

ST PETER'S RC HIGH SCHOOL

HEALTH AND SAFETY POLICY

January 2018

Mission Statement

St Peter's RC High School is a community founded on mutual love and care for the individual in which the Faith of the Church underpins all our activities. Christ is our model in striving for excellence in all that we do and in valuing the unique contribution and gift of every member of our school community. St Peter's is committed to working with home and parish to enable all pupils to succeed in life.



1. St. Peter's general policy of Health & Safety

The school aims to ensure best practice in all areas of Health & Safety. We regard this as a priority as we aim to put the welfare of our pupils and staff at the centre of everything we do. We also fulfil our statutory requirements with regard to visitors, parents, contractors and others with whom we deal.

Every employee in the school can play their part in fulfilling and implementing this policy. Please read this policy carefully, as it sets out our broad aims, individuals' responsibilities and the procedures and arrangements in place to ensure compliance with the governing body's statement of intent. We aim to continuously improve our policies, not just fulfilling our legal requirements but above and beyond to set a precedent for being proactive when it comes to Health & Safety.

This sustainment and development requires resources of time, money and equipment as well as professional advice, instruction and training, which will enable staff at all levels to fulfil their obligations and minimise Health & Safety risks. We are committed to providing those resources.

In accordance with the Health & Safety at work act 1974

- I. The governors recognise and accept their responsibility as the employer for ensuring, so far as is reasonably practicable:
 - The health and safety of pupils and staff
 - The protection of others from health and safety risks arising from our activities
 - The provision of safe and healthy premises
- II. No safety policy can be successful unless it actively involves employees themselves. In this connection the school reminds all employees of their own duties under section 7 & 8 of the act, to take care in their work for their own safety and that of other employees, for the safety of pupils and the public, and to cooperate with the school authorities so as to enable them to carry out their responsibilities.
- III. The school will take all such steps as are reasonably practical and necessary to fulfil its responsibilities, paying particular attention to regulations made in the following areas:
 - Management of Health and Safety, especially via risk assessment
 - Control of substances hazardous to health
 - First aid equipment, facilities and staff
 - Fire precautions
 - Maintenance of electrical systems
 - Personal protective equipment (PPE)

- Use of display screen equipment
 - Manual handling operations
 - Asbestos and legionella
 - Working at heights
 - Noise
- IV. In addition there are vital areas such as road safety, educational visits and sport, in each of which there can be a high degree of risk and in which the school's policies will have regard to guidance issued by the DfE or equivalent bodies.
- V. Details of the responsibilities under the policy and the organisation and arrangements for carrying them out are set out below.
- VI. The school will be responsible for the provision of competent technical advice on Health and Safety matters where this is necessary to assist those responsible, and for the provision of information, instruction, supervision and, where relevant, training to enable all employees to recognise hazards and contribute positively to the safety and health at work of themselves and others.
- VII. A copy of this statement will be made available to all employees and it will be reviewed, added to, or amended from time to time. Supplementary documentation relating to the work of particular departments or groups of staff will be issued as required.

