

# ST. DOMINIC'S CATHOLIC PRIMARY SCHOOL

## Health & Safety Policy

<b>Date:</b>	December 2018	<b>Review Date:</b>	December 2021
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We recognise our responsibilities under the Health and Safety at Work Act 1974 and will take all reasonably practicable steps to provide and maintain safe and healthy working conditions, equipment and systems of work for all our pupils, school personnel and visitors to the school.

### Aims

- To establish a safe working environment for all pupils and school personnel.
- To encourage everyone to take responsibility for health and safety.
- To provide and maintain equipment.
- To establish safe operating systems within the school.
- To provide training and up dated information.

### Procedure

<b>Delegation</b>	<ul style="list-style-type: none"><li>• The Governing Body has delegated the day to day management of Health and Safety to the Headteacher.</li><li>• The ultimate responsibility for Health and Safety in the school rests with the LEA but in practice it is delegated to the Headteacher as site manager.</li></ul>
<b>Responsibilities</b>	<ul style="list-style-type: none"><li>• The maintenance of a healthy and safe school is the shared responsibility of the whole school community.<ul style="list-style-type: none"><li>▪ The Hackney Learning Trust</li><li>▪ The Governing Body</li><li>▪ The Headteacher</li><li>▪ Teaching Staff</li><li>▪ Support Staff</li><li>▪ The Premises Manager</li><li>▪ The Health and Safety Representative</li><li>▪ Pupils</li><li>▪ Parents</li><li>▪ Visitors</li></ul></li></ul>

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<p><b>Risk Assessments / Safe Operating Systems</b></p>	<ul style="list-style-type: none"> <li>• We believe that Risk Assessment applies to everyone and is the key factor in relation to Health and Safety.</li> <li>• Risk Assessment is something we all do every day and most activities have some form of risk attached to them.</li> <li>• The object is to assess the level of risk, determine whether it is acceptable and introduce measures to minimise or eliminate the risk by:             <ul style="list-style-type: none"> <li>▪ Preparing and implementing safe working practices</li> <li>▪ Monitoring, inspecting and reporting regularly</li> <li>▪ Identifying potential hazards and knowing what to do to minimise risk and respond if something goes wrong.</li> </ul> </li> <li>• We are aware that we may need specialist advice to assess some risks, but many require a <b>common-sense</b> approach and continued diligence.</li> <li>• We are of the opinion that if something is not acceptable at home then it should not be acceptable in school.</li> <li>• All of us have a legal responsibility for the safety of our colleagues.</li> </ul>
<p><b>Inspections</b></p>	<ul style="list-style-type: none"> <li>• A daily inspection is undertaken by the caretaker who reports to the Headteacher.</li> <li>• Weekly checks are undertaken by the relevant personnel.</li> <li>• The LT Health and Safety section undertakes an annual inspection.</li> <li>• Annual inspection by the Governor with responsibility for H &amp; S.</li> </ul>
<p><b>Reporting</b></p>	<ul style="list-style-type: none"> <li>• The Headteacher provides a termly report to the</li> </ul>

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	<p>Governing Body.</p> <ul style="list-style-type: none"> <li>• The Headteacher provides an annual report to the Governors and to the LT.</li> <li>• The Governing Body receives a periodic inspection report from the H &amp; S section of the LT.</li> </ul>
<p><b>Training</b></p>	<ul style="list-style-type: none"> <li>• All staff meet periodically to discuss safety policies, procedures and safe working practices.</li> <li>• The appropriate personnel undertake training when required.</li> </ul>
<p><b>Health and Safety Policies</b></p>	<ul style="list-style-type: none"> <li>• Accidents &amp; Emergencies</li> <li>• Asbestos</li> <li>• Asthma</li> <li>• COSHH</li> <li>• Crisis Management (Critical Incidents)</li> <li>• Display Screen Equipment</li> <li>• Drugs &amp; Alcohol</li> <li>• E-Safety (ICT Internet)</li> <li>• Electrical Safety</li> <li>• Fire Safety</li> <li>• First Aid</li> <li>• Food Safety</li> <li>• Head lice</li> <li>• H &amp; S in the Curriculum</li> <li>• H &amp; S Policy</li> <li>• Health &amp; Well-Being</li> <li>• Lone Workers</li> <li>• Management of H &amp; S Regulations</li> <li>• Manual Handling</li> <li>• Medical Conditions &amp; Communicable Diseases</li> <li>• Medical &amp; First Aid</li> <li>• New &amp; Expectant Mothers at Work</li> <li>• PE Safety Guidelines</li> <li>• Physical Restraint</li> <li>• Photographic &amp; Video Images – use of</li> <li>• Risk Assessment</li> <li>• School Trips</li> <li>• Security</li> <li>• Slips, Trips &amp; Falls</li> </ul>

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	<ul style="list-style-type: none"> <li>• Smoking at Work</li> <li>• Stress Management</li> <li>• Sun Protection</li> <li>• Traffic Management</li> <li>• Violence in Schools</li> <li>• Visitors &amp; Contractors</li> <li>• Working at Height</li> <li>• Work-life Balance</li> <li>• Workplace Environment</li> </ul>
<b>Effectiveness</b>	<ul style="list-style-type: none"> <li>• We believe this policy will be effective only if we ensure consistency across the school by regular monitoring.</li> </ul>

<b>Headteacher:</b>		<b>Date:</b>	
<b>Chair of Governing Body:</b>		<b>Date:</b>	