



**St. Cuthbert's**  
Roman Catholic High School

# **WHOLE SCHOOL POLICY & PROCEDURES**

## **HEALTH & SAFETY**



### **Mission Statement**

*'The Lord God requires of us that we should help others whenever we can,  
always make the right choices and be the best that we can be in everything that we do'.*

Policy: Health & Safety

Type: School Policy

Website: No

Author: Mrs D Rowley

Approved: 14.11.19

Next Review: November 20

Frequency: Annual

Delegated: Committee

Notes:

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## 1. Roles and responsibilities

The Governing body has ultimate responsibility for health and safety matters in school but delegate day-to-day responsibility to the Headteacher.

1.1. The headteacher is responsible for:

- The day-to-day development and implementation of safe working practices and conditions for all staff, pupils and visitors.
- Ensuring that the school acts in accordance with the Health and Safety Policy and has effective arrangements for managing health and safety risks at the school.
- Designating a health and safety officer to be responsible for the implementation of the Health and Safety Policy.
- Ensuring that all staff members have signed the relevant statements of agreement, confirming that they have read and understood the necessary health and safety related policies and procedures.
- Maintaining effective communications with the LA (or equivalent), governors and the school workforce.
- Giving clear information to pupils and visitors, including contractors, regarding the significant risks on site.
- Ensuring that staff members have undergone the appropriate training to deal with risks in their areas of responsibility.
- Consulting and working with recognised safety consultants and representatives.
- Making sure that all staff members understand their responsibilities and how to access support and advice to help them manage risks responsibly.
- Ensuring that class sizes are appropriate.
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1.2. The governing body has ultimate responsible for:

- Ensuring there is a detailed and enforceable policy regarding health and safety.
- Taking reasonable steps to ensure that the school and its employees are following the Health and Safety Policy and relevant procedures, e.g. reviewing accident or injury reports.
- Periodically assessing the effectiveness of the policy and ensuring that any necessary changes are made.
- Creating and monitoring a management structure responsible for health and safety in the school, e.g. the health and safety officer, headteacher and site manager.

- Ensuring that staff members receive adequate training to enable them to carry out their responsibilities.
- Promoting a sensible approach to health and safety, accessing and making use of competent health and safety advice when required.
- Working in close partnership with the headteacher and SLT to support sensible health and safety management, as well as to challenge this management when necessary.
- Tackling risk aversion by providing a wider sense of perspective and helping the school to get the balance right on managing risk.
- Providing equipment, grounds and systems of work that are safe to use.
- Identifying risks relating to possible accidents and injuries and making reasonable adjustments to prevent them occurring.
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1.3. The SLT are responsible for:

- Ensuring that staff and visitors are aware of the on-site procedures and necessary precautions to follow in relation to health and safety.
- Implementing, monitoring and reviewing health and safety training procedures.
- Advising contractor of site-specific risks and overseeing their activities on site.
- Ensuring that staff members follow the accident and incident reporting procedure.
- Leading the risk management arrangements in their department.

1.4. The health and safety officer is responsible for:

- Assisting with the creation and implementation of this policy.
- Investigating accidents and incidents, to understand causes and amend risk assessments as required.
- Being the designated contact with the LA and the HSE where necessary.
- Supporting staff with any queries or concerns regarding health and safety.
- Identifying hazards by conducting risk assessments.
- Ensuring all equipment and machinery is suitable and safe to use.
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1.5. All members of staff are responsible for:

- Acting in accordance with the school's Health and Safety Policy at all times.
- Taking reasonable care of their own health and safety, as well as that of others, including pupils, parents and visitors.

- Cooperating with fellow members of staff on health and safety matters to keep the workplace safe.
- Raising health and safety concerns in line with the school's Health and Safety Policy.
- Carrying out their work in accordance with training and instructions.
- Seeking assistance and advice from the health and safety officer, where required.
- Informing the headteacher of any work situation representing a serious and immediate danger, so that remedial action can be taken.
- Familiarising themselves with the Health and Safety Policy and aspects of their work related to health and safety.
- Avoiding any conduct that puts themselves or others at risk.
- Familiarising themselves with all requirements laid down by the governing body.
- Ensuring all machinery and equipment is in good working order and safe to use, including adequate guards – staff will also not allow improper use of such equipment.
- Using the correct equipment and tools for the job and any protective clothing required..
- Ensuring that they wear appropriate work wear, with limited jewellery, to reduce the amount of potential risks.
- Ensuring any toxic, hazardous or flammable substances are used correctly, and stored and labelled as appropriate.
- Reporting any defects in equipment or facilities to the designated health and safety officer.
- Taking an interest in health and safety matters, making suggestions as to how the school can reduce the risk of injuries, illnesses and accidents.
- Exercising good standards of housekeeping and cleanliness.
- Adhering to their common law duty to act as a prudent parent would when in charge of pupils.
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## **2. Accident reporting procedure**

