**St George’s Catholic School**



**Health and Safety Policy**

**2019 -20**

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| Links to:   * External Visits Policy * First Aid Policy * Business Continuity Plan   Date policy approved and adopted: Autumn Term 2019  Policy agreed by: Finance and Environment Committee  Next review date: Autumn Term 2021 |

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**THE GOVERNORS OF:**  St George’s Catholic School will

* Provide as far as reasonably practicable a safe and healthy environment for all persons who work at, attend or visit the school.
* Ensure, as far as reasonably practicable, the health and safety of pupils, staff and volunteers on off-site visits and activities.
* Endorse and support the safety policy of Somerset County Council, and to assist the Council to discharge those responsibilities, which it holds as employer.
* Seek improvement to working conditions according to priorities within existing resources.
* Recognise their responsibilities when they make available premises or equipment for hire, and will ensure that risks to the safety or health of hirers and other persons are adequately controlled as far as possible.
* Ensure that Risk Assessments are carried out within the school using an identified method for recording (e.g., EEC Safety Suite) and to review as appropriate.
* Encourage informal meetings and ensure time is made available in staff meetings where health and safety issues can be raised.
* Ensure that staff can access training to ensure their competence for their tasks.
* Accept the duties that they may hold as a client where they arrange for work through contractors or volunteers. Follow the Council’s guidance for the selection of competent contractors and will seek assistance from the Council’s Property Services when necessary. Ensure that volunteers receive adequate instruction and supervision to work safely.
* Report all incidents/accidents, using the Accident Reporting Module in EEC Safety Suite and ensure appropriate follow up action has been carried out.
* Review on an annual basis, all accidents and incidents reported to identify trends.
* Consult with the school council and inform pupils of their responsibilities for Health and Safety.
* Recognise the role of safety representatives appointed by recognised trade unions and co-operate with them so that they may undertake their health and safety related functions, including reasonable paid time off for consultation inspection and investigations.

The following individuals are recognised as safety representatives at the school.

Name

* Mark Braund – Headteacher
* Sonia Gordge – School Business Manager
* Phil Davies – Site Manager
* Helen Mac Connell - Health & Safety Governor

The Governors and Headteacher will draw this policy to the attention of all staff, and review annually.

**ORGANISATION IN SUPPORT OF HEALTH AND SAFETY**

Key staff members are responsible for seeing that their Area of responsibility/Department staff follow the school’s policy (shown in Appendix I), and in particular in respect of:

* Identification and control of risks associated with any hazardous or dangerous substances.
* Selection of equipment suitable for its purpose, and ensuring that it is properly used.
* Identifying and securing the training needs of members of their Area/Department
* Provision of suitable personal protective equipment when required and ensuring that it is properly used.

The Headteacher and Governors recognise the importance of all staff being competent and possessing the necessary current skills, knowledge and qualifications for the use of specialist equipment or facilities.

The Governors will monitor safety performance within the school against the standards of Somerset County Council and provide an annual summary of their findings.

With regard to premises issues this will include a check of the school buildings, in conjunction with their property surveyor and prioritisation of needs on the school’s Asset Management Plan (AMP). Also ensuring that appropriate training needs of person responsible for premises is delivered.

Governors to agree delegation for approval of off-site visits and activities and review on an annual basis.

The Governors have appointed Helen Mac Connell to have a watching brief for health and safety issues, and bring to their notice such issues that require their attention.

Assistance on health and safety issues is provided by the Corporate Health and Safety Unit, Somerset County Council.

The location of documents relating to this policy is shown in Appendix II

**APPOINTMENT OF APPROPRIATE PERSONS**

St George’s Catholic School has appointed staff to delegated areas of responsibility within the school. We ensure that new staff have the necessary skills and qualifications on appointment, or are able to receive the necessary training and certification, after appointment or on change of responsibilities or work methods.

