

# St Antony's Catholic Primary School



## Health and Safety Policy

*Learning together  
in  
God's love*

Agreed by staff: Autumn 2013  
Agreed by governors: Autumn 2013  
Review date: Autumn 2014

**St. Antony's Catholic Primary School  
Health and Safety Policy**

**Our Mission Statement**

At St. Antony's Catholic School we celebrate our special talents as children of God:

- We try to be like Jesus and always keep him in our hearts.
- We work together in our homes, school and parish to share our gifts and learn together.
- We understand that we are all different but we respect each other.
- We look after our world so that we may share it together in peace.

**Health and Safety at Work Act 1974**

St. Antony's Primary School recognises the importance of health and safety and welfare in the successful operation of its activities, and believes that the active participation of all members of staff is essential to maintain the highest practical standards of accident prevention.

The main school building is situated on Upton Avenue, Forest Gate, E7 9PN. There is also a separate building – "Kids World" across the road which is also maintained by the school. The school Governors are responsible for these buildings. The school kitchen, although part of the main site, is the responsibility of the local authority.

The school follows the Health & Safety Management System (the three file system) operated by the London Borough of Newham.

**Our statement of general policy is:**

- to provide adequate control of the health and safety risks arising out of our work activities
- to consult with our employees on matters affecting their health and safety
- to provide and maintain safe plant and equipment
- to ensure safe handling and use of substances
- to provide information, instruction and supervision for employees
- to ensure all employees are competent to do their tasks, and to give them adequate training
- to prevent accidents and cases of work-related ill health
- to maintain safe and healthy working conditions
- to review and revise this policy as necessary at regular intervals.

Signed:

(Employer)

Date:

## Responsibilities

- 1 Overall and final responsibility for health and safety is that of: St. Antony's Catholic Primary School Governing Body
- 2 Day-to-day responsibility for ensuring the policy is put into practice is delegated to The **Head Teacher**
- 3 To ensure health and safety standards are maintained/improved, the following people have responsibilities in the following areas:

Name:	Responsibility:
Wendy Jakob	Health & Safety Co-Ordinator
Seton Dyer	Site Supervisor

The school can also seek advice from LEA Safety Advisors

- 4 All employees have to:
  - co-operate with managers and co-ordinators on health and safety matters
  - not interfere with anything provided to safeguard their health and safety
  - take reasonable care of their own health and safety
  - report all health and safety concerns to the Health & Safety Co-ordinator (Forms for this purpose are located in the staff room.)

## Arrangements

### Health and safety risks arising from work activities

- Risk assessments will be undertaken by: The Health & Safety Co-Ordinator and / or the Site Supervisor and other members of staff as appropriate
- The findings of the risk assessment will be reported to: The Head Teacher
- Action required to remove/control risks will be approved by: The Head Teacher
- The Health & Safety Co-Ordinator or Site Supervisor will be responsible for ensuring the action required is implemented.
- The Health & Safety Co-Ordinator will check that the implemented actions have removed/reduced the risks.
- Assessments will be reviewed in accordance with Statutory requirements / as necessary / when the work activity changes, whichever is the soonest.

## **Consultation with employees**

Staff meetings/briefings will provide a forum for consultation with employees.

## **Safe plant and equipment**

The school makes use of Munday and Cramer and Service Level Agreements provided by the local authority for maintenance & repairs for equipment/ services. e.g. Electrical equipment, Intruder alarm, Fire alarm and safety equipment

The Site Supervisor is responsible for maintaining the logs etc. (Part of the 3 File system) that relate to this.

- Any problems found with plant/equipment should be reported to the **Site Supervisor**

The Site Supervisor / Health & Safety Co-ordinator will check that new plant and equipment meets health and safety standards before it is purchased taking advice from Munday & Cramer /the local authority as necessary.

