



**St. Charles Borromeo**  
CATHOLIC PRIMARY SCHOOL  
AND NURSERY

**Health & Safety Policy**

This policy was last updated by  
St Charles Borromeo Primary School  
in September 2022.

# St Charles Borromeo Mission Statement

We will **grow** in our Catholic faith by praying and worshipping together.

We will work hard so that we can **learn** and be the best that we can be.

We will **work** together in our families, school, and parish and with those both near and far to make our world a better place for us all.

We will **follow** the example of Jesus and his teachings in all that we say and do.

## Health & Safety Policy

Part 1 : Statement of General Policy on Health, Safety and Welfare

Part 2 : Organisation and Responsibilities for Health, Safety and Welfare

Part 3 : Arrangements and Procedures for Health, Safety and Welfare

## Part 1:

# Statement of General Policy on Health, Safety and Welfare

1. The Local Governing Committee and the Headteacher of St Charles Borromeo Catholic Primary School:
  - Recognise and accept their responsibilities under the relevant statutory provisions to provide a safe and healthy working environment for all employees, students and visitors,
  - Act in accordance with the general Health & Safety policy of The Xavier Catholic Education Trust as well as any guidance from the local authority,
  - Require all managers in the school community to act in accordance with SCC/School Health & Safety policy and procedures, and require some of persons that they supervise and take responsibility for.
  
2. The Local Governing Committee and the Headteacher will provide, as necessary, policy, procedures, arrangements and supervision, sufficient to comply with all relevant Health & Safety legislations, and will, so far as is reasonably practicable, ensure:
  - A school/workplace in a safe condition;
  - A safe working environment;
  - Safe systems of work;
  - Safe plant and equipment;
  - Safe access and egress to all areas of the school;
  - The safety of articles and substances for use at work and in school;
  - Sufficient Instruction and Training.
  
3. In support of the above, the Local Governing Committee and the Headteacher will ensure an adequate process for all necessary risk assessments for the school to be carried out and communicated to all relevant persons, and for any significant finding to be properly incorporated into the school's Health & Safety procedures.

Signed:  
Mr C Gaines  
Chair of Governors

Signed :  
Mr S Holt  
Headteacher

Date: September 2022

Date: September 2022

## Part 2

### Organisation and Responsibilities Health and Safety

At St Charles Borromeo, in accordance with our Mission Statement, we are committed to providing a safe and healthy working and learning environment for staff, pupils and visitors. The arrangements outlined in this statement and the various other safety provisions made by the Local Governing Committee cannot prevent accidents nor ensure safe and healthy working conditions. The Local Governing Committee believes that only the adoption of safe methods of work and good practice by every individual can help to ensure everyone's personal health and safety. The Local Governing Committee will take all reasonable steps to identify and reduce hazards to a minimum but all staff and pupils must appreciate that their own safety and that of others also depends on their individual conduct and vigilance while on the school premises or while taking part in school activities.

This policy should be read in conjunction with Appendix A, our policy for Educational and Off Site Visits, Child Protection, Acceptable Use of the Internet, Sun Safety and Disability and Accessibility Policy.

To comply with the Health and Safety at Work etc Act 1974, Section 3:

*(3) "...it shall be the duty of every employer to prepare and as often as may be appropriate revise a written statement of his general policy with respect to the health and safety at work of his employees and the organisation and arrangements for the time being in force for carrying out that policy, and to bring the statement and any revision of it to the notice of all of his employees."*

The Local Governing Committee of St Charles Borromeo is the employer and must provide a Health and Safety Policy. We adopt and follow the Surrey County Council guidance (under the direction of Xavier CET), issued in Surrey School's Health and Safety Manual which can be accessed via the Surrey County Council's website at:

<http://www.surreycc.gov.uk/your-council/how-the-council-works/council-policies-and-strategies/health-and-safety-manual/health-and-safety-manual-schools>

In addition reference can also be made to Workplace health, safety and welfare Workplace (Health, Safety and Welfare) Regulations 1992.

#### **The Local Governing Committee**

The Local Governing Committee approves the Health & Safety (H&S) Policy of the school and monitors its successful implementation. It further ensures, as administrators of the school's delegated budget that sufficient and appropriate resources are allocated to implement the H&S Policies.

The Local Governing Committee will specifically include Health and Safety targets in the School Improvement Plan (where applicable). Targets may include: reductions in accidents/incidents, training for Governors/staff and revision of policy/procedure.

The Chair of Governors will be the H&S link between the Local Governing Committee and the wider school community. They will:

- Be aware of H&S initiatives and inform the Local Governing Committee accordingly.
- Be informed and updated of Xavier CET's H&S Policy, and receive advice and support from relevant Officers or Advisers acting on their behalf.
- Ensure that H&S is an agenda item on full Local Governing Committee termly meetings, and receive a termly H&S report. This report should include information on the termly H&S inspection carried out by the Local Governing Committee.
- Facilitate any necessary review of the school's H&S policy.