**GUIDANCE AVAILABLE TO THE SCHOOL**

The following guidance, produced by the Local Authority, is available for the school to use for its own standards:

* [Guidance for Schools Volume 4](http://extranet.somerset.gov.uk/EasySiteWeb/GatewayLink.aspx?alId=32832)
* [Outdoor Education and External Visits Website](https://slp.somerset.org.uk/sites/sccoea/SitePages/Home.aspx)

The Governors adopt the standards of the following publications, which are endorsed by Somerset County Councils Learning and Achievement service as standards for its schools:

* Association for Physical Education - afPE, published 2012 (reprinted 2014)
* Health and Safety: advice on legal duties and powers – February 2014:

<https://www.gov.uk/government/publications/health-and-safety-advice-for-schools/responsibilities-and-duties-for-schools>

* Building Bulletin 100: Design for Fire Safety in Schools (March 2014) – Gov.UK link: <https://www.gov.uk/government/publications/building-bulletin-100-design-for-fire-safety-in-schools>
* Learning Outside of the Classroom: <http://www.lotc.org.uk/>
* Guidance on First Aid for Schools: first published August 2000, latest update – 12 February 2014, link: <https://www.gov.uk/government/publications/first-aid-in-schools>
* Supporting Pupils at School with Medical Conditions: published by Department for Education, December 2015; link:

[https://www.gov.uk/government/uploads/system/uploads/attachment\_data/file/484418/supporting-pupils-at-school-with-medical-conditions.pdf](https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/484418/supporting-pupils-at-school-with-medical-conditions.pdf%20%20%20)

**COVID 19**

St George’s Catholic School has completed a thorough COVID risk assessment which has been shared with all staff and governors. There is a whole section on the school website dedicated to COVID procedures and protocol.

