

Pray, Learn, Achieve and Celebrate Together



# Health and Safety Policy

*A new commandment I give unto you: that you love one another as I have loved you."*

*John 13:34*

Written: September 2022

The Governing Body of St Gabriel's Catholic Primary School, will so far as is reasonably practicable, ensure that all activities under its control are carried out in accordance with the Health and Safety at Work etc Act 1974, relevant regulations, approved codes of practice, guidance notes, the Health and Safety Policies of Wigan Education Authority and with due regard to advice and information provided by the Authority's advisors

We therefore, will do what is reasonably practicable to exceed the minimum requirements within the resources that are available. The Governing Body will also ensure that systems are in place which will allow us to maintain, monitor and, where necessary, carry out risk assessments which will allow us to improve our safety performance.

The Governing Body will comply, as far as is reasonable, with arrangements and procedures made by the Wigan Education Authority as part of its responsibilities as employer. In the case of lettings arranged by the Governing Body, they will ensure that appropriate health and safety arrangements are in place.

In return, the Governing Body expects all employees to exceed their minimum legal duties, which are stipulated later in the Health and Safety Policy. Included in this is the cooperation of all employees to assist the Governing Body in carrying out their obligations as required.

This policy will be reviewed annually or when necessary in order to meet changes in circumstances.

Any necessary changes will be brought to the attention of all employees to assist in improving safety performance.

The Governors will ensure that:

- the LA's HEALTH AND SAFETY POLICIES and Codes of Practice are fully implemented and, to ensure compliance, are monitored on a regular basis;
- the school produces its own safety policy to supplement the LA's policies, and that the policy is annually reviewed;
- an adhoc School Safety Committee has been established with Mrs Secombe and Mr Deignan;
- the Safety Policies will be brought to the notice of all employees;
- the school has considered its health and safety obligations and has made provision for meeting those obligations;
- the school's staffing structure appropriately reflects the responsibilities for carrying out the arrangements for health and safety;
- health and safety issues concerning the school are identified and appropriate action taken;
- regular safety reports are provided by the Headteacher so that safety arrangements can be monitored and evaluated;
- appropriate facilities and information for accredited Union Safety Representatives are provided to

- enable them to fulfil their duties;
- All reasonable facilities and information are provided to officers of the Education and Cultural Services Directorate, inspectors of the Health and Safety Executive and any other health and safety official as appropriate.

Signed

Chair of Governors

Headteacher

Date:

Date:

### Health and Safety Duties Statutory Duties

1. The Health and Safety at Work etc. Act 1974 places duties on EMPLOYERS to safeguard, so far as it is reasonably practicable, the health, safety and welfare of their employees and the health and safety of persons not employed such as pupils and visitors but who may be affected by work activities. Employers also have additional duties under other health and safety legislation such as the Control of Substances Hazardous to Health Regulations.

In Aided Schools such as ours the EMPLOYER is the Governing Body. Any reference to the employer in this document is a reference to the Governing Body and not the Local Education Authority.

2. Persons who have CONTROL OF PREMISES have duties to take reasonable measures to ensure, so far as is reasonably practicable, that premises and equipment are safe for people using them who are not their employees, e.g. pupils, and visitors and those using premises on a lettings basis.
3. EMPLOYEES have duties to take reasonable care to ensure that they work in ways which are safe and without risk to health both to themselves and other staff, pupils and visitors. They must also cooperate so that employers can comply with their statutory duties.

### Local Authority

The LA will offer an advice and support service in the following ways. The:

- issue of a HEALTH AND SAFETY POLICY;
- issue of Codes of Practice, Guidance/Advice Notes, and other relevant information, as appropriate;

- provision of a comprehensive support and advice service;
- provision of a comprehensive training programme;
- provision of a monitoring system for schools;
- provision of a safety audit service.

### **Employees responsibilities**

All employees have a general duty under the Health and Safety at Work etc Act 1974 to:

- take reasonable care of their own safety and that of other persons;
- cooperate with the employer on health and safety matters to enable the employer to carry out their own responsibilities successfully;
- use correctly any equipment provided for their safety;
- report any defective equipment to their supervisor or other appropriate person, i.e. Caretaker or Business Support Officers;
- report accidents or dangerous occurrences at the earliest possible opportunity;
- be familiar with and observe at all times all safety policies and procedures;
- take reasonable precautions to ensure the safety of all persons in their charge.

