

ST COLUMBA'S CATHOLIC BOYS' SCHOOL

GOVERNORS' POLICY STATEMENT



Health and Safety Policy

Head Teacher: Mr N Fisher
Chair of Governors: Mrs S Biggs

Originator Date	Autumn 2013
Review Date (Annually)	Autumn 2014

Part 1: Policy Statement

Introduction

The Governing Body regards the promotion of Health and Safety to be of the utmost importance for all personnel that attend as students, work in and visit St Columba's Catholic Boys' School. It is school policy to ensure that every reasonable step be taken to prevent injury and ill-health to personnel by protecting individuals from hazards at work. This also includes Students and visitors to the School whether it is for pursuance of their employment or other activities. The School subscribes to CLEAPSS and complies with the Health and Safety at Work Act 1974 and Regulations made under the Act.

This is approached by:

- Clearly defining the responsibilities of all staff.
- Assessing and controlling risk as part of the day-to-day management of School activity.
- Providing and maintaining safe, healthy and secure working conditions,
- Training and instruction so that personnel are able to perform their various tasks safely and efficiently.
- Ensuring that a constant awareness with regard to Health and Safety at Work is maintained in respect of all activities organised by the School both on and off site.
- Reviewed annually and revised as appropriate.

All personnel employed within the School have a legal obligation to co-operate in the operation of this policy by not interfering with or misusing equipment that has been provided in the interests of Health and Safety.

All employees within the School have a corresponding obligation to co-operate and comply with this policy insofar as is reasonably practicable by:

- Complying with safety procedures, whether written or brought to their attention by other means for their own protection, protection of those under their supervision and others who may be affected by their actions;
- Reporting all accidents on the School accident forms held at the front office;
- Reporting any incident to the Premise Manager and School Business Manager which has led, or could have led to damage or injury. *Incidents can be reported electronically using the Learning Gateway/ Site and Premise tab on the Staff page;*
- Assisting in any investigation with regards to accidents, dangerous occurrences or near misses.

It is the responsibility of all Line Managers to ensure compliance with safety arrangements within their areas of responsibility. Safety arrangements are adopted for the control of risk and reflect the procedures, which are to be followed within the School.

Policy Statement by the Governing Body

We recognise our statutory obligations set out in the Health & Safety at Work etc. Act 1974 and the Regulations made under the Act. We also recognise that the management of an efficient Health and Safety system is an integral part of the business of the school and as a result have appointed the Head Teacher to be the most senior person responsible for all matters relating to Health and Safety and Fire Safety.

Awareness of Policy by Employees, Students and the Public

We will ensure that all employees, students, and other persons to whom the School have a responsibility will have this Policy brought to their attention. The Policy and associated documents

will be freely available at all times and to all persons in a format and syntax appropriate to their needs.

Commitment

We are committed to the implementation and maintenance of high standards of health, safety and welfare for our employees, students and other persons who may be affected either directly or indirectly by our policies or activities. We do so, not only as a result of statutory obligation, but recognise the moral and social responsibility inherent in our role as an employer and major teaching and learning establishment whose actions may affect a wide range of people.

Objectives

Our aim is to ensure that our employees, students and others who may be affected by any work carried out by us or on our behalf, are afforded the highest level of protection commensurate with the operations being carried out. We accept compliance with legal requirements and approved codes of practices as a minimum standard, and seek to achieve high levels and continual improvement in our health and safety performance.

Participation

We recognise that to be successful this Policy requires to be adopted by all those involved with the School. To assist in achieving our stated objectives we shall set standards, objectives and actively encourage employees and students to participate and co-operate in the formulation, implementation and development of procedures and will consult with them both formally and informally.

Resources

We will ensure the availability of sufficient human and financial resources to plan, implement, maintain and review this policy. We shall ensure that those persons having duties are empowered to discharge their responsibilities efficiently, and have access to all appropriate documents, approved codes of practices and professional guidance in order to maintain a safe and healthy work and study environment.