Reviewer: C Sharples

Last reviewed: January 2018

Next review: January 2019

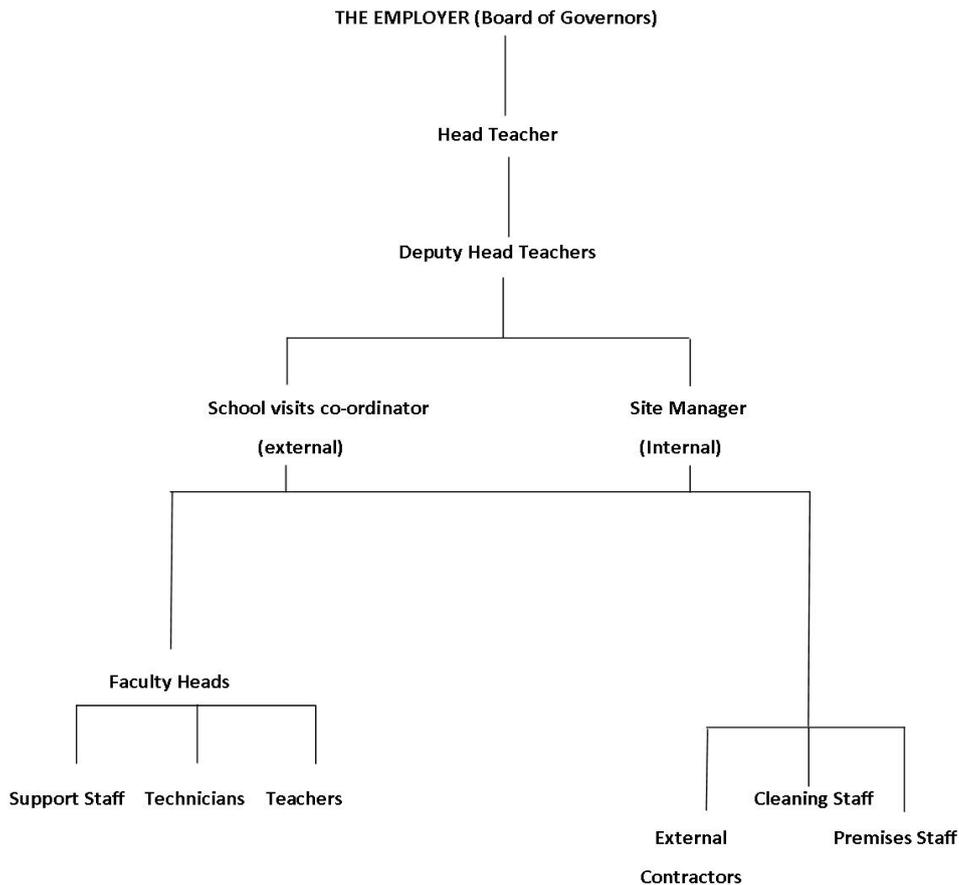
2. Organisation

This section of the policy defines the names, positions and duties of those within the school that have responsibilities for Health and Safety.

The ultimate responsibility for Health and Safety in schools is that of the employer i.e. the Board of Governors.

Responsibility for ensuring this policy is put into practice is delegated to the school Headteacher; he may appoint a nominated member of staff to take the day-to-day responsibility for Health & Safety matters within the school and for school events, trips and activities.

At St. Peter’s RC High School this responsibility has been given to the Facilities Manager, Mr C Sharples.



To ensure Health & Safety standards are maintained / improved, the following people have responsibility in the following areas.

The Governing Body

- Overall and ultimate responsibility for Health & Safety in the school is the responsibility of the Board of Governors

- **Mr P Crowe** has been nominated by the Governing Body to act as lead Governor for Health & Safety issues
- Day-to-day responsibility for ensuring this policy is put into practice is delegated to the **Headteacher Mr S Gabriel**.
- Within the school's internal structure the **Facilities Manager Mr C Sharples** has responsibility to the Headteacher for Health & Safety within the school and the **school visits co-ordinator Mr M Eavers** has responsibility to the Headteacher for all external visits involving students

The Board of Governors

- Shall ensure so far as is reasonably practicable the health, safety and welfare of staff
- Shall ensure so far as is reasonably practicable the health, safety of pupils in school and on off-site visits
- Shall ensure so far as is reasonably practicable the health, safety of visitors to school, and volunteers involved in any school activity
- Shall guide and monitor the Headteacher to ensure that he keeps Health & Safety as high a priority in the day-to-day management of the school
- Shall appoint one of the Governors to be the lead Governor for Health & Safety
- Shall draw up and issue its own policies and guidance on curricular and non-curricular topics where necessary, paying particular attention to Health & Safety aspects
- Shall discuss and resolve so far as is reasonably practicable, Health & Safety issues at meetings of the Governing Body or at an appropriate sub-committee of the Governing Body and
- Shall carry out an annual appraisal of the safety performance of the school and include this in its annual report

The Headteacher (or his nominee)

The Headteacher is responsible for the day-to-day management of the school and shall so far as is reasonably practicable [either directly or via his nominee – Mr C Sharples]

- Ensure that the school's Health & Safety policy is implemented and adhered to at all times
- Ensure that all members of staff know, understand and accept their health and safety duties and responsibilities