### **Organisation for Managing Health and Safety within the School**

The Headteacher is responsible for the day-to-day implementation and management of health, safety and welfare within the school.

Teaching and nonteaching staff holding posts/positions of responsibility have a general responsibility for the application of the School's Safety policies within their own area of work and are directly responsible to the Headteacher for the application of all health, safety and welfare measures and procedures within their own department/area of work.

**Class teachers have responsibilities for the safety of pupils in their charge.**

All employees have a responsibility to take reasonable care of their own health, safety and welfare and that of other persons who may be affected by their acts or omissions while at work. They also have a responsibility to cooperate so that employers can comply with their statutory duties.

More detailed lists of the responsibilities of the Headteacher, teaching and nonteaching staff holding posts of special responsibility and all employees are set out below.

The Headteacher may wish to delegate some functions to other staff or to reallocate duties to match the staffing structure of the school, but this will not affect the Headteacher's overall responsibility for health, safety and welfare within the school.

	<u>Staff name/designation</u>	<u>Date</u>
Competent person appointed to advise on Health and Safety	Headteacher	
Premises Officer	Headteacher/Caretaker /Governor in charge of premises	
Fire	Headteacher/Deputy Headteacher	
First Aid & Medication	Appointed First Aid Officer	
Asbestos & L8 Management	Headteacher/Caretaker	
Care and Welfare	Headteacher	
Catering	Caretaker/Metrofresh	
Supervision (non-teaching)	Deputy Headteacher	
Crossing Patrols	N/A	
Swimming	KS2 Co-ordinator/ Class Teachers	
Visits/activity holidays	EBP Co-ordinator	
PE	PE Co-ordinator	
Science	Science Co-ordinator	
Design & Technology	D & C Co-ordinator	
Art	Art Co-ordinator	
Information Technology	IT Co-ordinator	

## Headteacher

The Headteacher will ensure that:

- policies and procedures with regard to health, safety and welfare matters within the school are established and approved by the Governing Body, and that the policies and procedures are known, read and followed by all members of staff, including temporary/supply staff;
- any health and safety matters raised, and guidance from the LA, are brought to the attention of the Governing Body;
- regular reviews of the safe performance of all departments of the school are undertaken with appropriate action when necessary, and are reported to the Governing Body by the Safety Committee;
- accidents, incidents and dangerous occurrences are reported, investigated, and, where appropriate, preventative measures are taken.
- Also, that reports and returns are submitted to the LA and Church Authorities in accordance with the published procedures;
- adequate first aid provision is made for staff and pupils and other persons, whilst on school premises and when working away from the school, in accordance with LA guidance;
- training needs are identified and arrangements made for those needs to be met;
- necessary arrangements are made to ensure that Trade Union Safety Representatives can effectively carry out their functions, and that consideration is given to reports on inspections carried out by Safety Representatives;
- all parts of the premises, plant and equipment for which the governors have responsibility are regularly inspected and maintained in safe working order;
- goods purchased comply with necessary safety standards and that all equipment purchased is safely installed.
- any unsafe items which are the LA's responsibility are reported to Central Watch/Wigan Council Premises and any item which constitutes a health and safety hazard is taken out of use;
- staff and volunteer helpers organising and taking part in visits, journeys and holiday excursions have the necessary knowledge, experience and skills so that they will be aware of, and have made arrangements to deal with any risks involved.
- working arrangements are agreed with contractors working on the premises and are closely monitored to ensure that the working practices do not endanger the health and/or safety of employees, pupils or other persons on the premises;
- awareness and cooperation amongst staff with regard to health and safety matters is actively encouraged.

## Teaching and NonTeaching Staff Holding Posts of Responsibility

Staff holding posts of special responsibility i.e., Key Stage Coordinators, Business

Support Officers, Caretaker are responsible to the Headteacher for the implementation of the Health and Safety Policy within their department or area of work.

