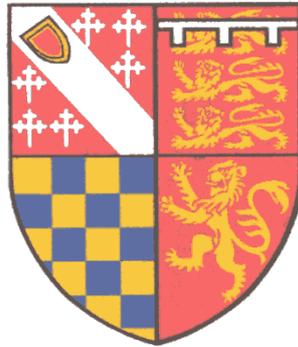


# **St Philip's Catholic Primary School, Arundel**



# **Health and Safety Policy**

# **St Philip's Catholic Primary School**

## **Arundel West Sussex**

### ***Health and Safety Policy: COVID-19 - addendum to Governors' Policy***

***Status and Review Cycle; Statutory and annual***

***Responsible group: Resources Committee of the Governing Body***

***Implementation date: September 2020***

***Next Review Date: Ongoing as needed.***

*POLICY AIM: To ensure that the risks of COVID-19 presented to pupils, staff and visitors are reduced to an acceptable level.*

*POLICY OBJECTIVES: To conduct all our activities safely and in accordance with legislative standards and in consideration of government guidance.*

*To provide safe working and learning conditions.*

*To ensure a systematic approach to the identification of risks and the allocation of resources to control them.*

*To openly communicate on health safety and welfare.*

*POLICY STATEMENT: St. Philip's Catholic Primary School recognises and accepts its responsibility as an employer and provider of services and will provide a safe and healthy workplace and learning environment for all staff, pupils and such other persons as may be affected by its activities.*

*We will adopt health and safety arrangements under COVID-19 in line with Health & Safety legislation, and in consideration of government guidelines.*

*Good health and safety management will be an integral part of the way that the school operates and will be considered across all work activities and across the wide range of educational activities delivered.*

*This addendum should be read alongside the main Health and Safety Policy, as well as main school risk assessment for Full opening of Schools in September 2020 and government guidance documents.*

#### **THE SCHOOL WILL:**

*Apply and communicate sensible risk management and safe working practices. This will involve:*

- 1. Regular assessment of hazards and associated risks.*
- 2. Implementing preventive and protective control measures against those risks to an acceptable/ tolerable level.*
- 3. Monitoring the effectiveness of those measures by senior leaders.*
- 4. Provision of information, instruction, training, and protective equipment to staff (and pupils where required).*
- 5. Review of risk assessments, policies, procedures, and practices at regular interval and where additional information is gained through changes in government guidance, monitoring or following an incident.*
- 6. Implement measures to ensure social distancing is observed across the site and in all*

- buildings consistent with and appropriate to the numbers of pupils, staff, and visitors in the school.*
- 7. Maintain an appropriate hygiene regime to be followed by all pupils, staff, and visitors.*
  - 8. Operate an enhanced cleaning regime for the duration of COVID-19.*
  - 9. Ensure that staff are informed and instructed to ensure competence and awareness of health & safety precautions required during COVID-19.*
  - 10. Educate pupils about COVID-19 and to encourage and re-assure them about the measures in place to protect themselves from it.*
  - 11. Require all employees and encourage and support all pupils to show a proper personal concern for their own safety, for that of the people around them.*
  - 12. Require staff to exercise increased due care and attention and observe safe working methods.*
  - 13. Communicate regularly and effectively with staff and parents about the school's response to COVID-19.*
  - 14. Put in place the support required for the return of pupils with special educational needs and disabilities (SEND) in line with education health care (EHC) plans in conjunction with families and other agencies.*
  - 15. Put in place any flexible working arrangements needed to support delivery of education during COVID-19, including staggered start/end times.*
  - 16. Put in place measures to check on staff wellbeing (including for leaders).*

*Draw up contingency plans for:*

- 17. Someone falling ill or demonstrating symptoms on site*
  - 18. Deep cleaning in the event of an outbreak of COVID-19 on site*
  - 19. Provide appropriate personal protective equipment (PPE) as required by staff for providing first aid and intimate care.*
- 20. Staff must take personal responsibility to ensure that they have fully read and adhere to the following to protect their own safety and that of the children:*

*-The most up to date copy of the Whole School Risk assessment - this will be emailed to staff with any updates.*

*-First Aid during COVID-19 policy*

*-Government guidance regarding use of PPE, preparing for wider opening, actions for schools during the coronavirus outbreak.*

*These documents can be found here:*

*<https://www.gov.uk/government/collections/coronavirus-covid-19-guidance-for-schools-and-other-educational-settings>*

This model policy is designed to describe the arrangements for delivering effective health and safety within a school. This should include clear allocation of all necessary health and safety responsibilities.