Health & Safety Policy

## Headteacher

As Senior Manager for the premises and of all on and off site school related activities, the Headteacher is responsible for the day to day management of H&S. The Headteacher will advise Xavier CET /Governors of any H&S issue where their support or intervention, either via system or finance, is necessary and appropriate in order to effect the requirements of this policy. In particular the Headteacher will ensure that:

- The contents of this policy are brought to the attention of all relevant persons;
- A process for risk assessments is applied within the school, and that:
  - All appropriate areas/activities are covered, (as per “core” Risk Assessment schedule attached, together with any risks identified as specific to the school).
  - Appropriate control measures are implemented, and that assessments are monitored and reviewed as necessary.
  - There is a management system for monitoring the effectiveness of H&S arrangements, which form part of this policy.
  - Appropriate staffing levels for safe supervision are in place.
- An adequate schedule of inspection and maintenance is in place to ensure a place of work in a safe condition and a safe working environment.
- Inspection and maintenance will include:
  - The fabric of the building;
  - Play equipment;
  - Fire appliances;
  - Boiler/heating systems;
  - Portable electrical appliances;
  - Water systems;
  - First Aid/medical facility and equipment;
  - Premises equipment;
  - Curriculum specific e.g. gymnasias.

An adequate needs analysis of H&S training is undertaken for school staff, and sufficient resources are put in place to ensure appropriate training is carried out. Appropriate training may include:

- Headteacher H&S awareness;
- H&S Induction training (all new and temporary staff);
- Emergency/Fire Training for the whole school community;
- First Aid;
- Risk Assessment;
- H&S Coordinator;
- Lifting and Handling;
- Working at heights;
- Any further specific H&S training identified by the training needs analysis as being necessary and appropriate;
- Adequate health and safety training records are available and up to date;
- The school secures and maintains an arrangement for obtaining competent H&S advice as required by the management of H&S regulations;
- A termly H&S report is provided to Governors;
- The school cooperates and participates in the Xavier CETs H&S monitoring arrangements;
- A school’s Educational Visits Co-ordinator is appointed and trained accordingly;

- Contractors (including catering, cleaning and grounds staff) and other authorised visitors to the school are appropriately managed and monitored;
- Appropriate procedures are in place for the reporting, recording, investigation and follow-up of accident and incidents. The school uses the Surrey Online Reporting of Accidents website;
- Emergency/Fire arrangements are formulated and reviewed as necessary and tested at least termly;
- The fire risk assessment is updated annually and/or whenever significant changes or building works might affect the means of escape;
- The Deputy Headteacher is suitably instructed to take day to day responsibility for H&S in the absence of the Headteacher.

The Headteacher may delegate functions to other members of staff (e.g. an H&S Coordinator) who may be tasked with the H&S administrative arrangements for ensuring the above responsibilities are complied with. The Headteacher will in any event retain the overall responsibility for ensuring that these responsibilities are carried out.

### **Deputy Headteacher**

The Deputy Headteacher will take on the above responsibilities in the absence of the Headteacher.

### **Line Managers**

Managers in charge of Curriculum Areas/Departments/Staff are responsible to the Headteacher for ensuring the application of this policy within the individual areas that they control. In particular line managers will ensure that:

- The school's risk assessment process is applied within their area and that control measures are implemented in accordance with the assessment and monitored and reviewed accordingly;
- All accidents and incidents occurring within their areas are reported, recorded and investigated in accordance with the school's procedure;
- All persons they manage, or are responsible for, are aware of their specific roles in case of fire emergency;
- Any equipment/appliance which has been identified as being unsafe is removed from use and labelled as unserviceable;
- H&S inspections are carried out within their areas of responsibility within a timescale agreed with the Headteacher, and a report to the Headteacher is provided where necessary;
- The H&S training needs of staff are identified and the Headteacher informed accordingly;
- Staff are properly consulted on any matters that may affect their health or safety whilst at work;
- New, transferred and temporary staff receive appropriate H&S induction training;
- First aid provision is adequate;
- Pupils are given relevant H&S information and instruction, to include safe use of the Internet.

### **Teaching Staff [Including supply]**

Teaching staff are responsible for the H&S of all pupils under their control and in particular must ensure:

- Effective and appropriate supervision of the pupils that they are supervising;
- That appropriate safety instructions are given to all pupils prior to commencing practical sessions;
- That they are conversant with the school's H&S policy and any arrangements specific to their own department;
- They know the emergency procedures;
- Where relevant, that all personal protective equipment is suitable and in good condition prior to issue;
- That, where relevant, safety devices such as machinery guards are in good condition and are used in accordance with good practice;

- That they report any defective equipment to the relevant person and noted in the maintenance book, kept in the school office;
- All accidents and incidents are reported to the Headteacher and reviewed or investigated.

