

Holy Family Catholic Primary School

Health and Safety Policy



We live, love and learn together in the light of God by...
praying together
learning together
playing
together and
respecting each other.

Approved by:

L Mockler

Date: 11th July 2024

Next review due by:

July 2025

Holy Family Catholic Primary School – Policy for Health & Safety

Governors and staff of Holy Family Catholic School consider the health, safety and welfare of the whole school community to be of paramount importance.

Our aim is to provide a safe and stimulating physical environment in which our pupils can learn, our staff work and our visitors will experience whilst at Holy Family Catholic Primary School.

For us this means continuously striving through our Safety Advisory Group to identify and adopt best safety practices in all our learning activities.

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1. STATEMENT OF GENERAL POLICY

The Governing Body of Holy Family Catholic Primary School acknowledge and accept their statutory duty and corporate responsibility for the health, safety and welfare of all staff and pupils, whether on the schools premises or carrying out the schools business elsewhere. This duty also extends to ensuring that other agencies or contractors on the school premises have adequate safety policies and procedures in place.

1.1 On behalf of the Governing Body, I accept the duties and obligations imposed upon us under the Health and Safety at Work etc Act 1974, The Occupiers Liability Acts 1957-84 and will through this Policy ensure, so far as is reasonably practicable, the Health and Safety of:

- a. All persons employed at Holy Family School whilst they are at work;
- b. Persons other than Holy Family School employees who may be exposed to risks arising out of, or in connection with, the activities of employees of Holy Family School whilst they are at work.

1.2 To effectively achieve this, Holy Family School will provide, so far as is reasonably practicable:

- a) Safe premises, plant and systems of work;
- b) Safe methods of using, handling, storing and transporting of articles and substances;
- c) Information, instruction, training and supervision;
- d) A safe working environment;
- e) Safe access to, and egress from, a place of work and procedures for evacuation in an emergency.

1.3 The Governing Body for Holy Family School will comply with safety policies, guidance, advice and instructions issued by BCC, the Directorate for Children's Services and advice from Schools Safety Services. Holy Family School will further provide, so far as is reasonably practicable, any additional codes of practice and safe systems to effectively cover all aspects of health, safety and welfare.

1.4 While this policy is written to comply with the Health & Safety at Work Act 1974, we consider the matters of pupil and staff safety and welfare to

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be of equal importance. Where necessary this will be expressed in specific arrangements, otherwise it is implicit in all actions and arrangements within this policy.

- 1.5** It is an offence under the Health & Safety at Work Act 1974 to intentionally or recklessly interfere with, or misuse, anything provided in the interests of Health and Safety

All members of staff must co-operate fully with measures the school will be taking to comply with the relevant statutory provisions and in implementing this Health & Safety Policy, in order to ensure that their working environment, together with those of their colleagues and pupils, are as safe and healthy as possible.

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2. ORGANISATION AND RESPONSIBILITIES

Governing Body

Governors are responsible for the strategic overview of health and safety including that of ensuring full implementation of the Schools Health and Safety at Work Policy. **This will be achieved by ensuring there is an effective plan for safety that sets clear areas of responsibility and achievable standards for all school staff.**

2.1 The Governors consider the best means of developing and progressing this policy, thus providing effective management of health & safety, is to establish a Safety Advisory Group. The role of the group will be to act as a communication link between the Governing Body, Head Teacher, Trade Union Appointed Safety Representatives and members of staff generally. Its terms of reference are to:

- Identify and develop practicable arrangements for health & safety
- Develop strategies/arrangements to actively monitor their enforcement
- Consider/assess any safety issues for new equipment or in anticipation of organisational change
- Ensure effective remedial action has been considered and implemented to comply with Part 3 of A1 Accident form LCA 104
- Identify opportunities for further improvement to safety arrangements
- Carry out a review of the policy and its arrangements annually in the Autumn Term and recommend necessary improvements on general strategic matters of health & safety.
- A brief status report will be reported to the full Governing body each term in the Headteacher's Report.
- Bring any matter of concern relating to health and safety, that cannot be resolved through the schools management structures or by the Head Teacher, to the immediate attention of the Chair of Governors.