This document should be amended to reflect local school policy/arrangements and must be kept up to date with any staff, organisational and premises changes.

Health and Safety Policy Issued by the governors of **St Philip's Catholic Primary School**  
Effective **Autumn 2020**

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Signed by: Denise Jenkins, Chair of Governors  
Next Review Date: Autumn 2021

### **Statement of Intent**

The governing body acknowledges West Sussex County Council's (WSCC) Corporate Health and Safety Policy, acting as Local Education Authority and employer, and provides the following additional statement of intent to cover all school buildings, activities and undertakings for which it is responsible.

Under the Health and Safety at Work Act 1974, the governing body accepts that it has the responsibility to take all reasonable practical steps to secure the health and safety of staff, pupils and others visiting and using the school premises.

The governing body believes that the prevention of accidents, injury or loss is essential to the efficient operation of the school and is part of the good education of its pupils. It will be the governors' policy to encourage, where practical, the co-operation of all users of the establishment by monitoring, review, discussion and consultation to promote and develop measures which ensure health and safety at work.

Chair of Governors

## **THE ORGANISATION FOR HEALTH AND SAFETY**

### **Health and Safety responsibilities**

The Governing Body has strategic responsibility for health and safety within all areas of the schools undertakings and is answerable to the LEA for its actions, on behalf of whom it makes decisions. The governing body is responsible for ensuring that advice from competent health and safety advisers is available on health and safety matters in order to comply with regulatory controls.

The Head Teacher has responsibility for the day to day operation of health and safety and welfare policies and practices, as delegated by the governing body, within all areas of the school's undertakings. The Head Teacher is responsible for ensuring that advice from competent health and safety advisers is sought on health and safety matters in order to comply with regulatory controls.

Class Teachers and Bursars are responsible for ensuring that safe working conditions are maintained for pupils, employees, visitors, members of the public and, where applicable, contractors throughout their individual work areas, as delegated by the Head Teacher of governing body and detailed in the organisation section of the policy. Department heads are responsible for ensuring that advice from competent curriculum and health and safety advisers is sought on health and safety matters in order to comply with regulatory controls.

Employees are responsible for their own health and safety, that of their colleagues and members of the public who may be affected by their work activities.

NB: Schools must localise this section to reflect the schools controls and procedures

## **ARRANGEMENTS FOR HEALTH AND SAFETY**

### **Accident and Incident Reporting**

All accidents and incidents, to staff, visitors and contractors are reported to WSCC using the on line accident reporting system. Minor incidents to pupils are recorded locally major injuries and direct visits to hospital are also reported to WSCC using the on line system.

The Head Teacher is responsible for reporting accidents.

The Head Teacher will monitor accidents and incidents in order to identify trends and report to the governing body.

### **Administering Medicines**

The school's Managing Medicines Policy details the procedures followed by the school and is based on WSCC policy and procedures. The lead for the administration of medicines is the SLT. A copy of the policy is available from the school office and website.

### **Asbestos**

The school holds an asbestos register and follows the WSCC Code of Practice regarding monitoring and record keeping. All contractors working on the building are made aware of the location of asbestos and sign the register. Staff are made aware of the location of asbestos and the procedures to follow if discovering disturbed asbestos. The SLT is responsible for asbestos management.

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

All hazardous substances stored and used within the school are to be risk assessed and the precautions identified by the risk assessment shall be communicated to staff and implemented. These assessments will be held in the school's COSHH risk assessment file, along with the relevant data sheets and made available to all employees who are required to use these substances in their work.

The SLT is the designated role for ensuring that the COSHH risk assessment file is kept up to date and communicated to relevant staff.

### **Contractors**

Maintenance and servicing contractors receive an induction to the school site (including asbestos), its facilities and emergency arrangements. Contractors undertaking large scale building work receive all if above and an induction pack which includes relevant school policies, procedures and risk assessments. The school adheres to WSCC self-managed process and uses only WSCC approved contractors. Contractors are continuously monitored whilst on site. The SLT are responsible for contractors on site.