To fulfil their responsibilities they will assist the Headteacher by:

- monitoring of health and safety by inspecting their area on a regular basis to ensure that safety measures are being maintained and safety instruction and safe working practices are being followed
- by staff and pupils, and for making any necessary changes in practices and procedures;
- informing their staff of any hazards to health and safety they are likely to meet in the course of their work and ensure that they have the necessary information, instruction and training to carry out their duties without risk to health or safety;
- ensuring that staff and pupils are aware of emergency procedures, which should be regularly reviewed;
- ensuring that personal protective clothing and equipment is provided, worn/used and maintained as necessary;
- ensuring that adequate supervision is maintained at all times;
- ensuring that all plant and equipment is regularly inspected and maintained in safe working order and that any defective equipment is removed from use immediately.
- The Caretaker and Business Support Officer will assist the Headteacher in ensuring that health and safety implications are considered in connection with the security cleaning and maintenance of the building and for monitoring contractors on the site to ensure their working procedures do not endanger the health, safety and welfare of staff, students and visitors.

### Class Teachers

Teaching staff timetabled to be in charge of classes are responsible for assisting the Headteacher to:

- ensure the safety of pupils, in their charge;
- be aware of and adopt safety measures within their own teaching areas;
- follow safe working procedures personally;
- request protective clothing, guards, special safe working procedures etc where necessary and ensure they are used;
- make recommendations to the Headteacher on safety equipment or additions or improvements to plant, tools, equipment or machinery which is dangerous or potentially so;
- be aware of school and emergency procedures in respect of fire, bomb alert, accident, first aid, etc and to carry them out.

## School Health & Safety Committee

The terms of reference of the Committee are to:

- monitor the implementation of Health and Safety Policies and safety procedures throughout the school;
- review safety measures and to advise the Headteacher and Governing Body of any necessary changes to those measures;
- ensure that there are arrangements for the dissemination of information on health and safety matters to all staff and pupils;
- receive reports of accidents and dangerous occurrences and to draw the attention of the Headteacher and Governors to any necessary preventative/remedial action;
- receive reports from the LA, safety representatives and external health and safety agencies;
- ensure that arrangements are in place to protect the health, safety and welfare of staff, pupils and visitors to the school, and to review these as necessary;
- receive audit and monitoring reports and advise the Governors and Headteacher of any necessary preventive and/or remedial action arising from those reports;
- assist in reviewing the School Health and Safety Policy and risk assessments annually or as required.

## Local Arrangements for Health and Safety

In the following any reference to the Headteacher shall mean 'Headteacher, or in his/her absence the Deputy Headteacher, or in his/her absence the Safety Officer.'

### 1. Accidents and First Aid

#### 1.1 First Aiders

The First Aider(s) in school are listed in the Staff Handbook.

First Aiders must be trained to a standard approved by the Health and Safety Executive.

The main task of the First Aider will be to take charge of the situation in the event of serious injury or illness, to ensure that an ambulance is summoned and the ambulance crew are directed to the casualty. The parents of the pupil should be notified and the appropriate accident report completed.

#### 1.2 First Aid Boxes

There are first aid boxes located in: each Classroom, Staff Room and Admin Office.

These contain a selection of plasters, dressings and antiseptic wipes. Disposable plastic gloves are stored near the first aid boxes.

Boxes should be stocked as a minimum in accordance with current H&S guidelines.



The First Aid Coordinator is responsible for maintaining the contents of the First Aid boxes and should be informed if stock is becoming depleted.

First Aid kits must always be taken with classes on school trips. The bag should include sterile adhesive dressings, one large sterile unmedicated dressing, 2 triangular bandages, safety pins, moist clean wipes and/or paper towels, bottle of water, sick bags.

### 1.3 Dealing with Injuries / Sudden Illness

When dealing with bleeding or other cases of spillage of body fluid:

- Keep people away from the area until spillage is dealt with.
- Wear disposable plastic gloves.
- Mop up body fluids using appropriate absorbent materials.
- Thoroughly clean all contaminated areas (including sink areas) with a proprietary cleaning agent (as advised by the LA).
- Dispose of all contaminated waste (paper towels etc. including gloves), treating them as Infected waste i.e. put in a plastic bag and tie securely before disposal via Caretaker.
- On completion of work, hands should be thoroughly washed.

### 1.4 Minor Injuries

Ensure that any cuts or broken skin are covered with waterproof or other suitable dressings.

All accidents which occur to children whilst in the care of school staff must be entered in the Accident Log book located in the First Aid Area.

Lunchtime staff should complete the Accident log and relevant injury form and report any injuries to the appropriate member of the teaching staff in order that they are aware of the situation.

Teachers should inform parents of the injury by completing the relevant forms according to type/severity of the injury.

Any teacher who is concerned about the condition of a child after an accident should inform the Headteacher. The Headteacher will decide as to whether it is necessary to contact parents.