A clear intention is to seek continual improvement through the development of a safety culture built on a common understanding of safety and a commitment by all staff to meet their challenging goals.

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2.2 Members of the Group shall include the following:

| | |
|----------------------|------------------------------------|
| Mrs Linda Mockler | Governor Representative |
| Mrs Pauline King | Head Teacher/Safety Coordinator |
| Mrs Kerri Yoxall | Safety Co-ordinator/Office Manager |
| Mr John Kennedy | BSS |
| Mrs Louise Evans | Teacher Representative KS1 |
| Mrs Caitriona McHugh | Teacher Representative KS2 |
| Mrs Rita Felton | Teacher Representative EYFS |
| School Councillors | Year 3 upwards |

Additional members will be co-opted where appropriate to discuss safety matters relating to specific areas of work. Each Group member will be confirmed annually by their respective bodies as appropriate and confirmed by a full governing body. The Group will meet regularly and at least each term and more often at the request of one Group member, the Head Teacher or the Governing body.

Schedule of SAG meeting dates

| Term | Date | Monitor |
|-------------|------|--|
| Summer 2024 | TBC | Review Critical Incident Management Plan Review Lockdown Policy & Procedure Review Safety Sweeps Review Accident and Near Miss Report Forms |
| Autumn 2024 | TBC | Review H&S Policy Review Security Assessment Review Fire Risk Assessment internal then external assessment Review Safety Sweeps Review Accident and Near Miss Report Forms Review Statutory Testing |
| Spring 2025 | TBC | Review Asbestos Management Plan Review Accident and Near Miss Report Forms Review Fire Risk Assessment (External Fire Risk Assessment Carried out every 2 years) |
| Summer 2025 | TBC | Review Critical Incident Management Plan Review Lockdown Policy & Procedure |

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| | | |
|--|--|--|
| | | Review Safety Sweeps Review Accident and Near Miss Report Forms |
|--|--|--|

2.3 Supervisory School Staff

Members of staff who manage, or supervise other staff/trainees, or are responsible for pupils/members of the public, who may be affected by work activities, have a particular responsibility for the health and safety of those under their charge.

They will carry out and/or assist in the process of undertaking a suitable assessment of the risks to health and safety arising out of or, in connection with their undertakings. These assessments shall be reviewed periodically, following accidents and in light of improved knowledge or technical change. This is the principal cornerstone of Holy Family School Health and Safety Management.

Supervisory staff will instruct those under their charge/control precisely and clearly on their duties with regard to the health and safety of themselves and others, and will inspect their designated area of responsibility at periodic intervals.

2.4 (i) Head Teacher

The Governors charge Head Teacher Pauline King with the day-to-day responsibility of managing and enforcing Holy Family School Health and Safety at Work Policy. Where necessary the Head Teacher will initiate, support and assist all staff in the risk assessment process and, take appropriate steps and make the final decision on any safety question where matters are unable to be resolved satisfactorily through delegated responsibility arrangements within this safety policy.

The Assistant Head Teachers will assume these responsibilities in the absence of the Head Teacher.

(ii) Health and Safety Co-ordinator/School Office Manager

Kerri Yoxall is appointed by the Head Teacher to assist in the day-to-day implementation of this policy. As Safety Co-ordinator she will be responsible for convening meetings of the Safety Advisory Group, ensuring that minutes are taken and stored in a place accessible to all interested parties. The Safety Co-ordinator will also provide/arrange assistance and support to relevant staff to ensure that risk assessments are actually carried out. She will endeavour to keep up-to-date with safety regulations and through the Safety Advisory Group initiate steps that ensure arrangements for health and safety at Holy Family School conform to both current regulations and best-known practice.