Safe Equipment

We will only employ equipment and plant that has been selected for the particular task and ensure that it is subject to examination, testing and use as specified and designed for by the manufacturer and in accordance with statutory requirements, following any applicable Approved Code of Practice or other authoritative guidance.

Safe Place to Work & Welfare Facilities

We will provide all employees and students and others with a safe place within which to work and study with access to adequate welfare facilities commensurate with their needs. Each place of work shall be provided with adequate, means of escape in case of fire, appropriate fire-fighting equipment, first aid provision and a means of summoning emergency assistance and services.

Training, Information & Supervision

We recognise that sufficient and timely information, training, instruction and supervision is a key element in implementing and maintaining health and safety within the School. It is our intention to ensure that employees, students and others understand our Policy, its implementation and maintenance of procedures and that they are competent to carry out their duties and responsibilities in a safe and efficient manner. Information and training, appropriate to the needs of individuals, will be provided at induction to the School and thereafter as required to maintain and

improve competence and standards. We recognise that our suppliers will have their own health and safety systems and we will ensure that they receive sufficient information from the School to enable them to comply with their duties.

Safe Practices

We will devise and employ safe systems of work and develop safe working practices throughout all aspects of our operations. The systems and practices shall be based upon Approved Codes of Practice published the Health and Safety Executive, The Department for Education and other authoritative sources.

Policy Review & Audit

This Policy shall be reviewed annually and revised to reflect changes in respect of responsibilities, duties or scope of the undertaking as well as changes or additions to statutory responsibilities. The review will be carried out by the school annually and reported to the Governing Body.

Interference with Health and Safety Provisions

The School views any interference with health and safety provision or the wilful neglect of its Policy or procedures connected with the provision of health and safety by any person, as a serious offence which shall be dealt with in accordance with the disciplinary procedures and code of practice applicable to the individual. The misleading or incitement of others to interfere with equipment or bypass procedures which are provided for the purposes of securing matters relating to health and safety and fire and emergency safety is also considered a serious offence attracting similar penalties. All persons should be aware that interference with any safety system or provision is a criminal offence.

Part 2: Safety Management Organisation

Responsibilities

2.1. Responsibilities of individuals within the School are as follows:

- *Governing Body* - The ultimate responsibility for all aspects of Health and Safety within the School rests with the Governing Body.
- *Head Teacher* - The Head Teacher is responsible for the effective implementation of the Safety Policy.
- *Deputy Head Teacher* - Support the Head Teacher with the implementation of the Safety Policy.
- *Premise and Business Manager*. - The Premise and Business Manager are the advisers to the Head Teacher on Health, Safety and Welfare within the School. They are also to advise all personnel in meeting their individual responsibilities with regard to Health and Safety at Work.
- *Line Manager*. - All Head of Department are responsible for ensuring that the day-to-day requirements regarding Health and Safety at Work are met within their areas of management. Where any new process or operation or substance is introduced into the area of their responsibility they are to liaise with the Premise and Business Manager so that the associated risks are assessed and any precautions deemed necessary are implemented.
- *Teachers and Supervisors*. - The responsibility of applying Safety Procedures on a day-to-day basis rests with all Teachers and Supervisors. All accidents will be investigated by them in order that the cause of any accident can be identified and remedial action taken as appropriate. They are to ensure that all new members of staff and students under their control are instructed to their own individual responsibility with regard to the Health and Safety at Work, etc. Act 1974. Risk Assessments of their area should be done frequently and anything requiring attention should be brought to the attention of the Premise and Business Managers

- *Employees and Students.* - Employees and students have a responsibility to ensure that, they act with all reasonable care with regard to the health and safety of themselves, other members of the School, contractors, and members of the public. They are required to co-operate with Supervisors, Line Managers, and the Premise and Business Managers, and adhere to safety guidance given, in helping to maintain standards of health and safety within the School.
- *Contractors.* - It is the responsibility of all Contractors to comply with the Construction (Design and Management) Regulations 2007

Risk Assessments

2.2 Responsibility for assessing and controlling risks rests with all personnel within the School. It is the responsibility of Governors (via the Head Teacher) to ensure that effective systems are in place. However, risk assessment and training shall be performed in consultation with the Premise and/or Business Managers.

