



St. Cuthbert's
Roman Catholic High School

WHOLE SCHOOL POLICY & PROCEDURES

**HEALTH & SAFETY
NOVEMBER 2021**



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

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Committee

Notes:

CONTENTS:

1. Roles and responsibilities	4
2. Accident reporting procedure	6
3. First aid.....	6
4. Slips, trips and falls	7
5. Working at heights	8
6. Control of substances hazardous to health (COSHH)	8
7. Cleanliness and infection control.....	8
8. Safety equipment.....	9
9. Educational trips and visits.....	9
10. Lone working	9
11. Risk assessments	10
12. Fire safety.....	10
13. Reporting Health and Safety Concerns	11
14. Covid	11

At St Cuthbert's RC High School, we are committed to ensuring the health and safety of pupils, parents, visitors and staff members. As a school, we are committed to:

- Providing a productive and safe learning environment.
- Preventing accidents and any work-related illnesses.
- Acting in compliance with all statutory requirements.
- Minimising risks via assessment and policy.
- Providing safe working equipment and ensuring safe working methods.
- Including all staff and representatives in health and safety decisions.
- Monitoring and reviewing our policies to ensure effectiveness.
- Setting high targets and objectives to develop the school's culture of continuous improvement.
- Ensuring adequate welfare facilities are available throughout our school.
- Ensuring adequate resources are available to address health and safety issues, so far as is reasonably practicable.

To achieve this, staff members must ensure that they understand, and can correctly implement, the school's Health and Safety Policy and associated procedures.

Signed:

_____ Headteacher _____ Date

_____ Chair of Governors _____ Date

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:

- 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.

1.2. The Governing Body has ultimate responsible for:

- 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
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.

1.3. The SLT are responsible for:

- 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:

- 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.

1.5. All members of staff are responsible for:

- 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.

2. Accident reporting procedure

2.1. Accidents should be reported using the standard Accident Report Form.

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.

2.5.

3.1. First aid will only be provided by trained first aiders.

3.2.

- Mandy Royle
- Rebecca Barlow
- Derek Miller

- Michelle Miller
- Claire Turner

3.3. First aid – Locations

- Kitchen
- Food Technology
- Technology
- P.E. Office
- Science Tech Room
- Emergency Inhaler Kit Room Well Being Office
- Emergency Epipen Kit Room Well Being Office
- Defibrillator 1 – Outside Pupil Support
- 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:

- 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.

5.1. Staff members must act in accordance with working at heights procedures when undertaking tasks.

- 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.

6.3.

6.4.

6.5.

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.

7.3.

7.4.

7.5.

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.

7.8.

7.9.

7.10. All staff must undergo a full occupational health check before starting employment at the school.

7.11.

8.1. Staff members should undertake an assessment of their workstation on a termly basis – e.g. visual electrical inspections.

8.2.

8.3.

8.4.

8.5.

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.

9.3.

9.4.

Lone working may include late working, home visits, working in a single occupancy office. If lone working is to be undertaken, a 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.

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11.3.

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11.6.

11.7.

12.1. Staff members should be informed of the relevant fire procedures as part of their induction training.

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12.4.

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12.6.

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.

14. Covid

A complete risk assessment in light of the Covid pandemic has been completed and approved by the LA to ensure the safety of the pupils, staff and the school community. This was based on the most up to date information provided by the Public Health Agency (PHA) and the Rochdale Local Authority and appropriate action has been taken. Please request a copy from the school if required.

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