. After holidays all outlets are flushed.

Electricity

The Site Manager carries out PAT testing on a rolling programme. Staff are responsible for communicating with the Site Manager so that appliances brought from outside the school are PAT tested. A five yearly inspection of all hard wiring is carried out by a registered electrician. Staff are responsible for reporting any faults to the Site Manager or, in his absence, to the school office who then liaise with the Site Manager.

Servicing and Maintenance of Statutory Equipment and Specialist Equipment

The Site Manager is responsible for organizing the servicing and maintenance of all equipment. Where required all servicing and maintenance is done by a registered body.

Stress

The school has appointed a Mental Health and Wellbeing Lead who oversees all issues relating

to stress management and staff wellbeing (see Appendix attached).

Security

The school has CCTV cameras in operation 24 hours a day and monitors are located in the Site Manager's house (which is on the school premises), the Reception desk and the school office. The Site Manager conducts monthly perimeter checks to ensure the safety of the boundaries. All staff are responsible for reporting any issues relating to the boundaries to the Site Manager. Access to the school is controlled by electrical gates and an intercom system which is overseen by the Receptionist and school office for visitors. Staff use a keypad to enter via the gates and the security door into the main school building. The school uses an electronic sign in system for all visitors who are required to show photo id (where necessary) and read the school's Visitor Protocol. The intruder alarm is enabled at the end of the day and, should it be activated, the Site Manager responds accordingly. The intruder alarm is serviced and inspected by a registered professional body.

COSHH

Schools are required to control hazardous substances, which can take many forms, including:

- Chemicals
- Products containing chemicals
- Fumes
- Dusts
- Vapours
- Mists
- Gases and asphyxiating gases
- Germes that cause diseases, such as leptospirosis or legionnaires disease

Control of substances hazardous to health (COSHH) risk assessments are completed by the Site Manager and are held in the Site Manager's office should they be required. Staff will also be provided with protective equipment, where necessary.

Our staff use and store hazardous products in accordance with instructions on the product label. All hazardous products are kept in their original containers, with clear labelling and product information. Our cleaning contractors have their own COSHH risk assessments and these are held in their secure cleaning cupboards.

Hazardous products are stored in the Site Manager's office and the garage, both of which have restricted access. The key to the Site Manager's office and garage are held by both the Site Manager and school office.

Any hazardous products are disposed of in accordance with specific disposal procedures. Emergency procedures, including procedures for dealing with spillages, are displayed near where hazardous products are stored and in areas where they are routinely used.

Lone working

Lone working may include:

- Late working
- Home or site visits
- Weekend working
- Site Manager duties
- Site cleaning duties
- Working in a single occupancy office
- Remote working, self-isolation and/or remote learning

Potentially dangerous activities, such as those where there is a risk of falling from height, will not be undertaken when working alone. If there are any doubts about the task to be performed, then the task will be postponed until other staff members are available.

If lone working is to be undertaken, a colleague, friend or family member will be informed about where the member of staff is and when they are likely to return.

The lone worker will ensure they are medically fit to work alone.

Working at height

We will ensure that work is properly planned, supervised and carried out by competent people with the skills, knowledge and experience to do the work.

In addition:

- The Site Manager retains ladders for working at height
- Pupils are prohibited from using ladders
- Staff will wear appropriate footwear and clothing when using ladders
- Contractors are expected to provide their own ladders for working at height
- Before using a ladder, staff are expected to conduct a visual inspection to ensure its safety
- Access to high levels, such as roofs, is only permitted by trained persons

Manual handling

It is up to individuals to determine whether they are fit to lift or move equipment and furniture. If an individual feels that to lift an item could result in injury or exacerbate an existing condition, they will ask for assistance.

The school will ensure that proper mechanical aids and lifting equipment are available in school, and that staff are trained in how to use them safely.

Staff and pupils are expected to use the following basic manual handling procedure:

- Plan the lift and assess the load. If it is awkward or heavy, use a mechanical aid, such as a trolley, or ask another person to help
- Take the more direct route that is clear from obstruction and is as flat as possible
- Ensure the area where you plan to offload the load is clear
- When lifting, bend your knees and keep your back straight, feet apart and angled out.
- Ensure the load is held close to the body and firmly. Lift smoothly and slowly and avoid twisting, stretching and reaching where practicable.