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2.4 (iii) Senior Teachers

EYFS Mrs Rita Felton, KS1 Louise Evans, KS2 Caitriona McHugh

The nature of the schools activities can be diverse from an operational point of view and essential activities and priorities may vary between key stages and subjects. Leaders will be responsible for initiating/undertaking/assisting in the risk assessment process in areas and for tasks relating to pupils, members of staff and others in their sphere of operation.

They will ensure their designated Zones are inspected regularly to identify hazards and bring any concerns to the attention of the Head Teacher. Where significant hazards are identified a formal risk assessment process will be undertaken to determine the risk factor and what measures, if any, are needed to either eliminate or adequately control the risk. Relevant staff will be informed of any findings that will also be recorded and filed in the School Office for audit inspection.

In the event of a hazard presenting a significant risk to anyone in school, steps will be taken immediately to ensure health & safety is not compromised. This may require immediate intervention actions - such as restricting access to the hazard before reporting the matter to the Head Teacher or Safety Coordinator. Leaders will also assist in the implementation of other safety arrangements considered necessary to comply with health & safety regulations and codes of practice as may be determined from time to time and approved by the Governing body/Head Teacher.

2.4 (iv) Classroom Teachers/Support Staff

Will be responsible for initiating/undertaking/assisting in the risk assessment process in areas and for tasks relating to pupils, members of staff and others in their sphere of operation. They will inspect their designated areas regularly to identify hazards and raise any concerns with their line manager or a member of the Safety Advisory Group. Where significant hazards are identified a formal risk assessment process will be undertaken to determine the risk factor and what measures, if any, are needed to either eliminate or adequately control the risk. Staff members under their charge will be informed of any findings that will also be recorded and filed in the school office for audit inspection.

In the event of a hazard presenting a significant risk to anyone in school, steps will be taken immediately to ensure health & safety is not compromised. This may require immediate intervention actions - such as

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restricting access to the hazard before reporting the matter to their designated Phase Leader/Head Teacher. Classroom Teachers/OM will also assist in the implementation of other safety arrangements considered necessary to comply with health & safety regulations and codes of practice as may be determined from time to time and approved by the Governing body/Head Teacher.

2.4 (v) Building Services Supervisor (BSS)

The BSS John Kennedy has a key role to ensure that the school premises are kept clean, secure and maintained in a safe condition. This is achieved by undertaking tasks as defined in the job description or additional tasks as determined by arrangement with the Head Teacher. The BSS is also responsible for the supervision of cleaning materials and any equipment they use. He will be responsible for undertaking/assisting in the risk assessment process in matters relating his work and that of other members of staff within the sphere of his work. This will include responsibility as first point of call and active liaison with contractors who are at the school premises, ensuring they comply with and are aware of Health and Safety Policy and arrangements.

It is expected that particular work undertaken by the BSS will identify quickly areas that threaten the safety of him/herself, pupils or other members of staff.

The BSS will inspect specified designated areas regularly to identify hazards and will raise any concerns with the Head Teacher/Line Manager. Where necessary a formal risk assessment process will be undertaken to determine the risk factor and what measures, if any, are needed to either eliminate or adequately control the hazard. Relevant staff will be informed of any findings that will also be recorded and filed in the School Office for audit inspection.

In the event of a hazard presenting a significant risk to anyone in school, steps will be taken immediately to ensure health & safety is not compromised. This may require immediate intervention actions - such as restricting access to the hazard before reporting the matter to the Head Teacher or Safety Co-ordinator. The BSS will also assist in the implementation of other safety arrangements as considered necessary to comply with health & safety regulations and codes of practice, as may be determined from time to time and approved by the Governing Body/Head Teacher.

(vi) All Staff

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The final level of responsibility for implementing Holy Family School safety plan is that of the individual member of staff who has a statutory duty to co-operate with the schools managers and comply with all arrangements considered necessary for the health, safety and welfare of pupils, themselves and their work colleagues.

They will assist in the process of undertaking a suitable assessment of the risks to health and safety arising out of or, in connection with their work.

In the event of a hazard presenting a significant risk to anyone in school, steps will be taken immediately to ensure health & safety is not compromised. This may require immediate intervention actions - such as restricting access to the hazard before reporting the matter to their line manager.

