

Bishop Challoner Catholic College



Next Review

November 2022

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1 Year

Committee

Premises

Ratified

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Approved

Staff Owner

E. O'Connor

Government/DfE Requirement

Statutory

Health and Safety Policy

HEALTH AND SAFETY POLICY

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SECTION ONE – HEALTH AND SAFETY POLICY

1.1 Introduction

Bishop Challoner Catholic College is committed to maintaining a healthy and safe place of work for employees, as well as taking all reasonable steps to ensure that students, parents/carers, members of the public and the environment (that may be affected by its work) are exposed to the lowest practicable level of risk.

The Governing Body recognises that:

- it has a moral duty to take all reasonable steps to prevent people being harmed;
- accidents cost money, particularly in terms of lost time, repairs and investigations, and increasingly such costs have to be met from limited budgets;
- it has a legal duty imposed by the Health and Safety At Work Act and other Regulations to provide a safe place of work, safe plant and equipment, safe systems of work, a safe working environment, adequate facilities, safe methods of handling, storing and transporting goods, information, instruction and training; and take reasonable care of the health and safety of others.
- The Every Child Matters agenda stipulates the entitlement of Students to a healthy and safe environment

High standards of health and safety reduce harm and losses, improve our overall performance and make good business sense.

1.2 General Statement of Policy

This is a policy statement for the Health and Safety arrangements, and the subsequent implementation of these at Bishop Challoner Catholic College.

Aims

We aim to:

- Provide and maintain a safe and healthy environment throughout the College site and safe means of entry and exit from it
- Establish and maintain safe working procedures amongst Staff, Students, Volunteers and all those on the Bishop Challoner Catholic College site.
- Ensure safe measures of using, storing and transporting articles and substances
- Provide safe systems for the control of noise, toxic and corrosive substances dust and vapours under the control of Bishop Challoner Catholic College.
- Formulate effective procedures for use in case of fire and other emergencies and for evacuation at Bishop Challoner Catholic College premises.
- Lay down procedures in case of accidents and medical treatments

STATEMENT OF INTENT

The Governing Body of Bishop Challoner Catholic College will meet its responsibilities under the Health and Safety at Work Act and other health and safety legislation to provide safe and healthy working conditions for employees, and to ensure that their work does not adversely affect the health and safety of other people such as Students, Parents/Carers, Visitors and Contractors. Details of how this will be done are given in this health and safety statement.

The Governing Body will ensure that effective consultation takes place with all employees on health and safety matters and that individuals are consulted before allocating particular health and safety functions to them.

Where necessary the Governing Body will seek specialist advice to determine the risks to health and safety in the Bishop Challoner Catholic College and the precautions required to deal with them.

The Governing Body will provide sufficient information and training in health and safety matters to all employees in respect to the risk to their health and safety.

The Governing Body requires the support of all staff to enable the maintenance of high standards of health and safety in all the Bishop Challoner Catholic College activities.

This Statement includes a description of the Bishop Challoner Catholic College organisation and its arrangements for dealing with different areas of risk. Details of how these areas of risk will be addressed are given in the arrangements section.

..... Principal

..... Chair of Governors

..... Date

SECTION TWO: ORGANISATION AND RESPONSIBILITIES

2.1 Who is responsible?

The Health and Safety at Work Act 1974, requires governors, and employees according to their particular roles, to take the initiative on certain matters.

The Bishop Challoner Catholic College will use its established lines of responsibility and organisation to authorise and give executive direction to its policy for health and safety. Specific responsibilities cannot be evaded by delegation to others.

The Principal has the day-to-day responsibility for Health and Safety matters in the Bishop Challoner Catholic College. More detailed responsibilities are set out below.