### 1.5 Serious Injuries / illness: (Worse than average)

Injuries involving immediate hospitalisation or inspection by a doctor (e.g. broken limbs, deep cuts, concussion etc.)

- Contact the designated First Aider and inform the Headteacher.
- If hospitalisation is required then an ambulance should be summoned. It is desirable if reasonably practicable for a responsible adult to accompany the child taken from school by ambulance.  
If this is impossible, a brief note giving details of the accident/illness together with the child's name and address should be given to the ambulance crew and the parents informed as soon as possible.
- If a child is transported in a car belonging to a member of staff there must be at least two adults (including the driver) available to take the child.
- Notify the parents of the pupil. On no account should urgent treatment be delayed pending the arrival at school of parents.
- Record the injury in the Accident Log Book (located near the first kits).
- Complete a Wigan Council Incident Report Form (available from the Admin Office). Keep a copy in the office and a copy in the child's file and return the original to the Wigan Council H&S Officer.
- The Headteacher will inform the Health and Safety Team as soon as possible by telephone.

### 1.6 Accidents Involving Adults

- Any accident involving adults must be reported to the Headteacher.
- Any member of staff who suffers any injury whilst at work must ensure that it is recorded in the Accident Log Book.
- Complete a Wigan Council Incident Report Form (available from the Admin Office) and follow advice contained within.
- Any accident which occurs at work and prevents a member of staff from working for 4 days or more must be reported to the Health and Safety Team.

Further information is contained within the HSE Guidance notes 'Accidents/Incident Reporting Forms and Procedures'.

## 2. Other Medical Issues

### 2.1 Hygiene & Infectious Diseases

Where large numbers of people work in close proximity there is an ever present risk of outbreaks of certain infectious diseases. These will be monitored as per DFE and NHS guidelines.

A high standard of personal hygiene must be encouraged e.g. washing hands after every visit to the toilet.

### 2.2 Medicines in School See

Medication and medical care.

### 2.3 Medical Conditions

When a pupil suffers from a condition such as epilepsy, diabetes or asthma, it is important that all members of staff are aware of the problem. Information should be available to cover any possibility of this knowledge breaking down with supply teachers. Where appropriate a Care Plan should be drawn up.

### 2.4 Head Lice

The responsibility for detecting head lice rests with parents they are advised to check their children's hair regularly. We advise concerned parents to seek the professional advice of the School Nurse, the Child's GP, or the local chemist.

## 3. Fire Precautions and Bomb Alerts

There is a need for constant vigilance by everyone to ensure that life and property are not endangered by fire.

The Fire Alarms (switches) are located throughout the building at exit points. They should be tested on a rota basis before school hours by the Caretaker and defects reported to the Headteacher on arrival.

There are checks made periodically to ensure the system is working adequately.

The Headteacher is the nominated Fire Marshall.

### 3.1 Fire Drill

- There should be at least one fire practice per term.
- It is the responsibility of each member of staff to inform their own class of the pattern of evacuation.
- Each class should be trained to stand in silence to enable each teacher to call the register quickly and efficiently.
- The first drill of the year will be held with prior warning, but after this staff and pupils should not be told it is a drill until roll calls are completed.
- If any alarm occurs, the building should be fully evacuated before reoccupation.
- As far as is reasonably practicable, the Headteacher will be responsible for ensuring the full evacuation of the premises.
- No one must try to re-enter school without the Headteacher's permission or that of the Fire Brigades Officer in Charge if they are present.
- All kitchen staff must be involved in the arrangements for emergency evacuation.
- The Caretaker will keep a record of all drills held, with details of time taken to vacate the premises and any difficulties experienced. This information will be included in a report at the next Governor's meeting.

### 3.2 Fire Fighting Equipment

- All staff should be aware of the location of fire extinguishers. The Caretaker should keep a log of equipment and details of annual maintenance checks. It is usual for labels to be affixed to each extinguisher and dated following the check.
- Staff are reminded that they should never put themselves at risk in attempting to fight a fire.

### 3.3 Bomb Alerts

Evacuation should take place as a fire drill. The fire alarm or other electric devices should not be switched on or off. Clear building and contact police.

## 4. Safety

4.1 Safety Representatives It is the joint responsibility of everyone who works at St Gabriel's School to ensure that the workplace is a safe and healthy place to be, both for them and the children that are in their charge. However, any conditions which are not safe or healthy should be brought to the attention of the Headteacher or the Caretaker who will then report this to the Headteacher.