### **Curriculum Safety**

The governors recognise that some curriculum areas represent an increase in risk; these departments hold department specific health and safety arrangements which are regularly reviewed and communicated to relevant staff.

Head Teacher – responsible for Design and Technology

Head Teacher – responsible for Drama and Theatre Arts

Head Teacher – responsible for Physical Education

Head Teacher – responsible for Science

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

Every DSE user will have a risk assessment completed to make sure they know how to adjust and set up the workstation correctly. It is the responsibility of the SLT to ensure assessments are completed by relevant staff. The risk assessment can be carried out by the workstation user through the e-Learning programme and assessment checklist. This is available on Health and Safety A\_Z pages of the WSSfS.

DSE user risk assessments will be reviewed once a term by the SLT or if there have been any significant changes to the workstation. A review of the original assessment must be undertaken as soon as practicably by the line manager when an employee complains of a musculoskeletal or other health issues that could be attributed to, or aggravated by, working with DSE.

### **Electricity**

All portable electrical equipment within the school is to be tested annually and records of these tests will be held at the school.

Private portable electrical equipment must not be brought into the establishment and used without the appropriate checks.

A 5 yearly check of the fixed electrical installation is completed and records kept. Electrical safety is managed by the Business Manager.

### **Emergency Provision / Business Continuity**

The Emergency plan details procedures and arrangements to be used in the event of an emergency. This includes liaison with WSCC and the emergency services, provision for the continuation of school business and arrangements to contact interested parties i.e. parents and the press. All staff are trained in the procedures contained within the emergency plan and are able to take the appropriate action if required. The emergency plan is regularly monitored and reviewed by the SLT.

### **Fire Safety**

The SLT are responsible for fire safety within the establishment. The designated person will ensure that:

- The school's fire risk assessment is kept up to date by annual review or in response to significant changes to premises or work arrangements.
- There is reasonable fire-fighting equipment in the school, it is maintained and maintenance records kept
- The fire safety equipment, e.g. fire alarm, emergency lighting etc is regularly checked, maintained and records are kept.
- There are no general fire hazards around the building, particularly near escape routes, escape routes are unobstructed and that there is access for fire fighters.
- Staff and pupils are practised in evacuating the premises by performing termly drills, monitoring their effectiveness and keeping records.
- Develop personal emergency evacuation plans (PEEP) for those staff and or pupils who require additional assistance to evacuate the premises.

They will also ensure the establishment has in place an up to date Emergency Fire Drill which details the procedures to be followed in the event of a fire. The plan must be prepared to ensure that people within the establishment know the action to take if there is a fire, and to ensure that the establishment can be safely evacuated.

Where necessary, the Emergency Fire Plan will include the following features:

- Action in discovering a fire and calling the fire service (these notices will also be displayed throughout the establishment)
- The assembly point for roll call
- Liaison with emergency services
- Identification of key escape routes
- The type and location of fire-fighting equipment provided
- Specific responsibilities in the event of a fire (adequate number of fire wardens to assist with the evacuation)
- Training (in-house fire safety awareness training is carried out annually for all staff)
- Any need to co-operate or co-ordinate with other responsible persons that will be operating the premises.

### **First Aid**

The First Aider is the Business Manager together with the office support staff and first aid training for other staff is pending.

Details of the school's first aid trained staff is displayed in the first aid room/area. The Business Manager monitors first aid training to ensure certification remains in date.

A first aid risk assessment has been completed and provision is in place, following the findings of the risk assessment. Suitable and appropriate first aid cover is provided at all times during the working day and after hours to cover breakfast and after school clubs and all staff are aware of the arrangements in place.

The Admin Team are the designated staff responsible for ensuring the first aid kits are kept fully stocked and items are within date, checks of first aid kits are recorded as completed.

### **Food Safety**

The lead for food safety is the SLT. The food safety lead will ensure that there are arrangements for safely and hygienically receiving food from suppliers and preparing it for serving to pupils. The kitchen, servery and dining area are to be cleaned daily and after each use.