- 2.1. Accidents should be reported using the standard Accident Report Form.
- 2.2. All accidents and incidents, including near-misses or dangerous occurrences, should be reported as soon as possible to Derek Miller who is the school's nominated health and safety officer. These can also be reported electronically using the Helpdesk option on the Staff Home Page.

- 2.3. Should an incident require reporting to the Incident Control Centre (ICC), the health and safety officer, or a person appointed on their behalf, needs to file a report as soon as is reasonably possible by using the relevant format on the [HSE website](#).
- 2.4. The health and safety officer is responsible for informing the Headteacher of any accidents that are fatal or classed as a “major injury” as defined by the HSE.
- 2.5. Fatal and specified injuries should be reported using the telephone service on 0345 3009923 (open Monday to Friday 8:30am to 5pm).

### **3. First aid**

- 3.1. First aid will only be provided by trained first aiders.
- 3.2. Within the school, the following staff members include designated first aiders:
  - Kelly Fairbrother
  - Mandy Royle
  - Rebecca Barlow
  - Derek Miller
  - Michelle Miller
  - Claire Turner
- 3.3. First aid – Locations
  - Pastoral Office
  - Room 120 (Kelly’s Office)
  - Kitchen
  - Food Technology
  - Technology
  - P.E. Office
  - Science Tech Room
  - Emergency Inhaler Kit Room 120
  - Emergency Epipen Kit Room 120 (Awaiting delivery)
  - Defibrillator 1 – Outside pastoral Office
  - Defibrillator 2 – Outside P.E. Office

## **4. Slips, trips and falls**

- 4.1. In line with HSE guidance, control measures are in place to effectively control slip and trip risks. In order to reduce the number of slips, trips and falls, staff members need to do the following:
  - Identify the hazards – risk factors considered include:
    - Environmental (floor, steps, slopes, etc.)
    - Contamination (water, food, litter, etc.)
    - Organisational (task, safety, culture, etc.)
    - Footwear (ensuring it is appropriate)
    - Individual factors (rain, supervision, pedestrian behaviour, etc.)
  - Decide who might be harmed and how
  - Consider the risks and decide if existing precautions are sufficient, or if further measures need to be introduced
  - Record the findings
  - Review the risk assessment regularly and revise if necessary
- 4.2. Any incidents involving a slip, trip or fall needs to be recorded using the school's Accident Report Form following the procedures in section 3.
- 4.3. The first aider treating an injury should contact the emergency services as necessary, or direct a staff member to do so while they tend to the injured party.
- 4.4. If there is no first aider immediately available, a common-sense judgement will need to be made by those attending the injured party regarding whether to contact the emergency services.

## **5. Working at heights**

- 5.1. Staff members must act in accordance with working at heights procedures when undertaking tasks.
  - The site team retains ladders for working at height.
  - Staff will wear appropriate footwear and clothing when using ladders.
  - Before using a ladder, staff are expected to conduct a visual inspection to ensure its safety

## **6. Control of substances hazardous to health (COSHH)**

- 6.1. All staff members must adhere to the Control of Substances Hazardous to Health Regulations (COSHH) 2002 (as amended).
- 6.2. All equipment, materials and substances that could be hazardous to health will be held in appropriate containers and areas, conforming to health and safety regulations.
- 6.3. Staff members must not use any hazardous substance without receiving permission from the headteacher.
- 6.4. Any concerns regarding hazardous substances need to be reported to the headteacher or a member of the SLT immediately.
- 6.5. It is important for all staff to ensure that low toxic products, such as corrective fluid and aerosol paints, are stored securely and only used under supervision in a well-ventilated area.