2 ARRANGEMENTS

The Governing Body will ensure that those appointed and charged with responsibility for implementing Holy Family School Health and Safety at Work Policy and its arrangements will be adequately trained to fulfil their delegated responsibilities.

Where specialist knowledge is required advice will be sought from Children's Safety Services to advise/assist directly or where appropriate identify other competent persons to provide support.

Health and Safety is a standard agenda item on all Governor, Senior Leadership and Staff meeting agendas. Health and Safety is also communicated to staff verbally at morning briefings and also by memos, email and text messages.

Staff will be made aware and encouraged to consult the safety manual and/or Children's Services Safety web site for guidance on specific safety topics. We aim to remind staff on a termly basis of key risks to staff eg slips/trips & falls, working at height etc.

The arrangements for managing health and safety within Holy Family School are designed to eliminate hazards or adequately control risks to staff and pupils are as follows:

3.1 Children's Services Policies for Safety

Useful information guidance etc are contained on the Birmingham City Council website

Education Safety Services
10 Woodcock Street
Birmingham, B2 2QF
Telephone: 0121 303 2420

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Fax: [0121 303 5305](tel:01213035305)

Email: hr_pss@birmingham.gov.uk (Professional School Support)

3.2 Staff Induction

All new Teachers, Teaching Assistants, Lunchtime Supervisors and students are guided through the induction process. A record of the induction process will be kept (see Appendix SI). Safety policies are available as above and some are kept online in the school 'Policies' file.

3.3 Fire Safety

The Head Teacher will ensure a Fire Risk Assessment is carried out each year, to comply with the Regulatory Reform (Fire Safety) Order 2005. This assessment also sets out detailed arrangements for staff training and on procedures to be followed in the event of a fire emergency. Staff will receive internal refresher training each September and Fire Awareness training every 3 years. The risk assessment will be reviewed annually or in the event of change and significant findings will be processed onto a priority action plan of remedial steps to be taken. All documentation including records of fire drills and equipment test will be retained in a Maintenance Log Book in main office.

Security

The school will undertake a review of security annually in the Autumn Term. This will be undertaken by the Safety Advisory Group. Findings will be recorded and progressed onto action plan of remedial measures. Staff and pupils will be urged to bring any concerns they may have to the immediate attention of the Head Teacher (see Appendix SA).

3.4 Safety Training

Training needs for staff will be identified through the induction process. Future training needs will be identified through the staff development review process or in light of changed responsibilities.

Staff will receive

- Fire Procedures Training (annually),
- Allergy & Epipen Training (annually - September 2021),
- Asthma training (combined with above - annually)
- First Aid Awareness training (every 3 years)
- Fire Awareness training every 3 years (schedule 2021)

3.5 Dynamic Risk Assessment

This concept is for named staff that have been trained and can demonstrate a clear understanding of applying the risk assessment process prior to the commencement of hazardous work task; such as working at height.

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3.6 Premises Safety Sweeps

Will be carried out on a continuous basis so that physical type hazards are identified as soon as possible. This will be achieved by staff teams sweeping a designated safety zone within the school and findings will be recorded on a Safety Sweep checklist twice a year generally in February and October (see Appendix SW and SSZ).

Completed, checklists will be handed onto a member of the Safety Advisory Group to sign off and where necessary ensure appropriate action is taken or seek advice on what steps could be taken to manage any safety concerns.

Any issues raised on the Safety Sweep forms will be collated into a 'job list' and distributed to those people who are required to action them.

Completed checklists documentation of any remedial action taken will be retained in the 'Health and Safety Folder' held in the school office for future audit inspection.

These arrangements will be closely monitored and checklists inspected termly by the Safety Advisory Group. Any failure to comply with these arrangements must be brought to immediate attention of the Head Teacher and Governing Body.