### **Caretaker**

The Caretaker is responsible to the Headteacher/Business Manager, and in particular will ensure:

- All health and safety concerns are reported to the Headteacher;
- The removal from service of any item of furniture, apparatus or equipment which has been identified as unsafe;
- That any identified hazard is appropriately removed, isolated or contained as necessary to prevent danger;
- Regular checks are carried out as agreed by the Headteacher, paying particular attention to the building structure, services, access to/egress from the school, and the main circulation areas;
- That persons they supervise only undertake work for which they are competent.

### **Health and Safety Co-ordinator**

The Headteacher may appoint or nominate a Health & Safety Coordinator to carry out H&S functions and maintain an overview of the H&S organisation & management of the school, and report to the Headteacher accordingly. Specific functions of the H&S Coordinator may include:

- Having an overview of the school's H&S Policy and arrangements, bringing amendments to the attention of the Headteacher where necessary;
- Overseeing and supporting the school's Risk Assessment/Risk Management process and advising the Headteacher of any deficiencies;
- Carrying out, with the Headteacher and others as appropriate, the school's accident/incident recording, reporting, and investigation arrangements;
- Arrange for termly evacuation drills and weekly fire alarm tests etc;
- Advising the Headteacher and/or Xavier CET/ Governors of any defect in the state of repair of the building or its surrounds which is identified as being unsafe, and take whatever local action is necessary to minimise the risk until repairs can be arranged;
- Arranging for the repair, replacement or removal of any item of furniture or equipment which has been identified as unsafe;
- Co-ordinating regular H&S inspections, ensuring all areas of the establishment and all activities are covered;
- Reporting to the Headteacher any situation which is unsafe or hazardous to health and which cannot be remedied from readily available resources;
- Liaising with and monitoring, as far as is reasonably practicable, the activities of contractors (including catering, cleaning and grounds staff), visitors and others on the site to ensure that any risks to the health and safety of staff and others are kept to a minimum;
- Ensuring that all Senior Managers are kept informed of the names and details of those persons appointed to provide competent health and safety assistance.

### **All Employees (including temporary & volunteers)**

All employees are required to take care of their own safety and health whilst at work and that of others who may be affected by their actions.

Employees must also co-operate with the management of the school to ensure that all parties comply with their H&S responsibilities. In particular all employees must:

- Participate in the school’s risk assessment process and comply with findings;
- Report any defects in the condition of the premises or equipment of which they become aware;
- Report all accidents/Incidents in accordance with the school’s procedure;
- Be familiar with the procedure to be followed in the event of a fire/emergency;
- Make use, where relevant, of personal protective equipment provided for safety or health reasons;
- To follow all relevant codes of safe working practice and local rules;
- To report any unsafe working practices to their Line Manager.

### **Health and Safety Committee**

The school’s H&S Committee is a sub-committee comprised of members of the Local Governing Committee and supported by the Headteacher and Business Manager. It meets termly. The main purpose of the Committee is to consult with staff on H&S issues, and agree H&S procedures. Minutes of the H&S Committee are copied to Governors for termly Local Governing Committee meetings..

Last Reviewed:	September 2022
Approved by Governors:	September 2022
Next Review Date:	Summer 2023

## **Appendix A (Part 3)**

### **Arrangements and Procedures for Health and Welfare**

The following procedures and arrangements have been established within our school to eliminate or reduce health and safety risks to an acceptable level and to comply with minimum legal requirements:

#### **Accident Reporting, Recording & Investigation**

Minor accidents, bumps and bruises are an inevitable part of school life. However, any incident that requires treatment should be recorded in the playground book or recorded by the office staff. Any accident which requires medical treatment off site should be reported via Surrey County Council's Online Reporting facility accessed via the following website at: <https://surreycc-safety.net/> The Head Teacher should be made aware of any reportable incident. Any serious accidents may need reporting under RIDDOR through the HSE, as well as any employee who has taken seven days or more sick leave as a result of an injury suffered at work. For further advice and guidance contact HSE at [www.hse.gov.uk/riddor/](http://www.hse.gov.uk/riddor/)

#### **Alcohol and Drug Abuse**

Staff attending work while under the influence of alcohol or drugs creates an unprofessional image of the school and increases the risk of accidents to students, themselves and to colleagues. To minimise the probability of accidents from alcohol or drug abuse, staff whose judgment is impaired will be excluded from work and will be subject to disciplinary procedures.

If a member of staff is feeling depressed or anxious about either their work or social situation, alcohol or drugs will not provide a long term solution. For help, staff should contact their line manager who will be able to help them find professional help.

Some drugs prescribed for medical reasons are likely to impair judgement and lower concentration. If a staff member feels as though they are affected when on medication they should inform their line manager so that additional arrangements may be made to safeguard them while at work.