- Ensure that adequate resources are allocated to facilitate healthy and safe working practices
- Ensure that the Governing Body is advised of health and safety implications when undertaking the management of the school budget
- Liaise with the Health and Safety Executive (HSE) on all relevant issues arising within the school
- Ensure that all employees, pupils and visitors receive adequate information, instruction, training and supervision, both within the school and on school trips or visits as appropriate
- Ensure that all machinery, appliances and equipment purchased by or used within the school,
 - Conforms to a British, European or International standard, is used in the manner that is was designed for and is periodically examined, tested and maintained as appropriate
- Ensure the use of safe working practices and where necessary draw up and communicate written codes of practices for safe working and teaching
- Ensure that only approved chemicals and substances are used at St. Peter's and ensure that the appropriate safety information and risk assessment is available to the user
- Ensure that suitable and appropriate protective clothing is provided for staff and pupils who require it, and ensure that it is worn when necessary
- Ensure that adequate first aid treatment is available by the provision of a first-aider and ensure that first aid boxes are kept adequately stocked as per the First Aid Policy
- Ensure that accidents are recorded and where necessary, investigated and reported to the HSE as soon as possible and also reported to the Governing Body and in the event of a major injury, the Chairman of the Governing Body shall be informed as is practicable
- Ensure that a record is kept of any contagious disease that is contracted, also all acts of violence and that they are reported to the Governing Body as appropriate
- Ensure that fire procedures are planned and are rehearsed at least once per term
- Ensure that fire equipment, fixtures and exits are checked periodically and maintained to ensure that they are in working order
- Ensure that adequate welfare facilities are provided and maintained for staff and pupils
- Ensure that periodic safety inspections of the school are carried out,
- Ensure that there is consultation with the staff Safety Representative on matters of health, safety and welfare
- Ensure that contractors working in the school, report to him [or his representative] before work commences in order to ascertain work details and agree safety procedures

- Ensure that in his absence, Health & Safety duties are delegated as appropriate
- Ensure that there is an annual appraisal of the school's Health & Safety performance
- Ensure that risk assessments are undertaken and reviewed as appropriate, and
- Review and up-date policy as appropriate

Educational Visits Coordinator (EVC)

- Shall manage staff in the planning, preparation of risk assessments and approval to ensure, as far as is reasonably practicable, the safe running of educational visits off the school site
- Developing expertise in the field and being aware of current legislation and regulation
- Advising staff and ensuring consistency of best practice in the running of school visits either in the UK or overseas

The Health and Safety Committee

- Membership is to consist of:
 - Governor for Health and Safety
 - Deputy Head with responsibility for Health and Safety
 - Facilities Manager (also Health and Safety Manager)
- Brief is to take forward the Health and Safety strategy across the school
- Will keep under review, and ensure that all policies are up to date
- Ensures that key job descriptions are up to date e.g. fire officers, fire marshals and those with specific responsibility for the management of Health and Safety in the school
- Will seek specialist advice as and when necessary for particular areas
- Will interview staff as necessary to review Health and Safety matters for which they are responsible
- The Health and Safety advisor will act as Secretary to the Committee
- The Secretary to the Committee will prepare documents setting out the remit of and *modus operandi* of the Health and Safety Committee. This will include plans for meetings, issues that need to be addressed and a list of staff attendance

- Will meet at least once a term to discuss and review the effectiveness of the school's arrangements
- Aims to assist in and encourage the taking forward of good Health and Safety practice for all staff and students across the school

Committee Members as of January 2018

Peter Crowe – Governor for Health and Safety

Andrew Montrose – Deputy Head with responsibility for Health and Safety

Chris Sharples – Facilities Manager (also Health and Safety Manager)

Teaching and Non-teaching staff

All teaching and non-teaching staff shall, where appropriate and so far as is reasonably practicable

- Ensure that school's policies are implemented at all times
- Be responsible for the Health & Safety of the pupils they supervise
- Ensure that equipment used at St. Peter's is safe and presents no risk to health and ensure that any defects are reported immediately to the site manager so that the equipment can either be repaired or disposed of
- In the event of a fire, ensure that all pupils know the fire procedure and are evacuated safely
- In the case of an injury, arrange for suitable first aid treatment, investigate the accident that caused the injury and record the details in the accident book if no other member of staff is available to deal with the incident
- Ensure that all classroom-based activities are carried out in a safe and healthy manner
- Ensure that any violent behaviour is stopped [and subsequently reported to a senior member of staff]
- Ensure that, whilst pupils are playing for St. Peter's sports teams or taking part in a school based sporting activity, provision has been made for dealing with injuries and other emergencies
- Ensure that whilst transporting pupils by the school minibus or their own car, safety seatbelts are worn and the school's guidelines are followed
- Ensure that when undertaking school trips and holidays, sufficient research, planning, precautions and supervision are undertaken as laid down in the LA's guidelines and Code of Practice. The necessary authorisation for school visits must be obtained before any pupils may

leave the school site (see M Eavers). Where specialist instructors are engaged to lead pupils, the role of supervision must be discussed and agreed with the instructor

- Ensure that they do not bring into school any potentially dangerous article or hazardous substance without the expressed permission of the Headteacher [or his representative]
- Take appropriate action to make safe any dangerous condition caused by wet or icy weather
- Ensure that any agreed security provisions are carried out
- Cooperate with the Headteacher [or his representative] on all aspect of health, safety and welfare
- Cooperate with the Headteacher [or his representative] in undertaking risk assessments for all activities with significant risks, to identify hazards and control measures and to communicate this information to the relevant people

In addition, union appointed safety representatives are entitled to investigate any accident / incident occurring, any potential hazard reported and to carry out safety inspections at a rate of one inspection per term.