3.7 Play Ground and Grounds Safety Sweeps

Will be carried out on a continuous basis so that physical type hazards are identified as soon as possible. This will be achieved by the BSS and Lunch Time Supervisors sweeping designated safety zones within the playground or grounds and record findings on a checklist every term. Staff are reminded to report any issues immediately to the Safety Advisory Group. Evidence will be recorded and filed the same as 3.7 above.

3.8 Working at Height

Head Teachers/Phase Leaders/Managers/Supervisors/Teachers must not instruct staff under their charge to undertake any work at height task unless a suitable and sufficient risk assessment has been carried out and properly recorded.

Closer supervision must be exercised at all times when asking vulnerable persons to undertake work at height tasks. These will include young persons, student placements and new or expectant mothers.

All staff are instructed not to undertake any work at height task unless they have been authorised to do so and have been informed of the risk assessment findings, trained and instructed as appropriate.

While not an exhaustive list such work at height tasks may include the following:

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- Storing and/or retrieving materials
- Placing and/or removing displays at height
- Cleaning windows and light fittings
- Maintenance tasks

Teaching & Support Staff

For your safety when putting up/taking down displays and rearranging work areas particularly at the start/end of term

You

| Can | Can Not |
|--|---------------------------------------|
| Use a 2 or 3 Step Ladder* | Use step ladders with 4 or more steps |
| Ask BSS for assistance (he has been trained for 'working at height') | Use a set of ladders |
| Store heavy items at ground level | Stand on chairs |
| Ask BSS for assistance to move heavy items | Stand on tables |
| | Lift heavy boxes |
| | Store heavy items at height** |

***Make sure you are wearing sensible footwear**

****When storing heavy items they should always be placed at low level.**

**Most 'slip, trip or fall' accidents involving staff occur
at the start and end of school terms
take extra care!**

Risk assessments will be passed onto a Senior Member of Staff for signature before commencing the task then filed for future staff reference and audit inspection.

All relevant staff will be informed formally of the risk assessment findings. Arrangements must be made to ensure new or temporary employees are informed of risk assessment findings before being asked to undertake any work at height task.

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All access equipment will be fully inspected every 6 months by BSS, John Kennedy and a record of this retained. Authorised staff will also be instructed on procedures of how to visually check access equipment before use. This arrangement will be monitored by, Claire Keating every 12 months (see Appendix LI)

3.9 External Educational Visits

Maria Aldred has been appointed and trained as Educational Visit Co-ordinators (EVC). The EVC will ensure all external visits are planned and detailed arrangements are recorded. This will include ensuring additional risk assessments are undertaken as necessary. As part of the planning process for external educational visits the EVC will consider whether there are any opportunities to involve the pupils in understanding how they could be harmed during the visit in order to underpin their understanding and cooperation in control measures.

3.10 Stress/Well-being

The school adopts the Mental Well-Being Policy Guidance as recommended by Children's Safety Services. The school will endeavour to support any member of staff experiencing anxiety or stress even though this may not be work related and a **strict need to know confidence will be observed at all times**. More guidance can be found in Mental Health and Well-being policy.

3.11 First Aid

Pauline King and Alison Lloyd have been appointed and trained as first-aiders. Rita Felton, Ellen Ryan, Mariam Hussain, Sameera Akhtar and Paula Wright have completed the paediatric first aid course. Kerri Yoxall is responsible for ensuring that the appropriate number of appointed persons and facilities provided for first aid are maintained. The school reinforces the First Aid plan by providing periodic awareness training for all staff every 3 years. Several staff also received Defibrillator training which needs to be refreshed annually in the Autumn term.

3.12 Accident Reporting and Investigation

Accidents involving pupils will be recorded in the 'Incident and Illness Register' and copies kept in the main office. School kitchen will include an entry into a First Aid treatment book. Serious accidents involving pupils will also be reported online on the BESS website Accident Form.

All accidents involving staff must also be reported online on the BESS website Accident Form.

All reported accidents will be investigated by a member of the Safety Advisory Group in order to establish facts. Where necessary the risk

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assessment and procedures will be reviewed and where appropriate recommendations made to prevent any reoccurrence.