#### **Asbestos**

There is an Asbestos Survey Record kept in the school office. This should be consulted prior to any building or maintenance works.

#### **Contractors**

When the premises are used for purposes not under the direction of the Headteacher then the principal person in charge of the activities for which the premises are in use will have responsibility for safe practices as indicated in this document.

The Headteacher or the co-ordinator will seek to ensure that hirers, contractors and others who use the school premises conduct themselves and carry out their operations in such a manner that all statutory and advisory safety requirements are met at all times.

When the school premises or facilities are being used out of normal school hours for a school-sponsored activity then, for the purposes of this policy, the organiser of that activity, even if an employee, will be treated as a hirer and will comply with the requirements of this section.

When the premises are hired to persons outside the employ of the Local Governing Committee, it will be a condition for all hirers, contractors and others using the school premises or facilities that they are familiar with this policy, that

they comply with all safety directives of the Local Governing Committee and that they will not without the prior consent of the Headteacher:

- introduce equipment for use on the school premises;
- alter fixed installations;
- remove fire and safety notices or equipment;
- take any action that may create hazards for persons using the premises or the staff or pupils of the school.

All contractors who work on the school premises are required to ensure safe working practices by their own employees under the provisions of the Health and Safety at Work, etc Act 1974 and must pay due regard to the safety of all persons using the premises in accordance with ss.3-4 of the Health and Safety at Work, etc Act 1974.

Before commencement of works, contractors must supply the following:

- Insurance Details;
- C.I.S. Details. (UTR, Company information);
- COSHH details if any chemicals are used;
- Risk Assessments & Method Statements;
- Fully Itemised Specification & Cost Breakdown;
- Employment & Equal Opportunities Policies;
- Environmental Policy;
- DBS certificates.

In instances where the contractor creates hazardous conditions and refuses to eliminate them or to take action to make them safe the Headteacher will take such actions as are necessary to prevent persons in his or her care from risk of injury.

The Local Governing Committee draws the attention of all users of the school premises (including hirers and contractors) to s.8 of the Health and Safety at Work, etc Act 1974, which states that no person shall intentionally or recklessly interfere with or misuse anything which is provided in the interests of health, safety or welfare in pursuance of any of the relevant statutory provisions.

### **Curriculum Safety [including out of school learning activity/study support]**

All staff are responsible for H&S related to curricular activities taking place during school time. Any hazardous activities that take place should be agreed in advance with the Headteacher and suitable risk assessment should take place. Reference should also be made to Appendix A of the School's Physical Education Policy.

### **Drugs & Medications**

In the case of pupil health and the administration of medicine, the office staff responsible will refer to the green file produced by The Surrey Children and Young People Directorate which is located in the school office. Individual Treatment Plans should be completed for all pupils who may require emergency treatment, such as the use of epi pens. Parents will complete the necessary paperwork in order to give staff permission to administer medicine to their child. Medication is stored in the school office cupboard (unless it requires refrigeration, in which case it is stored in the staffroom fridge). An administration of medicine form (available from the school office) should be completed by member of staff administering any medicine.

### **Electrical Equipment [fixed & portable]**

All staff are responsible for ensuring that they use and handle electrical equipment sensibly and safely. Any pupil or volunteer who handles electrical appliances does so under the supervision of the member of staff who so directs them.

All electrical equipment is checked annually in accordance with the maintenance schedule of the manufacturer as well as a five yearly fixed electrical test across the school. The office administrator is responsible for maintaining accurate records and ensuring that all equipment in current use is checked and for making arrangements for the equipment to be accessible.

If there is any doubt about the safety of the equipment it will not be used. Any potential hazards will be reported to the Headteacher immediately.

The Headteacher must be aware of, and approve the use of any item being brought into schools by a member of staff, volunteer or a pupil.

The Headteacher must be aware of and approve the arrangements for temporary electrical extensions required for drama productions, Christmas decorations, etc.

### **Emergency Plans**

The Headteacher will ensure that an emergency plan is prepared to cover all foreseeable major or critical incidents which could put at risk the occupants or users of the school. This plan will indicate the actions to be taken in the event of a major or critical incident so that everything possible is done to:

- save life;
- prevent injury;
- minimise loss.

This sequence determines the priorities of the emergency plan.

The plan will be agreed by the Local Governing Committee and be regularly rehearsed by staff and pupils e.g. termly fire drills. The result of all such rehearsals will form part of the regular risk assessment survey and the outcome will be reported to the Local Governing Committee. Staff and governors will receive training as to the arrangements outlined in the emergency / critical incident plan. This plan is reviewed annually.

### **Expectant Mothers**

Particular attention must be given to the health of any expectant member of staff or visitor to the school. Any expectant member of staff who believes that any requirement of their work practice or place of work is detrimental to their health must inform the Headteacher immediately. Staff are expected to take all reasonable care of their own health.