### 4.2 General Housekeeping

Many injuries in schools occur as a result of slips, trips and falls. Please be aware of potential hazards such as:

- Litter
- Telephone or electrical cables lying across a walkway
- Loose or torn carpets
- Wet floors
- Objects left on the floor in cloakrooms, resource areas, or classrooms
- Hurrying or running by adults or children
- Cupboard doors and filing cabinets left open
- Obscured vision when carrying bulky items
- Makeshift methods of reaching heights e.g. standing on tables, chairs or stools. Use aluminium step ladders which can be locked down. Never overreach or stand with one foot on the steps and the other on a fixed surface
- If a ladder is needed it must be of sufficient length to allow it to be set up properly. The ladder must either be tied at the top or an assistant must "foot" the bottom.
- The foot must be on firm ground.
- Once a term, ladders and steps should be checked by the Caretaker for defects. If they are found to be unsafe, they should be taken out of service.
- Ladders should be checked every 6 months and results recorded. Faulty equipment must not be used until repaired.

This list is not exhaustive.

#### 4.3 Playground Safety

Over one half of all injuries to children occur in the school playground. The surface of the playground should be kept in good condition and any uneven paving slabs corrected. As far as possible pupils should not play near steps, steep slopes, or changes in level. Children and staff should be aware of potential risk such as throwing hard rubber balls a long distance. Long ropes for group skipping and best employed along the edges of the yard to avoid the rope hitting other children.

Children are not allowed to play in areas where they are out of sight of the members of staff on duty.

#### 4.4 Lifting and Manual Equipment

If required, staff are to carry out a manual handling risk assessment before lifting/moving equipment, furniture etc. Where possible staff are to work in pairs or to use mechanical equipment.

#### 4.5 Mobile phones

The use of mobile phones by pupils is prohibited. Staff should not use mobile phones when supervising Children. Phones with a photo facility should not be used in the presence of pupils.

#### 4.6 Personal Protective Equipment

Appropriate PPE should be provided and used by pupils and staff. Any faults to be reported to the teacher in charge.

#### 4.7 Smoking

All smoking and use of E-cigarettes is prohibited on school premises and during visits or field trips in the presence of pupils.

### 5. Environment

#### 5.1 Temperature

The temperature indoors must be reasonable and it is suggested that the minimum temperature for sedentary work is 16 C. Thermometers should be available for staff to check the workplace temperature.

#### 5.2 Lighting

The workplace must have suitable and sufficient lighting in the opinion of the teacher. As far as possible natural light will be used.

#### 5.3 Cleanliness

All furniture, furnishings and fittings will be kept 'sufficiently clean' and waste materials will be removed daily by the caretaker/cleaning staff.

Litter, besides being unsightly, can cause slips and falls. Each teacher is responsible for the tidiness of their own classroom and all school users share responsibility for keeping the school clean and tidy.

#### 5.4 Ventilation

All rooms should be adequately ventilated by the provision of windows that can open. Any sticking windows should be reported to the Caretaker.

#### 5.5 Floors

All floors and traffic routes must, as far as is reasonably practicable, be kept free of obstructions and from any article or substance that may cause someone to slip or fall.

#### 5.6 Adult Toilet Facilities

There are male and female toilets in school for staff and visitors use. Any problems relating to the efficiency and cleanliness of the toilets should be reported to the Caretaker.

#### 5.7 Hazardous Chemicals

Bleach is a prohibited substance in school.

No corrosive chemicals should be left lying around in school.

The Caretakers office should be closed at all times during school hours.

### 6. Security

#### 6.1 Security of Pupils and Staff

The risk of incident can be reduced by improving door security and entry/exit procedures.

The main entrance to school is locked. Staff are allocated a fob and gain entrance to school via the NET 2 Security entry system.

Compliance with the following security regulations is mandatory.

- During School sessions, all outside doors must remain closed and secure.
- Staff are requested to use the front door when arriving in a morning and leaving in the evening.
- Staff must inform Admin if they lose their fob or car park fob so they can be deactivated.
- All visitors/helpers must be admitted through the front door where they should sign in and out. Visitor badges will be issued and fobs were appropriate.
- Pupils must enter/exit the building by the appropriate doors as directed by staff.
- Pupils arriving late or leaving for an appointment whilst school is in session must use the front door under the supervision of the Headteacher, class teacher or admin staff.
- Door keys are held by the Headteacher, Deputy Headteacher and the Caretaker.
- When securing the building, key holders must check all windows and external doors are locked. Also switch the lights off and close internal doors.

