



St Raphael's Health and Safety Policy

2025

***May God's love shine in our lives as we care,
share and learn together.***

Approved GB 22.10.2025

St Raphael's Catholic Primary School
Health and Safety Policy

Statement of Intent:

The Governors of St Raphael's Catholic Primary School recognise their corporate responsibility under the Health and Safety at Work Act to provide a safe and healthy environment for all staff who work at the School, the pupils of the School and other people who come onto the premises.

The Governors will take all reasonable and practical steps to fulfil their responsibilities. They will provide safe and healthy working conditions that take account of all appropriate statutory requirements, codes of practice, advice and guidance, including those issued by Tameside Council.

The Governors shall:

- i) Appoint and maintain the responsibility structure set out in Appendix One
- ii) Appoint and record the name of the Health and Safety Officer
- iii) Record the name of and consult with the elected Health and Safety Representative
- iv) Provide plant, equipment, and systems of work which are safe
- v) Provide supervision, training and instruction so that staff and students can perform their activities in a healthy and safe manner.
- vi) Ensure that all staff are offered the opportunity to receive health and safety training which is appropriate to their duties and responsibilities and which will be given before an employee commences any relevant work. Wherever training is required by statute or considered necessary for the safety of staff, pupils and others, then the governing body will ensure within the financial resources available, that such training is provided.
- vii) Provide necessary safety and protective equipment and clothing, together with any necessary guidance, instruction and supervision.

REVIEW

The Governing Body will review this policy statement every year and update, modify or amend it as it considers necessary to ensure the health safety, and welfare of staff, pupils and others.

Signed..... (for the Governing Body) Date

Signed..... (Head) Date

Responsibilities:

The organisational structure is set out in Appendix One

The Headteacher's responsibilities are as follows:

- i) The Headteacher will be responsible for the day-to-day operation of this organisational structure, the implementation of the statement of intent and the policies and procedures set out in this document.
- ii) The Headteacher will ensure that all areas of the School are inspected at least once per term.
- iii) The Headteacher will report to the Governing Body those instances where the Head's delegated authority does not allow the elimination or reduction of risks to a satisfactory level. The Head will take all necessary short-term steps to avoid danger.
- iv) The Headteacher will ensure a system for reporting, recording and investigating accidents is in place. All reasonable steps will be taken to prevent recurrences.
- v) The Headteacher will ensure a system for the recording of all visitors to the site and that they are briefed of any hazards on site.
- vi) The Headteacher will ensure arrangements for the safe conduct of maintenance work so that the impact on staff and students is considered.
- vii) The Headteacher will ensure that new employees receive a copy of this policy before starting work at the School and that they are briefed on safety arrangements.
- viii) The Headteacher will organise effective arrangements for the safe evacuation of the building in case of fire and other emergency and ensure that suitable fire fighting equipment is available and maintained. (Appendix Seven)
- ix) The Headteacher will ensure that systems of risk assessment are in place to enable prompt identification and control of hazards.
- x) The Headteacher will ensure that risk assessments are carried out as appropriate.
- xi) The Headteacher is responsible for the maintenance of risk assessment records.
- xii) The Headteacher will ensure that all training needs are identified and that staff are trained to the appropriate standards.
- xiii) The Headteacher will inform the Site manager of practical information and decisions which relate to this policy.

All members of staff:

- i) All employees will make themselves familiar with the Health and Safety policy and the procedures contained within it.
- ii) All employees should take reasonable care of their own Health and Safety and that of any other persons who may be affected by their activities.
- iii) Everyone should avoid actions that would put themselves or anyone else at risk.
- iv) Appendix Two contains a checklist of duties for all members of staff.

The Health and Safety Committee:

- i) The Health and Safety Committee will consist of the Head, Governors responsible for Health and Safety and Site Manager.
- ii) The Health and Safety Committee will meet at least once per term.
- iii) Health and Safety will be an agenda item on every meeting of the Full Governing Body. An annual report on Health and Safety will be submitted to the first autumn term meeting of the full Governing Body.
- iv) Membership of the Health and Safety Committee is listed in Appendix Eight.

Working Arrangements:

Accidents

What to do when an accident occurs:

The following procedures are suggested, but may vary according to the severity of the accident and the circumstances.

- Time should be taken to assess the situation and emergency First Aid should be given only if you are fully confident of the correct procedure.
- Obtain assistance from another adult immediately.
- Do not leave the accident victim.
- Inform the school office or senior staff with accurate details and indicating the type of assistance that is required (this may be a First Aider or the Emergency Services).
- After the emergency has passed, procedures for reporting accidents should be followed.

Accident Reporting:

The system for reporting accidents is managed and reviewed by the Headteacher, working with the designated First Aiders. (See Appendix Three)

Near misses should be reported to the headteacher, site manager and Tameside Health and Safety and RIDDA.