Female staff (full and part-time) are required to inform their line manager as soon as possible, when pregnancy has been confirmed.

The line manager will undertake a risk assessment of the employee work activity to ensure no risk to the health of the employee or the unborn child. Copies of the Risk Assessment will be kept and will be reviewed if circumstances surrounding the pregnancy alter in any way.

The H&S Co-ordinator is available to give advice at any stage of the process, but the general principles of common risk assessment will apply.

### **Fire Precautions & Procedures (and other emergencies)**

The signal for evacuation will be the continuous ringing of the fire bell. Always evacuate the school if the fire alarm sounds – assume every alarm could be for real. Never re-enter the building while the alarm is still sounding or before a senior member of staff has confirmed it is safe to do so.

On hearing the alarm, everyone should leave the room they are in and proceed to the nearest safe exit out of the building, closing the doors on exiting the room.

Everyone must walk swiftly – not run – and not delay by collecting their belongings.

When outside the building pupils should be assembled at the assembly point on the school playground. All pupils/visitors/volunteer helpers, etc should be checked and accounted for.

The School Secretary (or in her absence, the bursar or school assistant) must take the registers and visitors book.

The double-sided gate of the playground must be unlocked immediately in case evacuees would need to leave the assembly point and evacuate further away from the building.

Staff must report to the senior member of staff to confirm whether all of their pupils/visitors/volunteer helpers, etc are safely out of the building.

Teachers must know the correct route for evacuating the class which they are teaching, and it is the responsibility of the Headteacher to define the route and inform all members of staff. They are responsible for maintaining clear access to that escape routes at all times, and for helping to maintain access to the other escape routes. Teachers will be responsible for evacuating volunteers, helpers or other visitors from their classrooms in times of emergencies or if the adult is not present, he or she should leave by the nearest fire exit.

The Headteacher will organise practice fire evacuations as appropriate, but at least three times per year, monitor for effectiveness. The fire alarm and call points, on rotation, will be tested weekly, outside of school hours by the caretaker. All records are kept in the fire log book in the office. The fire alarm system will be serviced and maintained (according to the manufacturer's instructions), at least annually.

The extinguishers will be serviced and maintained as part of an annual contract. Any faults must be reported to the Headteacher for immediate remedial action. Emergency evacuation notices are displayed in all classrooms. The Headteacher will ensure that these notices are displayed in a prominent position as part of the premises inspection.

Any pupil with special needs must be given special consideration by their class teacher as to whether or not a Personal Emergency Evacuation Plan (PEEP) is required. This will need to be devised with the Headteacher, if the class teacher or SENCO identify a particular problem.

A fire risk assessment has been completed for these premises and will be reviewed on an annual basis or when any changes occur.

In the event of an intruder or dangerous stray animal on the premises or when it is safer for children to be indoors an intermittent alarm will sound. All doors should be locked, windows closed, blinds lowered and children seated. The front door should be locked by the school office staff and fire registers taken to classrooms to ensure all present. If deemed necessary emergency services should be called by a member of the school office team.

### **First Aid**

The arrangements for first aid provision will be adequate to cope with all foreseeable incidents.

Staff will be expected to undertake such training in first aid techniques as is required to give them a basic, minimum level of competence.

Supplies of first aid material will be held in the medical room, school office and the nursery. These locations have been determined by the Headteacher. They will be prominently marked and all staff will be advised of their position. The materials will be checked monthly and any deficiencies made good without delay, by the office staff.

Adequate and appropriate first aid provision will form part of the arrangements for all out-of-school activities. A record will be made of each occasion any member of staff, pupil or other person receives first aid treatment either on the school premises or as part of a school related activity. This will be kept in the school office.

A record will be made of any accident suffered by a member of staff, pupil, or any other person on the school premises or as part of a school related activity. Where deemed necessary, the office staff will contact parents to inform them of any injury suffered by a pupil on the school premises or as part of a school related activity.

As an Early Years provider, the school should have a member of staff who is paediatric first aid trained.

All lunchtime supervisors are provided with a first aid bag, which should be taken outside during lunchtime sessions.

Mrs Jenny Normington is our lead First Aider and all staff are provided with standard first aid at work training.

First aid at work certificates are only valid for three years.

First aid supplies must be checked on a monthly basis. Mrs Kate McNab is responsible for the ordering of the supplies and will be assisted by Mrs McDonald.

In the event of an emergency, Mrs McDonald or Mrs McNab will summon an ambulance and in their absence another member of the office staff. If a child needs accompanying to the hospital, this will be carried out by a non-class based member of staff and the parents will be informed.

### **Food Safety**

Food preparation is conducted by a vetted third party vendor who is responsible for complying with statutory food safety requirements. A copy of their food safety policy is available at the school office.