Formal disciplinary action will be taken against any person who demonstrates flagrant disregard for the security measures imposed.

### 6.2 Emergency Assistance

Staff being confronted by angry parents/carers where physical and verbal assault may occur are unacceptable and all matters will be taken extremely seriously. Staff should ensure that they are not in vulnerable positions and if in any doubt have a second member of staff available.

### 6.3 Working in school outside normal hours

Working alone should be avoided if at all possible although the Caretaker cannot always avoid this.

Staff working alone or in limited numbers should:

- Advise the Headteacher or the Deputy.
- Advise a spouse or family of their whereabouts and expected finish time.
- Lock the doors and carry the keys with them whilst in the building.
- Only authorised key holders will be responsible for closing checking and setting the alarm.

### 6.4 Strangers

- Any stranger seen loitering near the school or in the school grounds should be reported without delay to the Head who will call the Police if necessary.
- Any stranger found in the building should be challenged by a senior member of staff.  
Should the person be committing an illegal act, no attempt should be made to detain or remove the intruder from the premises using force. The Police should be contacted.

Staff are reminded that the law confers no citizen's power of arrest on school staff to detain a trespasser lawfully unless some more serious crime has been committed. A wrongful arrest could result in a claim for damages.

### 6.5 Arrival and Departure of Pupils

- School gates will be open for Breakfast Club at 7.45am and then closed at 9am.  
They will reopen at 2.55pm for parents to collect their children. Access outside of these times can be gained via the Car Park Pedestrian gate. However Visitors and Parents need to press the intercom to identify themselves before access will be given.
- Breakfast club children should arrive no earlier than 7.45am and use the main door, where Admin Staff will allow access as no adult supervision is available before that time.
- Nursery children should enter via the Nursery door.
- All children should enter via their classroom. Doors are open from 8.45am.
- Children should not be brought to school before 8.45 a.m. unless attending Breakfast Club, as no adult supervision is available before that time.

- Parents/Carers are requested to collect children from Nursery/Reception and school at 3.05pm and other classes at 3.15pm. All children exit onto the playground.
- Children are instructed to stay with their teacher if they cannot find their parent/Carer. Where pupils have remained uncollected for some time and appropriate enquiries have been made, the Education Welfare Service should be contacted (before 5.00 p.m.) or the Police informed.
- Parents who wish to remove their child from school during the day (dental appointment etc.) should seek permission from the Headteacher in advance. Teachers should mark the register accordingly.
- Parents are discouraged from taking term time holidays. Any such request must be made in writing at least 6 weeks in advance.  
Further guidelines on attendance are contained within our Attendance Policy.

#### 6.6 Personal Possessions

Staff are requested to lock away all personal valuables (handbag, car keys etc.) whilst in school.

Personal medicines, especially pain killers and tranquillisers can be fatal if taken by children. All medication must be kept in a secure place.

#### 6.7 Working with Individual Pupils

Personal security is critical for both pupils and staff where private meetings become necessary.

Where confidential interviews take place, it is urged that they are conducted in accessible areas of the school. Every effort should be made to ensure that wherever possible, there should be visual access. Where such conditions cannot apply, it is advised that another adult be informed that the interview is taking place.

#### 6.8 Violent Incidents

Physical or verbal abuse is totally unacceptable and all violent incidents will be recorded and reported to the Headteacher who will take the decision if the incident requires reporting to the Wigan

Council's H&S Officer. Appropriate control measures are in place and reviewed regularly.

#### 6.9 General

Staff are reminded that items have been stolen from school and their constant vigilance can keep crime to a minimum.

Staff are requested to formally report any defective doors, locks, windows and window catches.

All unoccupied offices/rooms, and particularly the Caretaker's room, should be locked.

Personal records such as pupil records, staff records and records held on computer media should be locked away when not in use. They must be treated as confidential and on a 'need to know basis.'



## **7 Inspections**

### **7.1 Committees: H&S Inspections and Reporting**

A full inspection of the school will be made by the Governors' Premises Committee once every term. The results of this inspection will be detailed in the committee's minutes

### **7.2 Staff: H&S Inspections and Reporting**

The Headteacher is responsible for coordinating this activity.

