



Autumn

22

St Joseph's Catholic Primary School

Health, Safety & Welfare Policy

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| Date ratified by Governors: | Autumn 2022 |
| Date of next review of the policy: | Autumn 2023 |
| This policy is reviewed: | Annually |

Learn together and grow in God's love

Aspiration - Compassion - Community - Faith - Respect – Responsibility

St Joseph's Catholic Primary School
Commerell Street
East Greenwich
London SE10 9AN

Table of Contents

| | |
|---|-------------------------------------|
| Section 1: Review Procedures..... | 4 |
| Section 2: Statement of Intent..... | 5 |
| Section 3: Premises Committee – Terms of Reference | 6 |
| Section 4: Organisation..... | 7 |
| Introduction | 7 |
| COVID-19..... | 7 |
| The Governing Body..... | 7 |
| THE HEADTEACHER | Error! Bookmark not defined. |
| Teaching / non teaching staff holding posts / positions of special responsibility | 8 |

Section 1: Review Procedures

The Health and Safety Policy for St Joseph's Catholic Primary School, which covers the main school building and grounds, is to be reviewed annually by the Governors Premises Committee with notification being given to the full Governing Body on the results of the review.

Any amendments required to be made to the policy as a result of a review, will have to be presented to the Governing Body for acceptance.

Section 2: Statement of Intent

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| School Name | St Joseph's Catholic Primary School |
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The Governing Body believes that ensuring the health and safety of staff, pupils and visitors is essential to the success of the school.

We are committed to:

- a. Preventing accidents and cases of work related ill health.
- b. Compliance with statutory requirements as a minimum (*a list of key legislation is at Appendix 2*)
- c. Assessing and controlling risks from curriculum and non-curriculum work activities.
- d. Providing a safe and healthy working and learning environment.
- e. Ensuring safe working methods and providing safe working equipment.
- f. Providing effective information, instruction, training and supervision.
- g. Consulting with employees and their representatives on health and safety matters.
- h. Monitoring and reviewing our systems and prevention measures to ensure they are effective.
- i. Setting targets and objectives to develop a culture of continuous improvement.
- j. Ensuring adequate welfare facilities exist throughout the school.
- k. Ensuring adequate resources are made available for health and safety issues, so far as is reasonably practicable.

Trade Union Safety Representatives play a valuable role and the Governing Body recognises the mutual benefits that will arise from supporting their work.

A Health and Safety Management System will be created to ensure the above commitments can be met. All Governors, staff and pupils will play their part in its implementation.

| | |
|----------------------------|---------------------------|
| Signature: | Date: |
| Name: Mr Paul Drake | Chair of Governors |

Section 3: Premises Committee – Terms of Reference

1. To advise the Governing body on the renewal and maintenance of those parts of the premises for which it is responsible under the local management of schools and to ensure that a programme of such renewal and maintenance is implemented.
2. To advise the Governing body on its statutory duties in connection with the premises, such as those under the Health and Safety Act, and to ensure that such duties are carried out on behalf of the Governing Body.
3. To advise the Governing Body on the letting of school premises and oversee the implementation of the Lettings Policy approved by the Governing Body.
4. To advise the Governing Body on the security of the school premises.
5. To advise the Finance and Performance Committee and the Governing Body on financial matters concerning the school premises by way of minutes of Premises Committee meetings being available in the governors’ drawer at school and a copy to be distributed Governing Body minutes by the Clerk.
6. Delegate the day-to-day premises expenditure to the Headteacher.
7. To receive a report at each meeting from the Premises Manager regarding the monitoring of cleaning and grounds maintenance, care of the kitchen, budget, work carried out, future work and catering and to advise the Governing Body accordingly.
8. To have due regard for the Special Needs and Disability Discrimination Act and its implications for Premises related issues.
9. To have due regard to the implications for Premises related issues to St Joseph’s commitment to promoting and respecting the health, safety and welfare of children and any adults in the school. Children have the right to protection regardless of age, gender, race, culture or disability. Children have the right to be safe and feel safe in St Joseph’s Catholic Primary School.
10. Copies of Premises Committee Minutes to be kept in the governors’ drawer in the school office and a copy to be distributed with Governing Body minutes by the Clerk.
11. To carry out a Health & Safety inspection once a term.
12. To review progress and impact of the Pupil Premium and other vulnerable groups.

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|----------------------------|---------------------------|
| Signature: | Date: |
| Name: Mr Paul Drake | Chair of Governors |

Section 4: Organisation

Introduction

In order to achieve compliance with the Governing Body's Statement of Intent the school's management team will have additional responsibilities assigned to them as detailed in this part of the Policy.

COVID-19

St Joseph'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, students and such other persons as may be affected by its activities.

We will adopt health and safety arrangements under COVID 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

The Governing Body

The Governing Body is responsible for ensuring that:

- The health and safety policy statement is clearly written and it promotes a positive attitude towards safety in staff and pupils.
- Responsibilities for health, safety and welfare are allocated to specific individuals and they are informed of their responsibilities.
- Individuals have sufficient experience, knowledge and training to perform the tasks required of them.
- Clear procedures are created to assess any significant risks and ensure that safe systems of work are implemented.
- Sufficient funds are set aside with which to operate safe systems of work.
- Health and safety performance is measured both actively and reactively.
- The school's health and safety policy and performance is reviewed annually.
- Any contracts awarded - such as cleaning, catering services and building works etc. – are tendered in accordance with appropriate standards.

The Headteacher

The Headteacher supports the Governing Body by ensuring that:

- This Policy is clearly communicated to all relevant persons.
- Appropriate information on significant risk is given to visitors and contractors
- Appropriate consultation arrangements are in place for staff and their Trade Union representatives.
- All staff are provided with adequate information, instruction and training on health and safety issues.
- Risk assessments of the premises and working practices are undertaken.
- Safe systems of work are in place as identified from risk assessments.
- Emergency procedures are in place.
- Machinery and equipment is inspected and tested to ensure it remains in a safe condition.
- Records are kept of all relevant health and safety activities e.g. assessments, inspections, accidents, etc.
- Arrangements are in place to inspect the premises and monitor performance.
- Accidents are investigated and any remedial actions required are taken or requested.
- The activities of contractors are adequately monitored and controlled.
- A report to the Governing Body on the health and safety performance of the school is completed annually.

Teaching / non-teaching staff holding posts / positions of special responsibility

This includes the Deputy Head Teacher, Early Years Manager, Curriculum Co-ordinators, Child Welfare Officer and Premises Manager. They must:

Apply the school's Health and Safety Policy to their own department or area of work and be directly responsible to the Headteacher for the application of the health and safety procedures and arrangements.

Carry out regular health and safety risk assessments of the activities for which they are responsible and submit reports to the Headteacher.

Ensure that all staff under their management is familiar with the health and safety procedures for their area of work.

Resolve health, safety and welfare problems that members of staff refer to them, and refer to

the Headteacher or line manager any problems to which they cannot achieve a satisfactory solution within the resources available to them.

Carry out regular inspections of their areas of responsibility to ensure that equipment, furniture and activities are safe and record these inspections where required.

Ensure, as far as is reasonably practicable, the provision of sufficient information, instruction, training and supervision to enable other employees and pupils to avoid hazards and contribute positively to their own health and safety.

Ensure all accidents are investigated appropriately.

Include health and safety in the annual report for the Headteacher.

St. Joseph's Governing Body will review this policy every year.

Date: December 2022

Review Date: Autumn 2023

Chair of Governors: Mr Paul Drake

Signature: _____