2.2 Responsibilities of the Governing Body

The Governing Body is responsible for:

- Complying with the Bishop Challoner Catholic College Health and Safety policy and Arrangements;
- Formulating and ratifying the Bishop Challoner Catholic College Health and Safety Statement and health and safety plan;
- Regularly reviewing health and safety arrangements (at least once annually) and implementing new arrangements where necessary;
- Ensuring that the site and premises are maintained in a safe condition and that appropriate funding is allocated to this end from the Bishop Challoner Catholic College delegated budget;
- Ensuring that risk assessments are made and recorded of all the Bishop Challoner Catholic College work activities including those off site which could constitute a significant risk to the health and safety of employees or other persons;
- Prioritising action on health and safety matters where resources are required from the Bishop Challoner Catholic College budget, seeking further advice where necessary and ensuring that action is taken;
- Seeking specialist advice on health and safety which the Bishop Challoner Catholic College may not feel competent to deal with;
- Promoting high standards of health and safety within the Bishop Challoner Catholic College;
- Active and reactive monitoring health and safety matters within the Bishop Challoner Catholic College including health and safety inspection reports and accident reports;

2.3 Responsibilities of the Principal/Premises Manager/Vice Principal

The Principal has overall responsibility to the Governing Body for health and safety at Bishop Challoner Catholic College. However, the day to day management of health and safety matters may be delegated to the Premises Manager, working in consultation with the Vice Principal, to ensure that the Bishop Challoner Catholic College health and safety is managed in accordance with the health and safety policy and ensuring the health and safety arrangements are carried out in practice. The Premises Manager will work with the Vice Principal to lead on all operational health and safety issues.

Health and Safety Policy

The Premises Manager, working in consultation with the Vice Principal, will:

- Ensure competent people are appointed to provide advice and guidance on health and safety.
- Ensure arrangements are in place to monitor, inspect, audit and review health and safety activities.
- Ensure there are effective arrangements for consulting with employees on health, safety and welfare issues and for promoting collaborative working with trade Union appointed Health and Safety Representatives
- Ensure that a suitable training programme is maintained that addresses the needs of staff at all levels.

2.4 Responsibilities of the Senior Vice Principals, Vice Principals, and Assistant Principals.

Responsible for:

- The day to day management of health and safety within their areas of line management responsibility in accordance with the health and safety policy;
- Ensuring follow up and remedial action is taken following health and safety inspections;
- Passing on health and safety information received to the appropriate people;
- Acting on health and safety reports from above and below in the hierarchy;
- Identifying health and safety training needs through performance management when appropriate;
- Ensuring that planning and Curriculum reflects Health and Safety of all stakeholders

2.5 Heads of Department / Service Managers

Responsibility for implementing operational health and safety rests with service managers who ensure that policies, procedures and safe systems of work are implemented on a daily basis. Managers are responsible for health and safety in their particular area of responsibility and will:

- Promote a positive and proactive approach to health and safety.
- Implement and communicate the Bishop Challoner Catholic College Health and Safety Policies and safe systems of work.
- Ensure that contractors, customers and visitors are aware of safety procedures. This includes ensuring that contractors are competent to carry out their work safely with minimal risk to themselves and others.
- Ensure risk assessments are undertaken for work activities they control, in consultation with their employees.
- Develop, implement and review safe working practices to satisfy themselves that appropriate and sufficient control measures are in place to remove or reduce the risks to as low a level as reasonably practicable.
- Ensure that they and their staff have adequate levels of training, instruction and supervision to work safely with minimal risk to themselves or others, paying particular attention to young employees and new starters.
- Ensure induction training is provided for all new staff, including temporary staff to ensure that they are aware of the emergency procedures and any significant risks within the workplace.
- Make sure all work-related accidents or incidents, including near misses are investigated and reported and any necessary remedial action is taken.
- Ensure that work place inspections are carried out, at reasonable intervals, to ensure that the working environment and equipment are safe and adequately maintained.
- Make sure that emergency procedures are effective, practised and communicated to anyone who may be affected.

2.6 Premises Team

Health and safety law requires the appointment of one or more “competent” persons to help employers to comply with legislation. At Bishop Challoner Catholic College this role is fulfilled by the Premises Manager, working in consultation with the Vice Principal.

This includes acquiring advice from a competent Health and Safety professional body – at this time it will be Birmingham City Council.