- Staffs at St Gabriel's School are required on a termly basis to carry out a Health and Safety inspection of their own work areas.
- It should be stressed that staff can do no more than make a superficial inspection of their areas such as an ordinary householder might make.
- Results of inspections are to be reported formally on the proforma.
- When an inspection is made, previous inspection reports should be read to ensure that listed hazards have been remedied.

Professional advice on Health and Safety issues can be sought if required from the LA.

Urgent Health and Safety problems should be reported without delay to the Headteacher or Caretaker/Business Support Officer as the termly reports are for more routine matters.

## **8 New Staff**

Any new member of staff will be given a copy of the Health & Safety Statement for St Gabriel's School, by the Headteacher before commencing their employment. Any queries should be answered by the Headteacher.

## **9 Road Safety**

### **9.1 Motor Vehicles**

In the interests of safeguarding, Parents are not allowed to use the school car park in the morning from

7.45am for Breakfast Club drop off. The car park will not be available for pick up from After School Club.

However should they require access during the day, they should ring the intercom to identify themselves to gain access to the car park and not tail gate other cars entering or exiting.

- Wherever possible, walking to school or use of public transport is encouraged. Where this is not possible parents are advised to park in local streets.
- All those driving onto our site must exercise extreme care.
- Yellow zigzag lines should be kept clear at all times.
- Contractors and other categories, such as parental helpers, may only bring and park vehicles on site if permitted by the Headteacher or Deputy and when there is a space.
- All vehicles must be parked in the approved areas and not turning circles. Any deviation from this rule must be authorised by the Headteacher or Deputy (applies to contractors vehicles).
- Roadways must be kept clear at all times for emergency vehicles, authorised visitors and refuse vehicles etc.
- Parents should not use the staff car park.
- Parents are regularly reminded of their duty of care and responsibilities under the Highway Code relating to parking outside the school.
- No Parking signs and cones are now displayed outside school.

### 9.2 Cyclists

A locked area is available for the storage of bicycles for children/staff that cycle to school.

### 9.3 Pupil Road Safety

Road Safety will be delivered through the curriculum as part of the National Curriculum, P.S.H.E., assemblies and specific road safety training. The school will work in collaboration with parents to develop safer child pedestrian skills. All children are encouraged to wear high visibility clothing on their journey to and from school, and to identify and adopt safe routes to school.

Parents will be kept up to date by regular newsletter outlining Road Safety initiatives.

## 10 Physical Education

10.1 P.E All the teaching staff at St Gabriel's are involved with the instruction of P.E. as well as P.E. Coaches employed by Premier Sports.

It is every teacher's responsibility to:

- Check the area for hazards before a P.E. session. E.g. broken glass, stones and dog fouling are particularly hazardous outside and wet floors and food inside.
- Check the pitch after inclement weather.
- Check equipment and remove any defective sports equipment from use. The defective item should be clearly labelled and a report (written) submitted to the Headteacher/Safety rep.

- Check that the children wear the appropriate clothes and no jewellery,
- Ensure that they wear pumps or other suitable footwear when teaching P.E.

All sports/gym equipment should be catalogued. Safety checks should be carried out by an authorised person at regular intervals (according to LA schedules). The condition of the equipment should be formally reported to the Headteacher/Caretaker/Business Support Officer after inspection.

## 10.2 Swimming

During swimming activities, the staff/pupil ratio will not be greater than 1:20. Transport arrangements will be within LA guidelines.

Risk assessment will be completed by Howe Bridge and copies retained in school.

## 11 Training

All staff and children in school must be familiar at the appropriate level with our Health and Safety Regulations.

Fulltime staff will be invited to attend various H & S Courses as they become available.

The Headteacher is responsible for coordinating training.

Lunchtime Assistants and Parental Helpers must receive adequate briefings to carry out their tasks from the teaching staff with respect to Health and Safety.

## 12 Safety Maintenance Checks

School has service level agreements in place to ensure that we comply with all statutory requirements including portable electrical appliances, legionella testing, asbestos safety, SEN equipment checks and playground equipment checks.

### 12.1 Electrical Regulations

It should be stressed that mains electricity can be lethal. Electric shock can cause horrific injuries such as burns, eye injuries or blindness. A lot depends on the victim's physical condition, state of health and the place where the contact occurs.