### **Gas safety**

Annual checks/Inspection/Safety Certification of all Gas Appliance's shall be undertaken within the premises by competent contractors.

### **GDPR**

The General Data Protection Regulation (GDPR) ensures a balance between an individual's rights to privacy and the lawful processing of personal data undertaken by organisations in the course of their business. It aims to protect the rights of individuals about whom data is obtained, stored, processed or supplied and requires that organisations take appropriate security measures against unauthorised access, alteration, disclosure or destruction of personal data.

The School will protect and maintain a balance between data protection rights in accordance with the GDPR. For details please refer to the Xavier MAT policy for data protection which sets out how the School handles the personal data of its pupils, parents, suppliers employees, workers and other third parties.

### **Glass & Glazing**

All glass replaced or installed in the school should comply with current safety standards.

## **Hazardous Substances (COSHH)**

The school will keep an inventory of all hazardous substances on site and this will be kept up to date by the caretaker. Inspections take place to:

- Identify all substances used;
- Assess the level of risk to health by completing a COSHH assessment for substances identified hazardous;
- Eliminate the use of substances or substitute a safer alternative;
- Introduce and monitor control measures to prevent risk;
- Implement adequate storage and security of hazardous substances.

## **Health and Safety Advice**

Health and Safety advice can be sought via the Surrey County Council and Strictly Education websites as well as by talking directly to Health Safety advisors at the above locations.

## **Housekeeping, cleaning & waste disposal**

The risk of injury within the workplace is most likely to be caused by the more mundane hazards as a result of poor housekeeping. Trips and falls can be caused by trailing cables, objects left on floors, traffic routes blocked within the classroom. It is the responsibility of the teacher to ensure that their classroom has clear traffic routes and that exit routes are kept clear. The caretaker will undertake an inspection whilst opening the school each morning to ensure that communal areas are free from trip hazards, etc. The caretaker will report all hazards, obstructions, defects or maintenance requirements to the Headteacher and/or bursar. It is the duty of all staff to be vigilant and aware of possible hazards. If any spillages occur, these should be dealt with immediately and reported to the school office, if assistance is required. Wet floor warning signs should be displayed.

The school will be cleaned as per the cleaning schedule and will be monitored by the Headteacher. All waste will be disposed of according to appropriate health and safety guidelines, with blooded items being disposed of in the correct yellow bin situated in the medical room. A body fluid kit should be used to clean up body fluids such as blood, vomit or urine.

## **Handling & Lifting**

All equipment must be moved safely. Large pieces of equipment will only be moved by people who have received training. PE equipment may be moved by pupils but they must be given clear instruction in the correct way to lift and handles items. There must always be at least two pupils per piece of equipment or mat. Close supervision is appropriate at all times.

The Headteacher will be responsible for undertaking risk assessments for manual handling tasks for object and loads. Training will be offered to those staff who are expected to lift objects. If one is apprehensive about their capability to move goods, equipment or furniture, they should seek help or not undertake the activity. Where possible, the caretaker, who has been trained, will deal with portage within the school.

Where lifting equipment is provided, only those members of staff who have been trained in the use of the equipment may undertake this activity.

If there is a requirement for pupils to be handled manually, the Sendco will arrange for an individual moving and handling assessment to be carried out and if necessary this will be supplemented by training for specific staff.

## **Internet Use**

All staff and pupils must be familiar with the Policy for acceptable use of the Internet. Permission for a child to use the Internet in school is required from a parent or guardian, available through the Internet Permission Form. Children in Key Stage 2 (Years 3-6) will also review and sign an acceptable use policy at the start of each academic year. Children must report directly to a member of staff should they encounter material which makes them feel uncomfortable, parents will be informed of any such incidents. Pupils will be informed that unacceptable use of Internet resources will result in sanctions being imposed.

As part of our Computing curriculum the School works with its children to raise awareness and understanding of on line safety, helping them to develop a set of safe behaviours to adopt when using the Internet and other technologies. It is the School's aim that its children develop an understanding of the use and misuse of ICT and understand the importance of keeping safe online.

### **Jewellery**

Pupils should not wear jewellery to school, but a pair of stud earrings, one in each ear is permissible. Staff may wear jewellery, but must be mindful of general health and safety. The wearing of jewellery is forbidden during P.E sessions. Pupils wearing earrings must take them out by themselves. Parents should be made aware that any pupil who has their ears newly pierced will not be able to take part in PE activities for 4-6 weeks.

### **Legionnaires Disease**

Legionella bacteria occurs in natural water courses but can also be found in re-circulating hot water systems especially large complex systems such as those found in cooling towers. A risk assessment is required for anyone exposed to micro-organisms during their employment.