3.13 Statutory Testing

As a result of delegated responsibilities, schools and other establishments are responsible for managing significant elements of building maintenance to include statutory testing on various items of plant and equipment at appropriate frequencies.

This is not an option as failure to comply will contravene Health & Safety legislation and may result in fine or even imprisonment of the offender.

Further information on statutory testing - including checklists - can be obtained via BESS Birmingham Education Support Services, **Education Infrastructure Asset Management**

Phone: 0121 303 8847

Email: eds.enquiries@birmingham.gov.uk

Web: www.educationassetmanagement.co.uk

www.birmingham.gov.uk/educationassetmanagement

Holy Family School undertake their own Statutory testing and Emergency Repairs Service. This will be reviewed annually.

This arrangement will be closely monitored by Kerri Yoxall, in conjunction with BSS, to ensure tests results are logged. A matrix will be displayed in the Maintenance Log Books showing the ongoing status of test compliance (see Appendix STM). The Maintenance Log Books are stored in the school office - they will be checked regularly by the appointed Governor for health and safety.

3.14 Asbestos Management

Recognising the absolute duty to manage asbestos containing materials (ACMs) effectively in the premises there will be strict compliance of the policy issued by Children's Services Health & Safety: [Asbestos 2006](#).

To reinforce this policy members of staff are instructed not to undertake any work that may disturb the fabric of the building unless authorised to do so and having regard to the asbestos guidance.

The Asbestos Management Survey has been consulted and a management plan developed to determine the likelihood of exposure during normal day-to-day activities or maintenance.

Contractors will be made aware of the Asbestos Management Survey which is held in the 'Maintenance Log Book' and this policy and requested to ensure any work they undertake has considered the possibility of disturbing

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asbestos. Where necessary an Intrusive Survey will be undertaken in areas to be disturbed before any work begins.

In order to prevent an unplanned disturbance of asbestos and before the fabric of the building is disturbed a 'Permit to Work' system will be employed (see Appendix PTW).

The Duty Holder responsible for strict enforcement of this arrangement is Pauline King and in her absence a member of the Safety Advisory Group. Kerri Yoxall has also had Duty Holder Training.

3.15 Substances Hazardous to Health

Where small quantities of harmful substances are used in classrooms, such as aerosols these will be used in accordance with manufactures safety advice and stored away from pupils.

BSS/Contractors will ensure all cleaning chemicals will be used and stored to comply with suppliers Safety Data Sheets and subjected to a detailed assessment to meet the requirements of the Control of Substances Hazardous to Health Regulations 2000 (COSHH 2000). (see Appendix CAS). The CAS appendix may offer a model for a range of cleaning materials used in schools but it is critically important that appropriate staff are formally trained to be aware of and understand the COSHH 2000 risk assessments. Where chemicals other than those listed are used then a supplier data sheet must be obtained and information processed into safe use to comply with COSHH.

3.16 Electrical Equipment

All electrical equipment used in school must be authorised for use. In addition to the Statutory Annual Portable Appliance Testing (3.14 above), staff are reminded to regularly carry out a visual inspections of electrical equipment and should any defects be identified they **must** stop using the equipment and bring concerns to the immediate attention of a member of the Safety Advisory Group.

3.17 Tools and equipment

All tools and equipment, such as paper cutters, used in classrooms will be properly stored to ensure no unauthorised or unsupervised use. Only rounded blunt scissors, will be used by pupils.

As part of the planning process for curriculum activities that involve tools and equipment, Teachers will consider whether there are any opportunities to actively involve the pupils in order that they understand better how they could be harmed using such tools or equipment. This will underpin their understanding, cooperation and ownership in control measures.

3.18 Visitors and Contractors

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All visitors to the school must sign in and be supervised by a member of the school staff at all times. Contractors must report to the school office who, will contact either the BSS or Office Manager who will ensure appropriate Contractor School Rules or on larger jobs the Contractor RA (see Appendices CSR or CRA).