Off-site visits

When taking pupils off the school premises, we will ensure that:

Risk assessments will be completed where off-site visits and activities require them

All off-site visits are appropriately staffed

Staff will take a portable first aid kit, information about the specific medical needs of pupils, along with the parents' contact details (where required) and ensure that they have the school's contact details.

For trips and visits with pupils in the Early Years Foundation Stage, there will always be at least one first aider with a current paediatric first aid certificate

For other trips, there will always be at least one first aider on school trips and visits

Smoking

Smoking is not permitted anywhere on the school premises.

Risk Assessments

The health and safety procedures referred to above were drawn up on the basis of an assessment of the risks. Some require further detailed assessment of the activity (eg display screen equipment, educational visits); in these cases the relevant member of staff must undertake the assessment. Others are generic risk assessments and where activities comply with the assessment there is no need to record a separate assessment. Where an activity differs from the generic assessment, the person responsible for the activity must ensure there is a re-assessment to account for these variations. Where this is minor it may be no more than adding a simple local variation to the generic assessment. Subject leads and other line managers are responsible for ensuring risk assessments are drawn up and implemented for activities carried out under their area of control. For many such activities, line managers should arrange for a departmental health and safety procedure to be drawn up as a generic assessment, although, again, local variations may be needed when it is necessary to deviate from the generic assessment.

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Appendix: Individuals with Specific Responsibilities in the Policy and Access to Information on Health and Safety

Responsibility	Name
Executive Headteacher Head of School	Cathryn Mann Clare Cresswell
Senior Management Team	Athena Patsalis Belle Perrin Martha Hawting Denise Zmajkovic
Governor	Theresa Davis
Site Manager	Alvin Crouch
Other Managers	Kevin Hudson (Catering Team)
Safety Representatives	Alvin Crouch / Clare Cresswell
First Aiders	Alvin Crouch Androulla Patros Belle Perrin Diane Vaughan Georgina Hogg Helen Dempsey Jessica Rich Julia Drew Lindsey Rich Lisa Aspland Louise Islam Rena Chrysanthou Rosemary Wittmack Lambe Sara Hatton Sarah Antoniou Sarah Bell Sarah Lines Sue Payne Theodora Diamandi
Appointed Persons	Sara Hatton
Location of First Aid Boxes	All classrooms, medical room and Site Manager's office.
Name and address of nearest hospital	North Mid, Sterling Way, London N18 1QX
Fire Safety Manager / Evacuation Officer	Alvin Crouch / Clare Cresswell
Location of Fire Log Book	Main office

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Fire Assembly Point	School field
Time of weekly Fire Alarm Tests	Friday 07.30h

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Asbestos (Appointed Person to use AMS Webtracker)	Alvin Crouch
Procedures reporting hazards (Name and/or contact arrangements)	Alvin Crouch contact through school office
Legionella (Appointed Person)	Alvin Crouch
Premises Manager/Site Manager	Alvin Crouch
Mental Health and Wellbeing Lead	Clare Cresswell

Documents relating to this Policy are listed below along with the locations in which they can be found.

Documents	Location (e.g. Office, School Website etc.)
Fire Log Book	Main office
School Policies	Main office / Head's office / Server
Asbestos Management Plan (to include the following) <ul style="list-style-type: none"> - Asbestos Site Plan - Asbestos Register - Asbestos Communication Plan - Asbestos Survey Reports - 	Site Manager's office
Legionella Risk Assessment	Site Manager's office
Staff Training Plan (SH&ST Training Programme)	Server
First Aid Book	Welfare Office
Accident/Incident Reporting Guide	School Office
COSHH Assessments	Site Manager's office
Risk Assessments	Server
Responsible Persons Premises Log	Site Manager's office
Education Visits Guide	Staff room/server

Reviewed by Governing Body	Autumn Term 2023		
Next Revision (Please highlight as appropriate)	Annual	Bi-annual	Tri- annual
To be reviewed	Autumn Term 2024		