#### **Control Measures:**

- Legionella risk assessment is carried out by a competent third party on a regular basis;
- Recommendations of the risk assessment is followed accordingly;
- Systems should be monitored as per the risk assessments to establish if a presence of bacteria, but the danger if infection should be minimised by good engineering practice;
- Sampling of legionella may only be carried out by a competent person if advised by the risk assessor;
- Keep records of testing, maintenance, cleaning and disinfection procedures as per the legionella management policy.

### **Lettings/shared use of premises**

If the school is let, the Headteacher must be satisfied that the hiring organisation will use the premises in a safe manner. A signed, written letting agreement will be completed and copies kept. Reference should be made to the lettings policy.

### **Lone Working**

Members of staff are discouraged from working alone in school when it is closed. However, if this cannot be avoided, the Headteacher/caretaker should be made aware. Staff working alone are encouraged at all times to carry a mobile phone in case of emergency. Any activity that involves risk should be discussed first with the Headteacher and in most cases will not be carried out alone.

### **Long Term Evacuation Plan**

In the event of a long term evacuation, the church or Parish Hall will be used as a safe haven. If this is deemed to be unsafe, St Georges Junior School will be used. Upon evacuation, all contact details of pupils should be taken, as well as any emergency medical items.

## **Maintenance / Inspection of Equipment**

Equipment is maintained (according to the manufacturer's instructions), on an annual basis and a maintenance log should be kept by the school office. See also Fire Precautions and Procedures.

## **Monitoring the Policy**

The Health and Safety Committee are responsible for the review and monitoring of this policy.

## **Pandemic**

In the event of a pandemic, the school will follow local and national guidelines. Risk assessments will be conducted in line with government requirements and will be approved via the Xavier CET. Unless exempt, all employees, visitors will be required to adhere to protective measures that are put in place such as the wearing of face coverings etc.

## **Personal Protective Equipment (PPE)**

Where PPE is identified as a control measure in a work activity risk assessment, the equipment selected must be appropriate for the task so as to ensure that it will provide adequate protection and must be compatible with other equipment in use. The assessment should be reviewed if there is significant variation in the activity. Advice on the selection of PPE is available from the Health and Safety Team.

All PPE must be maintained in good working order, and any defect reported immediately to the Headteacher for repair or replacement.

If used in school, respiratory protective equipment (RPE) must be maintained in good working order, kept hygienically clean, stored in clean condition, and inspected at monthly intervals (three monthly where use is infrequent) by the Headteacher. A written record will be kept for inspection. Alternatively, disposable RPE can be used provided that this is suitable for purpose and worn in line with the manufacturer's instructions.

## **Photo Exclusions (see also GDPR)**

Staff should be aware of the children in their class whose photographs are not to be published. A list of these exclusions is displayed in the staff room and school office and an electronic copy held on the school server.

## **Play Equipment**

The school play equipment is to be checked regularly by school staff and inspected (according to the manufacturer's instructions), at least annually by a competent contractor. Equipment used on the premises must be certified by British or European standards. Playground equipment should only be used when children are supervised by an adult and should not be used before or after school.

## **Reporting Defects**

Any defects found within the school and the school grounds should be brought to the attention of a line manager, caretaker or Headteacher. There is a book in the school office where all defects should be recorded so that they can be rectified by the school caretaker or local contractor. Termly H&S inspections by the Local Governing Committee will also indicate any defects.

## **Risk Assessments**

Risk assessments should be carried out for all off site visits as indicated in the Educational and Off Site Visits Policy. Other risk assessments are carried out and can be accessed via the school's server. Risk assessment should be carried out on a day to day basis by all staff and any problems reported to the Head Teacher and Caretaker.

## **School Trips/ Off-Site Activities**

Reference should be made to the school's Educational and Off Site Visits Policy.

## **School Transport**

All transport used by the school must be compliant with DVLA requirements. Any parent driving children to and from school events must complete the MOT and insurance forms available from the school office. Written permission must be granted by a parent or carer of a child to be transported by another parent. At short notice, verbal permission may be sought and recorded. Children should not be transported alone unless in an emergency. Car booster seats must be provided for any child under 1.4 metres tall.

## **Sickness**

Children and adults should be reminded regularly of the importance of hygiene and in particular regular handwashing. In the cases of vomiting and diarrhoea the guidance to schools is anyone who has suffered from vomiting or diarrhoea should be kept at home for 48 hours after the last bout of sickness/diarrhoea. Office staff should monitor class absence and inform the headteacher of any patterns of absence.

## **Smoking**

Smoking is not permitted within the school buildings or grounds. 'No Smoking' signs will be displayed at all entrances to the building in accordance with the Health Act 2006. All persons are expected to abide by this legislation.

## **Staff Consultation**

Staff should report any concerns directly to the Headteacher or line manager and can raise concerns or issues at the weekly staff meeting. The Local Governing Committee's H&S sub-committee should meet at least termly which must include an onsite H&S inspection. Terms of Reference will be reviewed by the committee annually.