3.19 Cooperation Liaison with other site/tenants users

Holy Family School does not currently operate external partnerships for extended schools activities other than those organised by the Department of Education. If at some point in the future, we were to offer these facilities, particular regard would need to be taken relating to Security, Fire Safety and First Aid and procedures reviewed to allow for the changed circumstances.

3.20 Vehicle/Pedestrian Traffic

If there is any possibility of a conflict between people and traffic a risk assessment will be undertaken. Such a risk assessment would identify the critical periods of the school day where there is a significant risk of accident involving vehicles moving on the site. Control measures will include corridors of time when vehicles do not move, in particular at the beginning and end of the school day.

3.21 Holiday Shut Down

Many schools have deep cleans and refurbishment work undertaken during holidays. This can often involve contractors or other staff undertaking tasks that could be hazardous and jobs that would fall outside the normal routines such as moving heavy furniture about.

A cascading procedure has been introduced for the Key holder to text a member of the Senior Leadership Team (SLT) when he enters and leaves the premises. (Rota of Headteacher, Office Manager, Assistant Heads). If the relevant member of the SLT does not receive notification from the key holder of safe exit, (lone working), the SLT member will endeavour to make contact with the key holder to verify well being.

An 'Access in the Holidays' form has been produced, for the BSS to complete to inform the SLT when he will attending school, so that management responsibility can be allocated and staff circulated.

3.22 Safety Audit Arrangements

The Safety Group will monitor safety arrangements on a termly basis as specified in the schedule in section 2.2. Other areas will be reviewed as necessary, this could be annually or twice a year for certain activities for instance statutory testing, others may be every 2/3 years eg whole staff first aid awareness or even self-audited by the procedures in place i.e.

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External Educational Visits/Fire Risk Assessment (internally every other year).

3.23 Policy Review Date

This policy will be reviewed annually in the Summer Term. Should any changes be made to conditions, arrangements or designated staff with responsibilities, this policy will be amended immediately. Such changes will be brought to attention of staff at the earliest possible opportunity.

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Matrix of Delegated H&S Responsibilities

| | Area of responsibility | Line Manager/s responsible to ensure compliance. | Staff responsible for implementing arrangement/task. |
|------|-------------------------------------|---|---|
| 3.1 | Safety Guidance | OM | All Staff |
| 3.2 | Staff Safety Induction | OM | Immediate Line Managers |
| 3.3 | Fire Safety | Headteacher | All Staff |
| 3.4 | Security Assessment | OM/Headteacher | Safety Advisory Group Annually |
| 3.5 | Safety Training | Headteacher | Immediate Line Managers |
| 3.6 | Good House Keeping Safety Sweeps | Phase Leaders EYFKS, KS1, KS2 | All staff within designated Safety Zones Termly |
| 3.7 | Grounds Safety Sweeps | Headteacher | BSS & Lunchtime Supervisors Termly |
| 3.8 | Working at Height | Dynamic Risk Assessment Team | Authorised Staff Only |
| 3.9 | External Education Visits | Headteacher | Staff Leading Education Visit Each visit |
| 3.10 | Stress | Headteacher | All Staff |
| 3.11 | First Aid | OM | Appointed First Aiders Staff awareness sessions including Lunchtime Supervisors (2 or 3 yearly) |
| 3.12 | Accident Reporting | OM | All Staff |
| 3.13 | Accident Investigation | OM | Line Manager then Headteacher |
| 3.14 | Statutory Testing | OM/Headteacher | BSS Daily/weekly/monthly/termly/6monthly /annually/bi-annually/5 yearly |
| 3.15 | Asbestos Management | Headteacher/OM | BSS/OM |
| 3.16 | Substances Hazardous to Health | OM | BSS & Cleaner |
| 3.17 | Electrical Equipment | Phase Leaders EYFKS, KS1, KS2 | All Staff |
| 3.18 | Tools & Equipment | Phase Leaders EYFKS, KS1, KS2 | All Staff |