The Premises Team will:

- Act as the first point of contact for the Health and Safety Executive (HSE).
- Maintain the Bishop Challoner Catholic College health and safety management system, providing advice, support and guidance on all aspects of the Health and Safety.
- Develop H&S policies, procedures and standards to ensure that consistent and effective health and safety practices exist across the College.
- Maintain up to date knowledge of health and safety legislation and best practice and how this affects the college.
- Carry out a programme of audits and inspections to ensure that the Bishop Challoner Catholic College Health and Safety Policies are complied with.
- Undertake specialist risk assessments, where appropriate.
- Review reports of any accidents and compile statistics to identify causes and trends and make recommendations to improve performance.
- Where appropriate, conduct impartial accident investigations and prepare reports of such investigations, with recommendations to prevent recurrence.
- Assist in the development of health and safety awareness and training.
- In an emergency / potentially dangerous situation intervene and stop activities where unsafe practices, methods or processes present an immediate danger of serious injury. Any such action will be reported to the appropriate head of department as soon as possible.
- Monitor purchasing and maintenance of equipment and materials and ensuring that it complies with current health and safety standards;
- Monitor contractors and ensuring that only competent, approved contractors are engaged to work on the Bishop Challoner Catholic College site;
- Ensure that the Statutory Testing Log and Asbestos Log are kept up to date;
- Ensure that emergency drills and procedures are carried out regularly and monitored for effectiveness;
- Monitor contractors on site and ensuring they consult the asbestos log.

2.7 Responsibilities of Risk Assessors

Although a management responsibility, nominated Risk Assessors will usually undertake workplace risk assessments. A Risk Assessor is a member of staff who has undergone training to give them the required knowledge and skills to undertake health and safety risk assessments i.e. they are competent. Risk Assessors will:

- Attend appropriate training before carrying out any risk assessments.
- Carry out risk assessments as directed by their Manager.
- Make a record of the risk assessment using a written record of the risk assessment using Bishop Challoner Catholic College documentation.
- Communicate the findings of the risk assessment to the relevant Manager.
- Where risks are not adequately controlled, develop an action plan with the appropriate Manager.
- Conduct inspections of the workplace at least once per term, to ensure that the working environment and equipment are safe and adequately maintained.
- Inform Managers of any additional hazards they become aware of.
- Seek further advice/support and expertise where required.

2.8 The Responsibilities of all Employees in College

Whilst it is acknowledged that the ultimate responsibility for Health and Safety matters in Bishop Challoner Catholic College rests with the Principal and Governing Body all staff in Bishop Challoner Catholic College have a clear responsibility in ensuring the effective delivery of this policy.

Health and safety laws require all employees, wherever they work, to do certain things to help Bishop Challoner Catholic College maintain and improve health and safety standards. This means that employees must:

- Take reasonable care of the health and safety of themselves, fellow employees and other persons who may be affected by their acts or omissions
- Co-operate with and support Bishop Challoner Catholic College managers and other employees, in meeting their health and safety legal responsibilities.
- Undertake any required training and only use tools, machinery, plant, vehicles or equipment that they are trained to use.
- Take all suitable safety precautions and carry out work in accordance with the information, instruction and training they have received (written or verbal).
- Make use of, wear and take good care of anything (including equipment and protective clothing) provided for the purposes of health and safety.
- Maintain tools, machinery, plant, vehicles and equipment in a good condition, only use them for the purpose intended and withdraw from use anything that is considered unsafe.
- Report defects, malfunctions, hazards, accidents, incidents, "near misses" and anything thought to be dangerous to their Manager and/or Health and Safety Representative without delay.
- Be sensibly and safely dressed for their particular working conditions.
- Follow laid down emergency procedures and be aware of the position of fire alarms, first aid equipment and the identity of First Aid Officers.
- Tell their line manager (in confidence) about any personal conditions, which could increase the likelihood or impact of an accident or incident.

Employees should not undertake potentially hazardous tasks for which they have not been trained. If anyone feels that they have received inadequate training or information before being exposed to new or increased risks, the matter should be raised with their line manager who will bring it to the attention of the Principal or Premises Manager and Vice Principal.

SECTION THREE - HEALTH AND SAFETY ARRANGEMENTS

The following section explains the day-to-day arrangements that are in place for the management of health and safety across Bishop Challoner Catholic College.

3.1 Health and Safety Policies

This overall Health and Safety Policy is supported by a number of other operational policies, which provide more detailed guidance on certain aspects of health and safety. These documents do not supersede this overall Policy, but should be read in conjunction with it.