Appendix I

**Delegated areas of responsibility within the school**

Mark Braund

**Headteacher**

**Delegated Senior Manager:**

Sonia Gordge

Phil Davies

**Premises Manager:**

| **Area** | **Location of Policy/Guidance** | **Name of person responsible** |
| --- | --- | --- |
| **ACCIDENTS/INCIDENTS (NEAR MISSES):** | | |
| Incidents/Injuries | [Accident Reporting](https://www.eeclive.co.uk/public/plogon.asp?AID=14) (EEC Safety Suite) | Mark Braund |
| **EMERGENCY PROCEDURES:** | | |
| Emergency Procedures  Critical/Major Incidents and updating your Contingency Plan | [School Closures](https://www.somerset.org.uk/iPost/iPost%20Documents/Appendix%20B%20-%20GFS%20-%20Managing%20School%20Closures.pdf)  [Updating your Contingency Plan](http://extranet.somerset.gov.uk/EasySiteWeb/GatewayLink.aspx?alId=101310)  [Critical Incidents in Schools](https://slp.somerset.org.uk/ipost/iPost%20Documents/Guidance%20for%20Somerset%20Schools%20and%20Colleges%20in%20Managing%20Critical%20Incidents%202018%20to%202019.pdf) | Mark Braund  Sonia Gordge |
| **EXTERNAL VISITS:** | | |
| External Visit  Co-ordinator | [Outdoor Education and External Visits Website](https://slp.somerset.org.uk/sites/sccoea/SitePages/Home.aspx)  [EEC Safety Suite>External Visits Management](https://www.eeclive.co.uk/public/plogon.asp?AID=14)  [Policy for Offsite Visits and Activities – in school](http://extranet.somerset.gov.uk/EasySiteWeb/GatewayLink.aspx?alId=101308) | Mark Braund  Amanda Weetch |
| **MEDICAL:** | | |
| Hygiene Control | [Guidance for Schools: Volume 4](http://extranet.somerset.gov.uk/EasySiteWeb/GatewayLink.aspx?alId=38383) | Mark Braund  Sonia Gordge  Phil Davies |
| Infection Control | [Public Health England Guidance](http://www.hpa.org.uk/Topics/InfectiousDiseases/InfectionsAZ/SchoolsGuidanceOnInfectionControl/) | Mark Braund  Sonia Gordge  Phil Davies |
| Medicines in school | [Guidance for Schools: Volume 4](http://extranet.somerset.gov.uk/EasySiteWeb/GatewayLink.aspx?alId=38383) | Mark Braund  Sonia Gordge |
| Needlestick Injuries | [H & S Policy Manual](http://extranet.somerset.gov.uk/EasySiteWeb/GatewayLink.aspx?alId=35533)  - HS007 | Mark Braund  Sonia Gordge |
| New and Expectant Mothers | [H & S Policy Manual](http://extranet.somerset.gov.uk/EasySiteWeb/GatewayLink.aspx?alId=35744)  - HS017 | Mark Braund  Sonia Gordge |
| Pupils with medical needs | <https://www.gov.uk/government/publications/supporting-pupils-at-school-with-medical-conditions--3/supporting-pupils-with-medical-conditions-links-to-other-useful-resources--2> | Mark Braund  Marjorie Bullock |
| **RISK MANAGEMENT:** | | |
| Computer Use | [DSE Assessment Form – HS030](http://extranet.somerset.gov.uk/EasySiteWeb/GatewayLink.aspx?alId=35820) Managers Guide, User Guide and also training course and descriptions | Mark Braund  Sonia Gordge |
| COSHH | [H & S Policy Manual – HS008](http://extranet.somerset.gov.uk/EasySiteWeb/GatewayLink.aspx?alId=35434) Hazardous substances  COSHH Assessment Form (F08) | Mark Braund  Phil Davies |
| Employee or Volunteer Driver | [Driver Risk Assessment HS014](http://extranet.somerset.gov.uk/EasySiteWeb/GatewayLink.aspx?alId=35589) | Mark Braund  Sonia Gordge |
| First Aid | [H & S Policy Manual HS012](http://extranet.somerset.gov.uk/EasySiteWeb/GatewayLink.aspx?alId=35580) | Mark Braund  Sonia Gordge |
| **SITES AND BUILDINGS:** | | |
| SCC Overarching Guidance document | [Corporate Property Standards and](http://extranet.somerset.gov.uk/EasySiteWeb/GatewayLink.aspx?alId=123425)  [Guidance](http://extranet.somerset.gov.uk/EasySiteWeb/GatewayLink.aspx?alId=123425)  including construction work/contractors on school site | Mark Braund  Sonia Gordge |
| Asbestos | Asbestos Register - in School | Mark Braund  Phil Davies |
| Electrical Safety   * Portable Appliance Testing | [Guidance for Schools: Volume 4](http://extranet.somerset.gov.uk/EasySiteWeb/GatewayLink.aspx?alId=98941) | Mark Braund  Phil Davies |
| Equipment Maintenance   * Lifting Equipment * PE Equipment * CDT Equipment * LEV | Contact Property Services  - Contracts available for purchase by schools. | Mark Braund  Phil Davies |
| Fire Safety   * Arson Prevention | [Fire H&S010](http://extranet.somerset.gov.uk/EasySiteWeb/GatewayLink.aspx?alId=25952)  Contact insurance for more advice  <https://slp.somerset.org.uk/sites/insurance/> | Mark Braund  Sonia Gordge  Phil Davies |
| Gas Appliances   * Boilers * Kitchen | Contact Property Services:  Contracts available for purchase.  School responsibility unless Special. | Mark Braund  Phil Davies |
| Safety Glazing | Please refer to SCC Corporate Property Standard –[BDN\_27\_L40\_Safety Glazing](http://extranet.somerset.gov.uk/EasySiteWeb/GatewayLink.aspx?alId=132781) | Mark Braund  Sonia Gordge  Phil Davies |

Appendix II

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

|  |  |
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| **Document** | **Location**  **(Eg, office, web address)** |
| **Fire procedures and tests** | Photocopy Room |
| **Medical register** | SENCO Office |
| **Business Continuity Plan/Critical Incidents** | Head’s Office |
| **Asbestos register** | Photocopy Room |
| **Legionella testing records** | Photocopy Room |
| **Emergency light tests** | Photocopy Room |
| **Portable appliance tests** | Photocopy Room |
| **COSHH register** | Photocopy Room |