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|------|--------------------------------|---------------------------|-----------------------|
| 3.19 | Visitors & Contractors | OM | Office Staff |
| 3.20 | Liaison with Other Site Users | Before/After school clubs | Office Staff |
| 3.21 | Vehicle Pedestrian Traffic | Headteacher | BSS |
| 3.22 | Holiday Shut Down Arrangements | Headteacher/OM | BSS & SLT |
| 3.23 | Safety Auditing | Governing Body | Safety Advisory Group |
| 3.24 | Safety Policy Review | Governing Body | Safety Advisory Group |

Staff Induction Record

Name: _____

Start date: _____

* 1st Day. ** 1st week. *** 1st Month. **** Within 12 months

| | Safety Arrangement | Named Mentor & Method of Induction | Date Completed | Staff Signature |
|------|--|------------------------------------|----------------|-----------------|
| * | Fire Safety & Evacuation Procedures | | | |
| * | First Aid Arrangements | | | |
| * | Security | | | |
| ** | General Safety Policy | | | |
| ** | Hazard Reporting Procedures | | | |
| ** | Reporting Near-Miss Incidents | | | |
| ** | Accident Reporting | | | |
| | Job Specific Safety Arrangements | | | |
| * | Work at Height Policy | | | |
| * | Control of Substances Hazardous to Health | | | |
| ** | Tools & Equipment | | | |
| ** | Electrical Equipment | | | |
| * | Lifting and Handling | | | |
| **** | Further Safety Training Needs | | | |
| | School Procedures/Policy | | | |
| * | Safeguarding & Child Protection Policy Annually | | | |
| * | Safeguarding & Child Protection Powerpoint Presentation and/or NSPCC online training | | | |
| * | Staff Handbook Sep Annually | | | |
| * | Behaviour Policy | | | |
| * | Medication Policy Special Medical Needs | | | |
| * | Health & Safety Policy Annually | | | |
| * | E-safety & Internet Policies Annually | | | |

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|------|--|--|--|--|
| * | Whistle Blowing and Serious Misconduct Policy Annually | | | |
| ** | Assessment Policy | | | |
| ** | Teaching & Learning Policy | | | |
| ** | Marking Policy | | | |
| ** | School Improvement Plan | | | |
| **** | Emergency Medical Training Allergy/Epipen/Asthma | | | |

Holy Family Catholic Primary School –
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Zones

| | |
|----------|--|
| 1 | Top Corridor (Year 3 & 4 End) |
| 2 | Top Corridor (Year 5 End) |
| 3 | Bottom Corridor |
| 4 | Kitchen |
| 5 | Reception Block |
| 6 | DT/Y6 Room |
| 7 | Nursery Block |

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|----------|----------------------------|--|---|-------------|---------------|
| 3 | Sanctuary/Staffroom | Staffroom Toilets x 2 Sanctuary Server Room PPA Room Staircase | Phase Leader+ member of SAG | Bi-annually | Feb & October |
| 4 | Kitchen | Main Kitchen Office and store Store Room Staff Toilet | Cook + member of SAG | Bi-annually | Feb & October |
| 5 | Reception Block | Classroom One Classroom Two Store Rooms x 2 Toilets x 2 Activity Area Conservatory Outdoor Area Passageway Boiler Room Outdoor Shed | Phase Leader + member of SAG + school council | Bi-annually | Feb & October |
| 6 | Year 6/DT Room | Year 6 DT Room Landing area Store Rooms x 2 | SAG | Bi-annually | Feb & October |
| 7 | Nursery Block | Main Nursery Quiet Area Sand/Wet Area Office Toilets x 2 | Phase Leader + member of SAG + school council | Bi-annually | Feb & October |

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|--|---|--|--|-------------|---------------|
| | | Cloakroom Store Room Boiler Room Outside Storage | | | |
| | Playgrounds | Top playground Bottom playground Reception outdoor space | BSS/Lunchtime Sups + school council | Bi-annually | Feb & October |
| | Security Audit (Perimeter etc) | Boundary fences etc | SAG as part of Safe and Secure Assessment | Annually | Spring Term |