First Aid

Arrangements for First Aid (First Aid Policy & Appendices Appendix 6) will include the following:

- The number of First Aiders (including paediatric first aiders)
- Training arrangements
- First Aid boxes: their contents and location and procedures for checking them
- Procedures for contacting a First Aider
- Procedures for contacting emergency services and parents,
- Procedures for covering classes in an emergency
- The location of lists containing emergency phone numbers
- Rules on medication

Illness

Pupils:

- Teachers should assess the situation and decide whether the pupil is capable of continuing their learning.
- If necessary contact a First Aider for advice

Staff:

- If you are taken ill and feel incapable of continuing with your professional duties, obtain assistance from another member of staff and inform the headteacher.

Emergencies

An emergency is considered to be anything that unexpectedly disrupts the normal running of the School.

Serious Service/Structural Malfunction

This covers gas leaks, bursts, electrical faults etc.

You should assess the seriousness of the situation and remedy it, if possible, without involving unnecessary risk to you or to others. If necessary, evacuate the teaching area and send for assistance.

Intruders

In the event of a disturbance caused by intruders, you should, after assessing the situation, take steps to defuse the situation, seek assistance from another member of staff, inform the office, and remember not to risk the safety of either students or yourself.

Pupils Absconding From the Learning Area

Remain with your class. Inform the office/senior member of staff.

Emergency Evacuation

If for any reason, the LA (Local Authority) advise evacuation of the School the procedure is set out in the Fire Regulations.

The procedures for the safe evacuation of the building will be made known to all users of the building and plans will be displayed at all appropriate locations.

Critical Incidents

Refer to Guidance issued by the LA and school critical incidence policy.

Fire Precautions

The School is a no smoking and no vaping environment.

This applies to all staff, students and contractors.

See Appendix Seven.

Electrical Safety:

The following procedures are in place to ensure electrical safety:

- Portable electrical equipment is tested on an annual basis and the report received is acted upon immediately. The date of inspection is recorded in the Health and Safety log and the next inspection placed in the annual programme of maintenance.
- Staff are not allowed to bring any personal appliances into school unless they have been PAT tested.
- Rules on disposal of lamps will be made clear to all necessary personnel.

Hazardous substances and materials:

Only substances or materials that have been assessed in accordance with the COSHH regulations may be used in School. All substances or materials must be used in accordance with the hazard data sheets.

Any hazardous substances that are unwanted or unused must be removed only by recognised disposal contractors.

Contractors in School:

All contractors who are due to carry out work on the School site or inside must report to the school office where a permit to work will be issued by either the SBM or the site manager.

Infection control:

A table giving guidance on exclusion from School for the more common or important infectious diseases is kept on the wall the main office.

Supervision of pupils:

All adults who work at the School should be made aware of the arrangements for the safe supervision of pupils throughout the School day and when taking part in School activities. The current arrangements are set out as Appendix Four.

Security:

It is the responsibility of the Headteacher in consultation with the Governing Body to ensure the security of the buildings and grounds.

- All visitors will wear a visitor's badge to aid identification and confirm that signing in has taken place.
- All visitors will read the Visitors' leaflet unless they are to be constantly accompanied by a member of staff who could lead in the event of an emergency.
- Electronic gates are controlled via the office to manage the arrival of visitors.
- CCTV is in operation for security – the camera is directed on the front gate and the screen is in the office. A hard drive records for a month.
- Staff should take care not to leave their personal valuables unattended in any area of the School at any time and should ensure that School equipment such as computers, ipads, televisions, cameras and audio equipment is locked away out of sight when not in use.
- Class teachers must ensure that they undertake a visual check of classrooms at the end of the School day to ensure that valuable equipment has been cleared away.
- Money should always be kept secure and should always be placed in one of the School safes overnight.

General security in the working day depends on all occupants of the building being vigilant and reporting to the office or a senior member of staff anything unusual, suspicious or causing concern. Serious breaches of security may require the emergency procedures contained in this policy to be used.

See Appendix Five

Out of School Activities:

Please see Educational Visits and Activities Policy. The headteacher is the co-ordinator for Educational visits and activities and risk assessments will be given to the headteacher.

Display Screen Equipment (DSE):

The term Display Screen equipment (DSE) is used to describe not only the visual display unit (VDU) of a computer but also the other computer equipment and the workstation where it is used i.e. the desk, work surface, chair, input devices, software, printer and document holder.

DSE risks will be assessed using the TMBC model risk assessment.

Personal Protection Equipment (PPE):

Personal protective equipment (PPE) is the generic name given to items of protective clothing and equipment used by individuals to control their exposure to hazards. Where it is not practicable to control exposure to hazards by any other means, the School will provide employees with suitable PPE free of charge. The types of PPE required will be determined as part of the risk assessment process. All employees are responsible for using PPE as directed and for storing it correctly.