Further policies and guidance will be produced as required by changes in legislation or in line with best practice.

All health and safety policies will be reviewed by the Premises Manager who will consult with the Vice Principal and, where appropriate, ensure that any Governing Body approval is obtained, prior to publication.

3.2 Organisation

3.2.1 Roles and Responsibilities

Specific health and safety roles and responsibilities are detailed in **Section 2** of this document.

Bishop Challoner Catholic College supports and encourages employee participation in health and safety. We recognise that active employee involvement helps to:

- promote a positive health and safety culture;
- develop effective risk control measures and realistic safe systems of work;
- reduce accidents and work related ill health.

3.3 Consultation

To achieve this participation we will promote open and constructive consultation with employees and their nominated representatives. This includes the requirements as set out in the Safety Representatives and Safety Committees Regulations 1977 (as amended) and Health and Safety (Consultation with Employees) Regulations 1996 (as amended).

Health & Safety is a recurrent Agenda item on the weekly Senior Management Team meeting, and is a standing item on the Governors' Premises Committee meeting held termly.

3.4 Information, Instruction and Training

So far as is reasonably practicable, Bishop Challoner Catholic College will provide suitable and sufficient information, instruction and training to all employees. This includes the following:

- induction information and training for new employees;
- provision and dissemination of health and safety information in team briefings, newsletters, leaflets, posters and other appropriate methods;
- training, as appropriate, on a range of health and safety issues;

Additionally, every opportunity will be taken to raise awareness and understanding of health and safety. This will include opportunities that arise through undertaking audits and inspections, involvement in accident investigations and face to face communication in other meetings.

This Health and Safety Policy (and any future revisions) will be communicated as appropriate, to ensure that all managers and staff are aware of its existence and their responsibilities.

3.5 Policy Implementation

Heads of Department have operational responsibility for ensuring that Bishop Challoner Catholic College health and safety policies are implemented.

All Managers have a responsibility to implement and communicate Bishop Challoner Catholic College Health and Safety Policies, Health and Safety procedures and safe systems of work. This includes ensuring that inspections of premises, plant and equipment are undertaken in line with statutory guidance and best practice, to provide assurance that the agreed safety arrangements are being followed and are appropriate and effective.

On a day-to-day basis all employees have a responsibility to ensure, so far as is reasonably practicable, that work is carried out in accordance with the Bishop Challoner Catholic College policies.

The Senior Management Team may undertake a risk-based programme of audits and inspections to ensure that heads of department fulfil their responsibilities.

3.6 Measuring Performance

Health and safety performance will be measured by:

- monitoring performance standards;
- regular auditing and undertaking inspections;
- accident/incident reporting and investigation;
- liaising with HRE and Occupational Health to check the effectiveness of health surveillance and detect early signs of risks to health.

3.7 Reviewing / Monitoring Performance

Performance will be measured against health and safety performance indicators and targets and reported at fortnightly Premises Team meetings, weekly SMT meetings and to Governors on a regular basis.

The Governing Body recognises the importance of monitoring health and safety matters. Monitoring will be carried out in a number of ways.

The Governors may call for reports on:

- Accident / incidents
- Results of internal or external health and safety inspections
- Maintenance reports
- Complaints, hazards and defects reports
- Reviews of any procedures carried out by the Principal
- Analysis of First Aid Accident books

The Principal shall provide such reports as required by the Governing Body as part of his management of Bishop Challoner Catholic College. Health & Safety is a standing Agenda Item at every Governors' Premises Committee Meeting.

The Governing Body will ensure that all reasonable inspection facilities and information are provided on request to officers of the Authority, Inspectors of the Health and Safety Executive and to any other *bona fide* health and safety officials.

3.8 Auditing

The Senior Leadership Team may undertake a risk based programme of audits across all areas of Bishop Challoner Catholic College to ensure that health and safety policies are implemented and that (as far as is reasonably practicable) safe working practices operate.

The Annual Statutory Testing return will be submitted to the Local Authority by the requested dates and is available for inspection.

Bishop Challoner use Concept Educations Services Ltd to help monitor our testing processes and timescales.

3.9 Equalities

This Policy has been subject to an Equalities Assessment.

3.10 Planned Date of Review

This Policy will be reviewed annually.