Electrical contractors approved by the LA are authorised to carry out repairs/modifications to the school wiring installation and electrical appliances.

All work carried out must comply with the Electricity at Work Act and the latest issue and IEE Regulations. Any additions or changes to the schools wiring must be inspected and certified by an authorised person.

The Electricity at Work Regulations 1989 applies to school premises. They place a duty on employers to ensure, as far as is reasonably practicable that an electrical installation and all electrical equipment is constructed, maintained and used so as to prevent danger.

The fixed electrical circuits etc. within school should be inspected and tested at least every five years by a competent person.

Staff should be aware of the following points:

- All electrical defects must be reported to the Caretaker/Business Support Officer without delay.
- A register of all electrical equipment is kept. Staff must ensure that any defective equipment must not slip back into use.
- All electrical equipment operating at over 50 volts should be visually checked each term and any defective items rectified.
- Any double insulated equipment (i.e. no exposed metal casing) should be visually inspected for any damage to the insulation of the item, cable sheath or plug each time it is used.
- Plugs used in school should be marked to BS1363 and be defect free (no cracks). Plugs should be fitted with the correct value fuse (refer to appliance specifications).
- The devices used to grip the sheath of the cable in the plug and in the equipment must be effective and equipment should not be used if it is possible to see the colour coded (brown, blue, green) inner conductors of the cable.
- Damage to the cable sheath must not be repaired by taping etc. If pieces break off plugs, socket outer plates, etc. they should not be used until the defective part has been replaced.
- The Headteacher may authorise members of staff to carry out minor repairs to appliances such as replacing a 13amp plug top.  
Staff are not permitted to carry out repairs of a greater magnitude than this.
- Where equipment is used outside the building via a flexible cable, a residual current device (RCD) should be used in the supply circuit.
- Any hand held equipment that has an exposed metal casing should be inspected and tested by an authorised person each year and should have a label to indicate when it was inspected and when it next requires testing.
- Any additions or changes to the schools wiring must be inspected and tested by an authorised person before power is applied.

### **13 Vetting**

Wigan, like all authorities has a policy of vetting all staff employed in schools. Employees are requested formally to allow the appropriate DBS checks to be carried out.

In line with Diocesan advice all Governors and adults in school (including parent helpers) are subject to DBS clearance.

The Headteacher will inform parent volunteers at any induction meetings of the need for DBS clearance and general H & S considerations.

#### **14 School Trip Arrangements**

Any staff taking children in their own transport must ensure that they are appropriately insured.

An appropriately trained Educational Visits coordinator is in place and separate guidelines on Educational visits have been drawn up in line with LA guidelines.

#### **15 Hire Conditions**

The terms of hiring the premises are outlined within the Lettings Policy.

#### **16 Useful Publications**

The LA has produced a number of documents on the subject of Health and Safety including in particular the Health and Safety Manual. They are kept in the school office and readily available to staff. Staff should be aware that these documents should inform the Health and Safety Representative or the Headteacher if our school is in any way noncompliant.

### **MONITORING ARRANGEMENTS**

The Governing Body has primary responsibilities as employer in respect of the Health and Safety at Work Act 1974, and will seek to implement health and safety instructions and advice issued by the LA.

In order to assist Headteacher's to manage their responsibilities, Health and Safety Monitoring must take place on a regular basis and a Monitoring Report must be submitted to the Governing Body, to the LA and Church Authorities annually.

Safety Audits will be undertaken by the LA Health and Safety Officer and Headteacher's will be notified in advance of the Audit.

The Monitoring and Safety Audit reports will form part of the arrangements for the development, monitoring and review of health and safety policies, along with information from Safety Inspections, matters raised at the Council Health and Safety Committee Schools; Accident Reports, and returns and information from any other sources.

Safety audits and inspections will normally be carried out by the Local Authority. Other Council Directorates or outside agencies such as the Fire and Rescue Service or the Health and Safety Executive Inspectorate may also visit from time to time.

Part of the monitoring process will be inspections by contractors to ensure the safety of goods or equipment, for example, the annual inspection of all portable electrical equipment, or local exhaust ventilation (LEV) systems.

All inspections will normally be by prior appointment with the Headteacher well in advance unless there is a matter requiring urgent attention. Governing Bodies may wish to consider having a member of the appropriate Committee present at such inspections.

### COVID

Please see separate risk assessment for COVID.