A risk assessment is in place for lunchtime meals (hot and cold). Midday Meals Supervisors must be cordoned off a spillage, cleared up immediately and the floor surface left clean and dry before being opened up to pupils again.

All incidents are reported to the Food Safety Lead.

### **Glazing**

The school holds an up to date premises inspection and regularly monitors glazing as part of the premises inspection. The SLT is responsible for glazing management.

### **Gas Safety**

The school ensures that the gas boilers and other gas appliances are serviced and maintained regularly. The SLT are responsible for gas safety.

### **Induction**

All new employees are informed of the school's health and safety arrangements and procedures using the induction checklist available within the health and safety A-Z on the

WSSfS. Staff will also complete the eLearning 'Your Own and Others' and records will be kept. The SLT is responsible for the induction of staff.

### **Lone Working**

Lone working is discouraged, however where employees are required to work alone, the risks should be assessed and adequate controls put into place. The SLT is responsible for risk assessing and producing lone working procedures.

### **Play Equipment**

External and internal play and physical education (PE) equipment is serviced by an external contractor. P.E. equipment is checked prior to every use by the teaching staff and any defects are reported immediately to the Head Teacher. The SLT regularly monitors external play equipment and defects are reported immediately to the Head Teacher. Faulty equipment is immediately decommissioned.

### **Premises Maintenance**

The internal and external premises will be inspected at regular intervals by the Premises Officer, the inspections are recorded and resulting issues reported to the Head Teacher. The school is to be kept clean, tidy and free from hazardous obstacles. Staff must report any defective equipment, furniture or premises issues to obstacles to the Premises Officer using the defects log. The Premises Officer will sign and date completed actions in the log.

### **Monitoring, audit and review**

The Governing Body shall receive termly reports on Health and Safety and will regularly inspect and monitor the premises. Regular review of procedures shall be undertaken in the light of operational practice, new laws and new policy/directives of the Local Authority. The operational practice and procedure shall be constantly monitored by the head/local safety officer. The Governing Body shall prepare an annual action plan to address deficiencies in health and safety arising from the Head Teachers' annual report.

### **Moving and Handling of Customers and the Manual Handling of Inanimate Loads**

Manual handling is defined as the transporting or supporting of a load (including the lifting, putting down, pushing, pulling, carrying or moving of) by hand or bodily force. Consequently, the Manual Handling Operations Regulations apply to a wide range of operations; in this context it applies to both the moving of inanimate loads (manual handling) and the moving and handling of children where they are unable to do this unaided (moving and handling).

Where manual handling or moving and handling tasks are undertaken, the Governing body will designate suitably competent staff to undertake risk assessments of the activities, and ensure staff working in these areas receive the necessary training and instruction. The SLT is responsible for developing and reviewing moving and manual handling risk assessment.

### **New and Expectant Mothers**

Any staff member who becomes pregnant is to inform the Head Teacher of this and an appropriate risk assessment is to be undertaken following the guidance contained within the Health and Safety A-Z on the WSSfS. The school recognises the changing nature of pregnancy and will regularly review risk assessments to ensure that working at the school will not pose any risks to their health and safety and that of their unborn child.

### **Risk Assessments**

Risk assessments are a legal requirement under health and safety law and the Head Teacher will assess all risks arising out of the curriculum and associated work which the school undertakes. In accordance with corporate guidance risk assessments will be recorded in writing and reviewed annually or following a significant accident and or incident.

**Staff Welfare/Stress**

The governing body considers staff welfare of paramount importance, and seeks to promote a work/life balance amongst their staff. The Head Teacher is constantly monitoring staff workloads and every effort is made to make effective changes if staff are experiencing stress either at home or work. The school also utilizes the services of Health Assured and Occupational Health.

**Training**

The school ensures that all staff are provided with adequate information, instruction and training to perform their roles. Training requirements are discussed during induction, professional development reviews and one to one supervision. Training records are kept and reviewed by the SLT.

**Water Quality**

The SLT is responsible for monitoring and recording water temperatures at the school to ensure water quality is maintained. A bi-annual water quality risk assessment is produced and reviewed by the SLT.

**Working at height**

Teaching staff should avoid working at height to put up displays. Ladders, step stools and other access equipment are kept on a ladder register and regularly inspected and maintained.