Pupils

All pupils must

- Cooperate with school staff on health and safety matters
- Not interfere with anything provided to safeguard their own health and safety
- Take reasonable care of their own health and safety, and
- Report all health and safety concerns to a member of staff

3. Procedures and Arrangements

This section of the policy defines the procedures and arrangements that are in place to ensure compliance with the Governing Body's statement of intent. A number of arrangements for the

management of health and safety across the school will have been covered in section 2:
Organisation

*Any references to this health and safety policy document or any school guidance / policy document are listed in full on the Staff intranet [**New Staff Shared/Health and Safety/Policies**]*

Consultation and communication of information

Consultation

- The Health and Safety committee meets at least once every term to discuss health, safety and welfare issues affecting staff, pupils or visitors. Action points from meetings are delegated and brought up for review at the next meeting
- Committee members are listed in section 2: Organisation

Communication of information

- The Headteacher [or his nominee] ensures that systems are in place so that staff and pupils are familiar with the arrangements set out in this document.
- Information for **staff** is principally communicated by the following means
 - Induction programme for new staff
 - Dedicated health and safety section on the staff intranet
 - Notices and committee minutes on staff health and safety notice boards
 - Announcements in staff briefings and departmental meetings
 - Training activities for individuals and groups
- Information for **pupils** and **parents** is principally communicated by the following means
 - Student specific policies (i.e. Behaviour, Attendance and Social Networking)
 - Through updates on the school website
 - Announcements at school assemblies and during form time
 - Notices in classrooms and on school notice boards
 - Example and instruction of staff and older pupils and by the imposition of sanctions for breaches of safety rules
- Health and Safety Law posters are displayed in all communal areas across the school

Raising Health and Safety concerns

- Rectifying straightforward day-to-day problems is not the purpose of the Health and Safety Committee and such matters should be drawn straight away to the attentions of the member of staff in accordance with ***the Health and Safety Reporting Procedures***
- Staff are encouraged in the first instance to raise any safety concern directly with the Health and Safety Manager but should not hesitate to inform the **Personnel Manager [Nina Gardiner]** in writing of any shortcomings which continue to concern them
- Health and Safety is a standing item on the agenda of all appropriate committees

Health and Safety advice is available from the Assistant Head (Health and Safety), the Health and Safety manager or by reference to the number of websites listed in the appendices of this document

Emergency Procedures

Every member of staff **MUST** familiarise themselves with the emergency procedures that are in place across the school

Emergency Plan

- The ***Business Recovery Plan*** sets out the guidelines to be followed in the event of a critical incident, emergency or unusual circumstances affecting the safety and welfare of pupils and staff
- An annual training day is organised which brings together senior staff who are allocated to each of the emergency teams, with external advisors and experts

Fire and Evacuation

- Fire safety practice and guidance are documented in ***Fire Emergency Evacuation Planning***
- Detailed evacuation procedures are placed in prominent positions in classrooms and communal areas, with notification of evacuation points placed in all corridors

First Aid

- First Aid practice and guidance are documented in ***First Aid Policy***
- First Aid notices summarising the actions to be taken in the event of someone needing first aid assistance are displayed in all communal areas across the school. Relevant contact numbers and persons are listed

Transport to Hospital

- If an ambulance is required, call “999”
- No casualty should be allowed to travel to hospital unaccompanied and a member of staff must be allocated in emergencies where parents cannot be contacted

Accident/Incident/Near Miss Reporting

- Accident/Incident/Near Miss reporting procedures are documented in ***Accident Incident Reporting Procedures***
- Accidents, Incidents and Near Misses are reported to the Governors on a regular basis

Intruders

- Procedures to deal with intruders are documented in ***Risk Assessments: Intruders***