## **7. Cleanliness and infection control**

- 7.1. Staff members will ensure that they keep their work stations and classrooms in a clean, tidy and orderly manner.
- 7.2. Special consideration should be given when cleaning hygiene areas, such as the classroom sink.
- 7.3. Special consideration will be given to the disposal of laboratory materials and clinical waste. Where in doubt, staff members should contact the site manager for further guidance.
- 7.4. Staff must immediately clean any spillages of bodily fluids with a combination of detergent and disinfectant whilst wearing appropriate personal protective equipment (PPE).
- 7.5. A spillage kit can be found in the site manager's office – this kit will be used to clean up any bodily fluid spillages. The site manager is responsible for keeping the kit fully stocked.
- 7.6. Staff members will be aware that mops are not to be used to clean up bodily fluid spillages; instead the equipment found in the spillage kit will be used, e.g. paper towels and cloths, and disposed of immediately.
- 7.7. Pupils should be discouraged from stroking any stray animals which may come onto the school premises.
- 7.8. All staff members need to be aware of any pupils displaying signs of infection, such as rashes, vomiting or diarrhoea. Any pupils or staff members with these symptoms need to be sent home and advised to see a doctor.

- 7.9. No member of staff or pupil should return to the school until they are no longer infectious, e.g. when they are feeling better or, in more serious cases, following advice from a doctor.
- 7.10. All staff must undergo a full occupational health check before starting employment at the school.
- 7.11. Any cuts and abrasions a staff member has should be covered with a waterproof dressing.

## **8. Safety equipment**

- 8.1. Staff members should undertake an assessment of their workstation on a termly basis – e.g. visual electrical inspections.
- 8.2. PPE must be used appropriately, such as when using hazardous equipment.
- 8.3. All PPE should be stored in a secure, yet accessible, location near any relevant equipment.
- 8.4. Staff members are responsible for the condition of their own PPE and display screen equipment (DSE).
- 8.5. In the event that DSE or PPE is needed, staff members should contact the site manager.

## **9. Educational trips and visits**

- 9.1. When organising educational trips and visits, the staff member leading the trip must ensure that a thorough risk assessment is undertaken.
- 9.2. In the event that an accident occurs, or an injury is received whilst on a trip or visit, staff members should follow the same procedure they would at school, ensuring that they act in accordance with the school's First Aid Policy and school procedures.
- 9.3. Staff members must ensure that sufficient first aid equipment is accessible at all times whilst on the trip or visit.
- 9.4. A suitable number of first aid trained staff members must be present on the trip.

## **10. Lone working**

Lone working may include late working, home visits, working in a single occupancy office. If lone working is to be undertaken, as colleague, friend or family member will be informed about where the member of staff is and when they are likely to return.

The lone worker will ensure that they are medically fit to work alone.

Potentially dangerous activities will not be undertaken when working alone. If there are any doubts about the task to be performed then the task will be postponed until other staff members are available.

## **11. Risk assessments**

- 11.1. Risk assessments should be used to identify all defects and potential risks, along with the necessary solutions or control measures, regarding all aspects of school life.
- 11.2. The headteacher has overall responsibility for ensuring potential hazards are identified and risk assessments are completed for all areas of risk in the school.
- 11.3. Staff members should identify any potential hazards to the headteacher or SLT.
- 11.4. All staff members need to ensure that their classroom risk assessment and any other relevant risk assessment are up-to-date.
- 11.5. The governing board is informed of any risk assessments, allowing issues to be prioritised and actions to be authorised, along with funds and resources.
- 11.6. A designated member of staff is responsible for ensuring that risk assessments are completed by staff leading day trips or residential stays.
- 11.7. Regular risk assessments of high-risk areas, such as laboratories, need to be undertaken and risk assessments must be conducted annually for all other areas of the school.

## **12. Fire safety**

- 12.1. Staff members should be informed of the relevant fire procedures as part of their induction training.
- 12.2. The headteacher is responsible for ensuring that the procedure for fire drills and the use of fire extinguishers are made clear and understood by all staff.

- 12.3. All staff members must ensure that they fully understand and can effectively implement the school's Fire Evacuation Plan. For further information regarding the procedure, staff members should contact the headteacher or SLT.
- 12.4. Fire evacuation procedures are tested on a termly basis.
- 12.5. The site manager is responsible for testing fire alarms, firefighting equipment and emergency lighting on a regular basis. Records regarding this information are held in the Site Office.
- 12.6. All staff members are responsible for raising the fire alarm as soon as possible; however, will not be expected to fight fires. Staff members' duties are to protect the pupils of the school, i.e. evacuating them to the assembly point.

### **13. Reporting Health and Safety Concerns:**

- 13.1 All staff are responsible for reporting concerns. Please contact Derek Miller or another member of the Site Team with any urgent concerns. Non-urgent issues can be reported via the Helpdesk on the Staff Home Page.