Manual Handling:

Manual handling is the name given to tasks involving lifting, putting down, carrying, pulling, pushing or moving that rely on bodily force. The School recognises that such tasks have the potential to cause injuries. Where it is not possible to lift or move loads by mechanical means, tasks will be assessed, mechanical aids will be provided to reduce the amount of manual handling required and employees will be provided with training in safe lifting techniques. Manual handling risks will be assessed using the model TMBC risk assessment.

Work Equipment:

For the purpose of this Policy work equipment includes plant, equipment and tools, whether owned by the school or obtained on loan or hire. The employer acknowledges and accepts its duties under the *Provision and Use of Work Equipment Regulations 1998 (PUWER)*. It will take all reasonably practicable steps to provide work equipment that will not put the health and safety of any person at risk and that is suitable and properly adapted for the purpose for which it is provided.

All employees are responsible for using machines in accordance with the manufacturers' instruction. Any machine fitted with a guard to prevent contact with moving parts must not be operated with the guard removed or disabled. Machines must not be adjusted when the machine is running. Damaged equipment must not be used.

Use of Ladders:

Where appropriate staff should:

- Always select a ladder, which is suitable for the work which is being performed.
- Examine it before use to ensure that it is free from defects, of good construction, sound material and of adequate strength of the job.
- Always use a ladder when putting displays up. Staff should never stand on chairs or tables.
- 3 points of contact should be maintained at all times
- Ladders should be fitted with non-slip feet.

Lone Working:

Lone working does occur on occasions, and this may place individuals concerned at 'increased risk'.

It is important that the issue is addressed within the risk assessment for the particular activity/task. Situations where lone working may occur should be identified in advance so that assessments can be conducted and, where necessary, appropriate measures put in place.

Examples of lone working:

Site Manager: Early start, late finish, school holidays, call-outs etc.,

SLT/Teaching staff: Preparation, meetings, etc., outside 'normal' hours, late meetings, weekend working

Legionella Prevention:

The school is aware of its responsibility to ensure that monitoring systems are adhered to.

The logbook is completed by the site manager in line with LA guidance and routine testing of the water systems are carried out by the site manager so as to comply with the Council's guidelines and procedures.

Appendix One:

GB Structure for Health and Safety

Governor with responsibility for Health and Safety	Miss Barbara Robinson
Head teacher (day to day operation)	Mrs Lynn Lakner Mr Dave Higham
Designated Health and Safety Officer	Mrs Lynn Lakner
Health and Safety Representative	Miss Georgia Pollitt

First Aiders:

First Aid at Work	Expires	Paediatric First Aid	Expires
Stacey McLeod (LEAD FS) Lisa Gavin (KS2)(Lead KS2) Zoe Wells (FS)	October 2026 March 2027 March 2027	Kellie Stoddard (KS2) Claire Melville-Terry (FS) Trisha Norton (FS/Midday) Joanne Stevenson Gail Southworth (Family Liaison Officer) Dave Higham (Site Manager) Ciara Shields	Oct 2027 Oct 2027 Sept 2028 Oct 2028 Sept 2027 June 2026 Oct 2028

Key holders:

Mr Dave Higham

Mrs Lynn Lakner (HT)
Mr David Matthews (DHT)

FSN Security

Appendix Two:

Checklist of duties for all staff

All members of staff should:

- Take reasonable care of their own Health and Safety and that of any other person affected by their activities
- Co-operate to enable any statutory duty or requirements to be met
- Familiarise themselves with the Health and Safety aspects of their work and avoid conduct which would put them or anyone else at risk
- Be familiar with the Health and Safety policy and the particular aspects which affect their work
- Report any observed defects in the premises, plant, equipment and facilities
- Take an active interest in promoting Health and Safety and suggest ways of reducing risk
- Sign annually the health and safety record sheet to agree that they have read and understood the policy

Where machinery or equipment is used, staff should:

- Check that it is adequately guarded
- Check that it is in safe working order
- Not make unauthorised or improper use of the equipment
- Use the correct tools or equipment for the job and adopt any appropriate protective or safety measures
- Ensure that hazardous substances are properly used, stored and labelled

Appendix Three:

Accident Reporting

- All employees are required to report any accidents which occur at work.
- All minor and non-consequential incidents/accidents are reported in the accident files located in the main office.
- An accident report form (Tameside LA) must be completed for all accidents which result in medical treatment (at a hospital) or which cause absence to staff, students or third parties. All accident report forms should be submitted to Services for Children and Young People as quickly as possible. A copy of the form is retained by the School. Copies of accident investigation reports, written statements that may have been made by the injured party or witnesses must be attached to the form. A separate form must be completed for each individual who suffers injury. Records should be kept for seven years.
- Staff who have witnessed an accident should co-operate fully with the Headteacher in supplying information to complete the form. The Headteacher will sign the form.
- All reasonable steps will be taken to identify the cause of the accident or dangerous occurrence and, wherever possible, remedial measures will be taken to prevent a recurrence.
- If the accident is likely to be reportable to the Health and Safety Executive and/or RIDDA it should be reported immediately by telephone to Services for Children and Young People. Tel. 0161 342 3751

Violence or aggression

All incidents of violence or aggression must be reported using the approved form. A copy of the form is retained by the School and the original is sent directly to Tameside Health & Safety. If, as a result of a violent incident, an accident occurs the Tameside accident report form will be completed.

Appendix Four:

Supervision of pupils

Please refer to:

- The School Behaviour Policy
- The School Anti Bullying Policy
- The School Educational Visits and Activities Policy
- The School Business Continuity Plan
- The School Child Protection Policy
- The Staff Handbook

Appendix Five:

Further security arrangements

1. The Site manager is responsible for opening the premises prior to the start of the school day.
2. The Site manager is responsible for checking all doors and windows before setting the intruder alarm and locking the premises at the end of the school day.
3. Contractors undertaking works will be issued with a visitor badge. If working while children are on site they must have proper clearance from TMBC or Diocese and be escorted at all times.
4. A record should be kept of all contacts with the police.



St Raphael's
Lockdown Procedur



St Raphaels Critical
Incident Policy Nov 2

Appendix Six:



First Aid Policy
September 2025.doc



First Aid Action
Plan 2025-2026.doc



Bumped Head Letter
2019-2020.doc



St Raphael's
Administering Medicir

Arrangements for First Aid

From September 2025, the designated First Aid policy and staff are: See above attachment (printed copy in file)

All First Aiders are Site manager, Teaching Assistants or Midday Supervisors at the school

The duties of First Aiders are to:

- give immediate help to casualties with common injuries or illnesses and those arising from specific hazards at School
- when necessary, ensure that an ambulance or other professional medical help is called
- ensure that First Aid boxes are appropriately stocked
- contact parents / carers if necessary

Training: The Headteacher is responsible for maintaining records of training and ensuring that staff are booked on refresher courses as appropriate.

First Aid boxes are located:

- In classrooms for break/lunchtime use
- In the table store room off the hall.
- On the shelves in the Nursery kitchen.
- On the shelves in the Reception sink area.
- Two portable First Aid kits are provided for Educational Trips and Visits
- Spare First Aid equipment is located in the nurture room

Contacting Emergency Services and Parents: There is a central list and SIMS system containing all emergency contact details in the School Office. These are maintained and updated by the administrative staff.

Cover arrangements: The Headteacher is responsible for ensuring that all children are supervised.

Medication: Medication is administered to children if appropriate when parents / carers have completed the School medicine request form. (See Administering Medicines policy)

Appendix Seven:

Evacuation of the Building in case of fire or other emergency

Anyone finding a fire should sound the alarm immediately and then evacuate the building according to the following routine:

The Fire Service will be informed by a member of staff who is not directly supervising children (usually admin or support staff).

Dial 999

When the operator answers, say FIRE and give the school telephone number 0161 338 4095

When the Fire Service reply say:

FIRE at ST RAPHAEL'S CATHOLIC SCHOOL, HUDDERSFIELD RD, STALYBRIDGE

Do not replace the receiver until the address has been repeated by the Fire Service

FIRE ROUTINE

1. When the alarm sounds teachers and children will evacuate the building quietly and carefully via their classroom fire exit.
2. Children will line up with their class at the Assembly Point on the lower playground. Registers will be brought out by office staff and will be taken by teachers. Each teacher must be satisfied that their class is present before reporting to the Headteacher.
3. Persons who are not in a classroom should leave the building immediately by the nearest safe exit marked with the 'FIRE EXIT' sign and indicated by this Evacuation Plan. They should make their way to the Assembly Point.
4. Adults not directly supervising evacuation of children should carry out a visual sweep of the building on their way out.
5. Adults should not return to the building to look for missing children. This is a task for the Fire Service.
6. In all emergencies staff and children should use their common sense and use the nearest exit that is not obstructed by smoke or fire.

Appendix Eight:

Health and Safety Committee Membership

The Headteacher	Mrs Lynn Lakner
Health and Safety Governor	Miss B Robinson
Staff Representative	Miss Georgia Pollit
Site Manager	Mr Dave Higham

Useful Contacts

Health and Safety – Personnel	0161 342 3153
Health and Safety – Schools	061 342 3751
Health and Safety Executive	0161 952 8200