Gas Leaks

- Any member of staff discovering a suspected gas leak should make an informed judgement based on how strong the smell is as to whether they immediately evacuate the building
- If there is a slight smell of gas, the first action should be to check that all gas appliances are switched off. This may clear the smell of gas. Windows should be opened. If the source of the leak is not immediately apparent, call the Facilities Manager [Health and Safety Manager] (or caretaker) and inform the Assistant Head [Health and Safety]
- Assistant Head [Health and Safety] and the Health and Safety Manager will disseminate further instruction to staff in the affected area

Chemical Spills

- All science teachers and technicians should follow guidance in the CLEAPPS document and associated website
- Where relevant, managers of support departments must have written procedures in place and the appropriate equipment in place to deal with any spillage
- Any chemical spills which do not harm anyone must be reported as a near miss, using ***Near Miss Report*** form

Health and Safety Training

- Health and Safety induction training will be provided for all new employees by the Assistant Head [Health and Safety] and the Health and Safety Manager. The purpose of such training is to ensure all new members of staff have good understanding of the Health and Safety ethos of St. Peter’s RC High School, will understand the basic Health and Safety procedures in place, and will be given an introduction to the Health and Safety section of the staff intranet

- Health and Safety training is available to all staff where the need is identified by HoD or manager
- The Health and Safety Manager, in conjunction with the Assistant Head [Health and Safety] and input from HoD's and managers will identify training needs
- Specific Health and Safety training requirements are outlined in individual policies, but staff may receive generic Health and Safety training in the following areas
 - First Aid (Emergency First Aid for Children, First Aid at Work)
 - Fire Marshall
 - Fire Fighting Equipment
 - Manual Handling
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Minibus use

- We have 1 dedicated minibus driver, plus a number of staff who are qualified to drive the buses. They all hold the necessary qualifications and are trained periodically through the MiDAS scheme operated by DriveSafe.

Health and Safety Monitoring

Inspection of Premises

- Classroom and departmental inspections will be carried out annually by the Health and Safety Manager
- Support Team areas will be carried out by the Health and Safety Advisor
- Any matters requiring action will be monitored closely by the Health and Safety Committee, through the Health and Safety Manager
- Full inspections are carried out at most every five years by an external consultant as part of the Health and Safety Audit
- Interim inspections may be carried out by the Health and Safety Advisor to monitor progress and compliance
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Inspection and Testing of Plant and Equipment

Statuary Inspections

- All plant and equipment requiring statutory inspection and testing (i.e. steam boilers, compressors, lifting equipment, local exhaust ventilation etc.) will be inspected by appropriate contractors managed through the Facilities Manager or nominated individual and in compliance with *Lifting Operations and Lifting Equipment Regulations 1998* and *Provision and Use of Work Equipment Regulations 1998*
- A full register of all relevant items located and associated testing records is available as part of the Health and Safety control systems, and located in the Site Office

Portable Electrical Appliances

- Inspection and testing of portable electrical appliances is carried out in-house across the school by fully trained staff
- A register of qualified testers and guidance on portable appliance testing is documented in ***Portable Appliance Testing (PAT) Policy***
- Full records are maintained with all tested pieces given an inspection label
- HoD's and Managers are responsible for identifying and recording all pieces of equipment within their departments that require testing and for managing the introduction of "personal" electrical equipment that may not be listed in the register

Equipment Maintenance – Curriculum

- HoD's are responsible for ensuring that maintenance of equipment used in their areas of the curriculum is identified and implemented
- Maintenance is carried out by external specialists, in accordance with the appropriate regulatory requirements and records maintained by the Site Manager

Ladders and Access Equipment

- The caretaking team are responsible for the inspection and maintenance of ladders and other access equipment in accordance with the *Provision and Use of Work Equipment Regulations 1998*
- All equipment under this category must carry an up to date annual inspection label

Premises Management

Supervision of Pupils

- Pupils must be supervised at all times when around the school. Procedures for safeguarding are detailed in the staff handbook and in the pupil welfare book. Teachers must always be in the classroom when there is a lesson in progress. Student support are available on corridors along with on-call staff, and staff are present in communal areas during break and lunch times

- Copies of the booklets are available to all staff at the start of the year, and copies are available on the intranet. Any changes in the structure of staff cover / duty will be communicated by the use of the cover list, which is published each morning

Security and Visitors

- All staff are provided with and asked to wear a St. Peter's RC High School identification badge when on school premises
- During term time, access for visitors is operated under the supervision of the Reception / School Office. Debbie Phillips, school receptionist, is responsible for signing visitors in and out and the communication of information on Health and Safety and Safeguarding
- All visitors must report to the main reception where they will be asked to sign in using the Inentry system, which will produce a badge with a picture.
- During the holiday periods ALL people accessing school buildings or the school site are asked to sign in at Reception using the Inentry system, and wear their identification badge at all times
- All building contractors come under the supervision of the Site Manager or his nominee