- Technology and Science will refer to CLEAPSS or the design and technology association for Risk Assessment advice. Taking note of the regular updates provided in the termly publications for Technology Schools and Schools.
- PE will refer to BAALPE guidance with regard to formulating Risk Assessments.
- All School trips can only be undertaken following a review of the Risks involved. The School Educational Visits Coordinator (EVC) will undertake a review of these documents prior to the Trip date to ensure Risks have been reduced for all participants.

Part 3 Safety Arrangements

Introduction

- 3.1 The safety arrangements set out below are for the information, guidance and compliance of all personnel in St Columba's Catholic Boys' School.
- 3.2 Health and safety are integral parts of management.
- 3.3. Under the Health & Safety at Work etc Act 1974 and various Education Acts, employers and employees have a duty to children in their care.
- 3.4 In carrying out their normal functions, it is the duty of all Head of Department to do everything possible to prevent injury to individuals. This will be achieved so far as is reasonably practicable by adoption of arrangements and procedures for risk assessment for control of risk. These can be summarised as:
 - Providing and maintaining safe equipment and safe systems of work.
 - Ensuring the safe use, handling, storage and transport of materials, drugs, substances and other articles.
 - Providing the necessary information, instruction, training and supervision to ensure all personnel are aware of their responsibilities for safety.
 - Providing safe places of work with safe access to and egress from them.
 - Providing a safe and healthy working environment.
 - Providing a system for rapidly identifying and remedying hazards.
 - Where hazardous conditions cannot be eliminated, providing suitable protective clothing and equipment.
- 3.5 All personnel have a statutory duty to co-operate in fulfilling the objectives of the Board of Governors and a personal responsibility to take reasonable care to ensure that their actions do not cause injury to themselves and to others.
- 3.6 Employees are required to observe safe methods that apply to their own work and to report hazards discovered by them to their Head of Department.

- 3.7 No person shall intentionally or recklessly interfere with or misuse anything provided in the interests of health and safety.

Specific Arrangements for Health & Safety

- 3.8 *Accident Reporting.* Any accident or injury is to be reported to the Office Manager by the person or persons involved in the accident or by the Head of Department and entered in the Accident Report Form, which is held at the front office. The Head Teacher, through the Academy Executive Secretary, is to ensure that the Governing Body is informed of all accidents of a serious nature and any dangerous occurrences and where applicable follow the requirements of current legislation (RIDDOR, 1995). Full details are to be found in the School office procedures book.
- 3.9. *Accident Investigation:*
- All significant accidents or incidents that considered to be dangerous 'near miss' situations are to be reported to the Head of Department. They in turn are to report the incident to the Premise and/or Business Manager.
 - The Premise and/or Business Manager is to carry out an immediate investigation into the incident in order that the cause of the accident can be identified and measures taken to prevent a recurrence.
 - Investigations such as these are essential in order that accidents are kept to a minimum. All contractors must ensure that accidents involving their personnel are reported to the Premise and/or Business Manager of the School as well as their own reporting chain.
- 3.10 *Reporting Procedures.* Any practice or condition that is likely to have an adverse effect on health and safety of personnel, or damage to equipment or property, is to be reported to Heads of Department. Remedial action should be taken.
- 3.11. *Out of School Trips Fixtures and Activities.* All personnel that arrange or actively participate in School visits or out of School activities must follow the procedures outlined in the separate document held in the School office. – The School Trips Handbook. In planning an Out of School Trip/activity all staff must have met with the School EVC who will discuss the trip in detail at the organisation stage.
- 3.12 *Safe Working Procedures.* Head of Department must ensure that safe working procedures are developed through:
- Assessing the tasks.
 - Identifying the hazards;
 - Defining a safe method;
 - Implementing the system; and
 - Monitoring the system.
- 3.13 *Defective Tools and Equipment:*
- All defects found in hand tools; power tools or any other equipment must be reported immediately to the Head of Department, who in turn will appraise the Premise and/or Business Manager of the details.
 - The equipment concerned is to be withdrawn from service, clearly marked and isolated in an area where it cannot be re-issued for further use until the repair has been carried out.
- 3.14 *Means of Access:*
- When using access equipment such as ladders, crawling boards, towers, etc., the correct equipment is to be used for the job to be undertaken. No student is to use any such equipment without adult supervision for instance when members of the stage crew are fitting lights ready for a production.