## **Safe handling and use of substances**

- The Site Supervisor will be responsible for identifying all substances which need COSHH assessment. (Control of Substances Hazardous to Health Regulations)
- The H & S Co-ordinator will be responsible for undertaking COSHH assessments.
- The Site Supervisor will be responsible for ensuring that all actions identified in the assessments are implemented.
- The H & S Co-ordinator will be responsible for ensuring that all relevant employees are informed about the COSHH assessments.
- The Site Supervisor will check that new substances can be used safely before they are purchased.
- Assessments will be reviewed annually or when the work activity changes, whichever is soonest.

## **Information, instruction and supervision**

- The Health and Safety Law poster is displayed in the staffroom together with notifications to staff etc.
- Health and safety advice is available from the local authority
- Supervision of young workers/trainees will be arranged/ undertaken/ monitored by: The Head Teacher
- Relevant information regarding a child or adult's medical conditions are communicated to appropriate staff members. A medical register is held in the Medical room and by the Health & Safety Co-ordinator

## **Competency for tasks and training**

- Induction training will be provided for all employees by the Line Manager/ Supervisor /Head Teacher as appropriate
- Where jobs require specific training this will be provided in house or by the local authority/external provider as appropriate
- Specific jobs requiring special Health & Safety training are: Site Supervisor, H & S Co-ordinator and positions where staff may be expected to undertake specific duties requiring training such as manual handling etc
- Training records are kept as part of Personnel record keeping
- First Aid training records are kept by the H & S Co-ordinator
- Training will be identified, arranged and monitored by the Head Teacher
- Accidents, first aid and work-related ill health
- Details of first aiders and day to day procedures are attached as Appendix 1
- All accidents and cases of work-related ill health affecting adults are to be recorded in the accident book. The book is kept by the H & S Co-ordinator: Records are maintained for at least 3 years.
- The H & S Co-ordinator is responsible for reporting accidents, diseases and dangerous occurrences to the enforcing authority.

## **Monitoring**

To check our working conditions, and ensure our safe working practices are being followed, we will:

- Operate the “3 file system” implemented by the local authority
- Carry out regular inspections
- Review procedures regularly and when necessary
- Seek advice from the local authority when necessary
- The H & S Co-ordinator is responsible for investigating accidents.
- The Head Teacher is responsible for investigating work-related causes of sickness absences.
- The Head Teacher is responsible for acting on investigation findings to prevent a recurrence.

## **Emergency procedures - fire and evacuation**

- The Head Teacher is responsible for ensuring the fire risk assessment is undertaken and implemented.
- Escape routes are checked daily by the Site Supervisor

- Fire extinguishers are maintained and checked by the local authority under our service level agreement
- Alarms are tested weekly by the Site Supervisor and annually by an approved contractor.
- Emergency evacuation will be tested every term

## Appendix 1

### Current 1<sup>st</sup> Aiders

**First Aid at Work\*** certificate holders: Irene Samuel  
Evalina Casimir  
Tad Demus  
Jackie Hamilton  
Marie Wilson

**Appointed Person#** certificate holders: Anna Abela  
Fatema Adam  
Agnieszka Borycka-Khan  
Sonia Carver  
Sandra Charlemagne  
Seton Dyer  
Samantha Elmes  
Samantha Estepa  
Wendy Jakob  
Julina Johnrose  
Mary Joseph  
Agnes Loh  
Tasneem Mirza  
Ada Olalla  
Kelly Pallett  
Merline Parker  
Minal Radia  
Christina Russo  
Linda Shirley  
Caroline Verdant

\* 4 day training course  
# 1 day training course  
\*\* Pending renewal

### Day to day procedures:

Generally First Aid is administered at set points in each key stage, during break times and lunch times. The medical room is the allocated first aid area for the school during lesson times. It is staffed by the welfare assistant. The first aid kits in the medical room and the key stage First Aid points are maintained by the welfare assistant.

There are also first aid kits in each class, maintained by the Educational Assistant.

Parents will be contacted if a child needs to go home/to hospital.

Medicines will only be administered in school to children who need medication on a long term/permanent basis, e.g. for a specific medical condition under a healthcare plan agreed with the parent/carer.

Asthma inhalers will be kept in class and children encouraged to self-manage their use.

Designated staff will be trained on the use of epi-pens and other procedures (e.g. administering specific medication) as necessary.