Vehicles on Site / Parking

- There is limited visitor parking available at the school
- Designated disabled parking spaces are available outside the front entrance next to the RE Education Centre
- All vehicles are left at their owners risk, and St. Peter's will not be held responsible for any loss or damage that occurs

Building Maintenance

- General building maintenance is carried out under the remit of the Caretaking Team, overseen by the Facilities Manager
- Where required, external specialists / consultants will be used
- The Facilities Manager is responsible for ensuring that all identified general building maintenance and compliance with all statutory requirements pertaining to buildings maintenance is carried out

Asbestos

The school contains no asbestos as it was built after the 1999 ban on its use in construction. Therefore the premises and buildings within it are exempt from the *Control of Asbestos Regulations 2012* (formally the EU directive on exposure to Asbestos [Directive 2009/148/EC])

Legionella

An external consultant is employed to regularly assess the risks associated with potential legionella proliferation in the hot and cold water services and at risk water systems in accordance with the Guidance on Legionnaires Disease – The Control of Legionella Bacteria in Water Systems. **(New Shared Area / Health and Safety / Staff Information / L8 – Legionnaires disease ACoP)**

Control of Contractors

- All contractors must sign in and acquire identification from the main reception, then report to the Facilities Manager or his nominee
- Contractors will be issued with guidance on fire procedures, and any other relevant information that would affect them during their visit
- The Facilities Manager is responsible for monitoring areas where the contractors' work may directly affect staff and pupils, and ensuring that the appropriate precautions are taken to ensure the safety of staff and pupils whilst work is carried out and for keeping records of all contractor work

Risk Management

Risk assessments are a legal requirement under the *Health and Safety at Work Act 1974* and *Management of Health and Safety at Work Regulations 1999*

Training

- A comprehensive step by step training guide is documented In ***Risk Assessment Procedures*** which closely follows the HSE guidelines – Five Steps to Risk Assessment
- Periodic training is provided to all relevant Health and Safety staff using an external consultant

Generic

- Generic Risk Assessments are coordinated by the Health and Safety Advisor in conjunction with the Health and Safety Manager and through communication with the Health and Safety Committee
- These generic documents address safety issues with regards to
 - Classrooms
 - Playground areas
 - Movement between buildings
 - Intruders

- Entrance points

Maternity

- Using the generic ***Maternity Risk Assessment*** as a starting point, a risk assessment will be carried out by each HoD or senior manager with support from the Assistant Head and the Health and Safety Manager
- This encourages reference to the specific needs of the individual member of staff, taking into consideration departmental factors that may increase the risk of harm to mother and baby

Curriculum Activities

- Risk assessments for curriculum activities will be carried out by the Health and Safety Coordinator in liaison with HoD's , departmental members and referencing current relevant legislation
- Specific reference, where applicable will be made to statutory guidelines e.g. CLEAPPS for Science
- Departmental risk assessments form an integral part of department handbooks, a copy of which is distributed to every member of staff

Fire

- A fire risk assessment is carried out by an external consultant every two years in accordance with the requirements of the *Regulatory Reform (Fire Safety) Order 2005*
- Any resulting comments form part of an action plan, and an interim audit is carried out every year to monitor progress

Manual Handling

- Using the generic Manual Handling Risk Assessment as a starting point, an individual assessment must be carried out by the HoD or Health and Safety Manager and the risk assessment adapted accordingly
- This allows for departmental specific manual handling risks to be addressed

Display Screen Equipment

- DSE risk assessments are carried out in accordance with the *Health and Safety (Display Screen Equipment) Regulations 1992*

Hazardous Substances

- Departmental risk assessments will identify hazardous substances and the appropriate control measures required for their safe management

Other

Management of Medicines

- Prescription medicines will be administered to pupils following guidance given in the school ***Medicines Policy***
- Any over the counter medicines (non-prescription) will be allowed in to school and stored for pupil administration at the discretion of HoY's and the First Aid Coordinator.

Educational Visits

- Any educational visit will be organised in accordance with ***Educational Visits Guidelines***

This Policy and all others are available on: **New Staff Shared/Health and Safety/Policies.**

It is reviewed at least annually, prior to the start of each academic year, or in the event of any change to procedures and/or personnel. If at any time, a member of staff has any concerns regarding the content of this policy – or any other – they are asked to contact the Health and Safety Manager