- Always use correct routes of access. **DO NOT USE SHORTCUTS; THEY CAN RESULT IN SERIOUS ACCIDENTS OR INJURY.**
- 3.15 *Machinery.* All Heads of Department, teachers and supervisors controlling the use of machinery must be familiar with its operation. School Machinery used in Technology will be subject to an annual safety review by a competent person
- 3.16 *Good Housekeeping.* Tidiness, cleanliness and efficiency are essential factors in the promotion of health and safety. Accidents can be prevented by following the guidelines listed below:
- Keep corridors and passage ways unobstructed.
 - Ensure shelves in storerooms are stacked neatly and not overloaded.
 - Keep floors clean.
 - Do not obstruct emergency exits.
- 3.17 *Electrical Equipment:*
- Only authorised and fully qualified personnel are to install, repair or attempt to repair electrical equipment.
 - Where 13 amp sockets are in use, only one plug per socket is permitted.
 - The protective outer sleeve of electric cables is to be firmly secured within the electric plugs. Where the outer sleeve is not secured within the plug and the connecting live wires are visible, a qualified person is to be tasked to re-wire the plug correctly.
 - Electrical equipment that is known to be, or suspected of being faulty, must not be used.
 - If electrical equipment becomes faulty whilst in use it is to be isolated from the source of supply and secured so that it cannot be used until repair has been effected.
 - Electrical testing is subject to PAT testing. Fixed installations should be tested every 5 yrs.
- 3.18 *Use of Harmful Substances:*
- All hazardous substances must be stored on locked areas or cupboards.
 - Adequate precautions must be taken to safeguard personnel from injury to health if the use of potentially harmful substances is required.
 - No new materials or chemical substances are to be brought into use unless a COSHH (Control of Substances Hazardous to Health Regulations 2002) Assessment has been carried out and clearance given for use by the Premise and/or Business Manager. The user department is to be in possession of a Safety Data Sheet.
 - Work involving lead or asbestos is not to be carried out under any circumstances without reference in the first instance to the Premise and/or Business Manager.
- 3.19 *Skin Infections and Hand Care:*
- To reduce the risk of dermatitis, oil acne or skin cancer, always avoid unnecessary skin contact with oils and chemicals. **ALWAYS WEAR GLOVES AND PROTECTIVE CLOTHING WHERE NECESSARY.**
 - Use barrier creams before commencing work, it provides a barrier between the skin and harmful chemicals, oils and dirt.
 - Do not put oily or chemically soiled rags in pockets.
 - Always change clothing if it has become contaminated with chemicals, flammable liquids or oils.
- 3.20 *Smoking.* Smoking is not permitted in School. Notices informing students, staff and visitors of this will be displayed around the School site.
- 3.21 *Consumption of Food.* Food is only to be consumed in designated eating and dining areas.