## **Staff Health & Safety Training and Development**

All staff will be made aware of the H&S policy and procedures. Training will be provided for staff who have a specific role that requires specialist knowledge and will be documented and signed off accordingly.

## **Staff Well-being / Stress**

All teaching staff are entitled to 10% PPA time and this is to be built into their timetable. The Headteacher is responsible for arranging this. The Headteacher is to arrange ½ day each month away from the school for planning and preparation. He / She should meet with other Headteachers at least once per term. The Local Governing Committee will appoint one governor to have special responsibility for pastoral care of all staff.

Supervision [including out of school learning activity/study support].

All staff and volunteers working with children must have DBS (Disclosure and Barring Service) clearance and a central record must be kept up to date in the school office. There may be certain occasions where adults are permitted to be in the school, but this must be agreed in advance with the Headteacher. Agreed ratios for school trips etc can be found in the Educational Visits policy. If any member of staff is unsure about acceptable levels of supervision, they should contact their line manager or speak to the head teacher.

### **Use of VDUs / Display Screens/ Projectors**

Use of Display Screen Equipment within the workplace, such as the use of computers is governed by the Display and Screen Equipment Regulations. These Regulations place a number of obligations on employers including:

- DSE awareness training during induction for new associates;
- Defining and deciding who DSE users are;
- Provision of training and information for DSE users on a regular basis;
- The requirement to carry out risk assessments with regard to both workstations and users;
- Reducing the risk of injury from use of DSE as far as is reasonably practicable;
- The provision of eye tests.

Display Screen Equipment self-assessments should be completed on an annual basis or if there any changes to the workstation. A DSE user is defined as an employee who habitually uses display screen equipment and is reliant upon it in order to carry out his/her work activities.

If most or all of the following apply the employee should be classified as a DSE User:

- The employee is dependent upon the use of DSE in order to do the job as there are no alternative means readily available;
- The employee has no discretion as to whether or not to use the equipment;
- Significant training or particular skills are required;
- DSE is normally used continuously for at least one hour every day;
- The job requires fast transfer of information between the user and the screen;
- The job activity requires high levels of attention and concentration from the user.

Staff who use a VDU should take regular breaks. Office staff who regularly use VDUs as part of their day to day working requirements are entitled to claim for an annual eye test. Children and staff should be reminded of the dangers of looking directly into projector beams and should not stand directly in front of them. A permanent warning sign should be displayed in all classrooms where projectors are in use. All defects should be reported to the school's ICT technician.

### **Vehicles on Site**

The car park belongs to the Parish and those using it should respect its use. It is available for staff and visitors and operates a one way in/out system. Delivery vehicles are encouraged to avoid arriving at the school between 8.30am and 9.30am and 2.45pm and 3.30pm. No vehicle should be parked in front of the gates which act as an emergency exit from the playground. Vehicles are parked at the owners' own risk and no responsibility can be taken to loss or damage to property. Large vehicles such as coaches should not enter the car park, but staff must be prepared to accompany the children safely from the school to where the vehicle is parked. Any work carried out by contractors must be agreed in advance with special consideration taken for the delivery of materials and the parking of vehicles. Children and parents are encouraged to use the designated walkway route on the outer area of the car park when coming into school. In the event of staff requiring to park in a non-designated space, a 'school aware' sign should be displayed.

### **Violence to Staff / School Security**

All staff must report to the Headteacher any incident of aggression or violence directed to themselves from any source. All incidents of violence will be investigated and if deemed serious enough will be reported to the Local Education

Officer and if necessary the police. Headteacher should be aware of the following documentation 'Keeping Schools Safe from Abuse. Threats and Violence,' found via <http://intranet.surreycc.gov.uk>

There is controlled access to the school building from the school office. All adults entering the school building should sign in on entry and sign out when leaving. The school gate should be kept locked during the school day and when open staff should be vigilant of any adults entering or leaving the building and/or wider premises. All adults entering the school building and/or wider premises who need to remain once the school day has begun must sign in at the school office. Authorised visitors should wear a school visitor badge.

### **Working at Height**

No member of staff should work at height unless trained to do so and with the permission of the Headteacher. Staff working at a low height should use the correct equipment and do so in a safe, unobstructed space. There is a small step ladder kept in the resources cupboard that should be used. Specific equipment such as a tower should be used for working at height and need specific training. If any member of staff has any doubts or questions relating to working at height, they should speak directly to their line manager or Headteacher before carrying out their duties.

### **Work Experience**

St Charles Borromeo welcomes a large number of visitors to the school for work experience. Students or adults visiting the school must comply with school policy and should complete a Student / Adult Protocol form.

Last Reviewed:	Summer 2022
Governors Approved:	July 2022
Next Review:	Summer 2023