- 3.22 *First Aid* The names of individuals with qualified first aider status are held on the First Aider Register, are kept in the Front Office and are displayed in every building.
- 3.23 *Fire Prevention:*
- All buildings have been subject to a Fire Risk Assessment as required by The Regulatory Reform (Fire Safety) Order 2005 and remedial action implemented where required.
 - *Fire Orders are available for all personnel to read in their Faculty/Area. They cover all aspects of fire prevention.*
 - 'Action to Be Taken In The event Of a Fire' is posted in all buildings at Fire Points and each classroom has a printed notice clearly identifying the evacuation route and assembly area to be used.
 - Personnel are responsible for knowing the location of Fire Points and Fire Exits. They should also know the location of the nearest Assembly Point in the event of a fire/emergency.
 - THE MOST IMPORTANT PART OF FIRE CONTROL IS PREVENTION. It is with this in mind that all personnel are to be conversant with the fire potential of materials and substances that they use, and should exercise maximum care in their use, especially those marked 'Flammable'.
 - Fire evacuation procedures, fire prevention training and fire alarm testing is to be carried out in accordance with current legislation.
- 3.24 *Visitors:*
- All visitors to the School must sign the register held at School reception and wear a visitor's badge.
 - It is the duty of all personnel within the School to ensure the health and safety of all visitors to the School.
 - Visitors should not be allowed to enter work areas unaccompanied and, where protective clothing is issued for a specific area or task, the same level of protection is to be afforded to any visitor proceeding to that area.
- 3.25 *Contractors.* Contractors working within the School are required to comply with the working rules as issued by the School. Any breach of these rules is to be reported to the Business Manager.
- 3.26 *Management of Asbestos.* An Asbestos Register is available for all School buildings and the Premise and/or Business Manager will liaise with all contractors and inform them of the existence of any asbestos containing materials (ACM's) in areas where they are or may work. Areas of ACM's that are accessible and may be damaged by surface fixings i.e. drawing pins, nails or screws are indicated and Staff using those areas are made aware of the restrictions on wall displays and decorations.
- 3.27 *Security.* The entrance to the School via the car park is fitted with an electronic lock and CCTV.
- 3.28 *Use of Vehicles.* Only those persons authorised, and in possession of the appropriate licence, are to drive vehicles on School business.
- 3.29 *Catering*
The Catering facility complies with the requirements of the Foods Standards Agency. It is regularly monitored by the organisation to ensure compliance with the required standards.
- 3.30 *On Site Vehicle Movements.* Visitors/contractors to the School will be directed to the main car park.

3.31 Legionellosis.

Water quality is monitored by external consultants on a regular basis and treated when required. The primary aim is to prevent the build-up of the Legionella Pneumophilla organisms in water systems and to prevent inhalation of infected water droplets. Control measures are as follows:

- All showers are to be turned on and left running for 5 minutes weekly.
- All showers are to be cleaned monthly, or after more than one week's non-use, to prevent slime, corrosion and scale build-up. This will involve dismantling the shower heads to clean and disinfect inside the spray nozzle.
- The water temperature is not to be below 20C or above 55C and this is to be checked monthly.
- Records are to be maintained of all cleaning and temperature checks carried out.
- Water storage tanks are to be covered.
- Records are to be maintained of maintenance, water treatments or disinfection.

3.32 *Manual Handling of Loads.* Personnel are not to lift, drag, push or carry heavy or awkward loads unless training has been undertaken and risk assessments carried out.

3.33 *Health and Safety Information and Advice.* Health and safety information and advice is available on all aspects of Health, Safety and Welfare from the Premises and/or Business Manager.

Additional arrangements will be appended as they are developed out of risk assessments carried out in accordance with this policy.

Part 4: Individuals and roles

Role	Name	Contact
Head Teacher	Nigel Fisher	
Business Manager	Mrs Jackie Hobbs	
Premises Manager	Mr Dave Joy	
First Aiders	Mrs L Bird	Admin Office Ext 224
	Mrs L Brackstone	JP2 Building Ext 263
	Mrs M Carrano	Front Office Ext 222
	Mrs C Clarkson	JP2 Building Ext 261
	Mrs K Coggins	Front Office Ext 221
	Mrs V Gangatharan	Science Dept Ext 254
	Mrs H Jolly	School Kitchen Ext 237
	Mr R Petty	DT/ Science Dept Ext 254
	Mrs B Reddington	Admin Office Ext 240
	Mrs L Shiret	Front Office Ext 223