



St Joseph's Roman
Catholic High School

Health & Safety Policy

Jesus Christ is our family role model

Opening our hearts and minds to dream the impossible and
achieve beyond our wildest imagination

Everybody is valued and respected

Young and old will journey together to build God's Kingdom

Striving for academic excellence and celebrating success in all
we do

Approved by Governors:

March 2023

Date for Review: March 2024

Version Control

Current Version	Previous Version	Summary of Changes Made
March 2021	Oct 2020	6. Arrangements, work equipment, Sports Equipment section added
Feb 2022	March 2021	Section 6 Added- Hot Works
Feb 2023	Feb 22	Updates to responsibilities, arrangements to Health and Safety

Policy Impact Statement

Policy:

This Policy has been implemented:

Fully	✓
Partially	
Occasionally	
Not at all (give reasons why)	

What revisions need to be made:

To the Policy?	
To its implementation?	

SCHOOL HEALTH & SAFETY POLICY

This policy will be reviewed each Summer Term, after a process of consultation with the Staff, Headteacher, Governors, Local Authority and any other appropriate agencies.

It will be presented to the Governing Body for ratification each Summer Term.

1 Policy Statement

The purpose of a written statement is to increase the awareness of staff and premises users of the school's policy on Health and Safety.

This policy statement supplements the Health and Safety policies which have been written by Bolton Council and has been prepared in accordance with the Health and Safety at Work Act 1974. The aim of the policy is to ensure that all practicable steps are taken to secure the health, safety and welfare of all persons using St Joseph's RC High School. The Governing Body and Headteacher recognises their responsibility to the health, safety and welfare of all staff, students and other persons visiting the school premises.

- 1.1 To establish and maintain in so far as is responsibly practicable:
 - i An environment which is safe and without risk to health.
 - ii Safe working procedures among staff and students.
 - iii Health and Safety arrangements for the handling, storage and transport of articles and substances.
 - iv Safe means of access to and egress from the school.
- 1.2 To ensure, so far as is reasonably practicable, the provision of information, instruction training and supervision to enable all staff and pupils to avoid hazards and contribute positively to their own Health and Safety.
- 1.3 To teach safety as part of the curriculum.
- 1.4 To formulate effective procedures for use in the case of an accident.
- 1.5 To lay down procedures to be followed in the case of accident.
- 1.6 To provide and maintain, so far as is reasonably practicable, adequate welfare facilities for staff and pupils.
- 1.7 To provide an effective system of reporting and recording accidents, dangerous occurrences and potential hazards to Health and Safety.
- 1.8 To lay down effective procedures to be followed in the case of communicable illnesses and similar.

This policy is based on advice from the Department for Education on Health and safety in schools and the following legislation:

- [The Health and Safety at Work etc. Act 1974](#), which sets out the general duties employers have towards employees and duties relating to lettings
- [The Management of Health and Safety at Work Regulations 1992](#), which require employers to make an assessment of the risks to the health and safety of their employees
- [The Management of Health and Safety at Work Regulations 1999](#), which require employers to carry out risk assessments, make arrangements to implement necessary measures, and arrange for appropriate information and training
- [The Control of Substances Hazardous to Health Regulations 2002](#), which require employers to control substances that are hazardous to health
- [The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations \(RIDDOR\) 2013](#), which state that some accidents must be reported to the Health and Safety Executive and set out the timeframe for this and how long records of such accidents must be kept
- [The Health and Safety \(Display Screen Equipment\) Regulations 1992](#), which require employers to carry out digital screen equipment assessments and states users' entitlement to an eyesight test
- [The Gas Safety \(Installation and Use\) Regulations 1998](#), which require work on gas fittings to be carried out by someone on the Gas Safe Register
- [The Regulatory Reform \(Fire Safety\) Order 2005](#), which requires employers to take general fire precautions to ensure the safety of their staff
- [The Work at Height Regulations 2005](#), which requires employers to protect their staff from falls from height

2 Organisation for Health and Safety

2.1 Headteacher & Governors

The Headteacher is responsible for the day to day Health and Safety Management of the school and all staff directly employed by the school. This responsibility will include ensuring that staff are aware of the safety expectations and procedures which apply and also that they have access to detailed and specific regulations affecting their work. In particular, the Headteacher must be aware of the arrangements governing visits and general contractors whilst on the school premises.

The Local Authority may give a warning notice to any maintained school (community, community special, foundation, foundation special, voluntary aided or voluntary controlled) in its area where the safety (not the health of staff or students) is threatened by, for example, break down in discipline.

Aided Schools

In aided schools, the Governing Body has similar responsibilities as employers to those set out above for community schools. They have total responsibility for staff and visitors. The Local Authority will provide Health and Safety support and guidance.

Headteacher & Governors Roles

- Monitor the effectiveness of the health and safety policy.

- Make arrangements to ensure that all staff employed by the school and all other persons working on the premises, are aware of all policies, risk assessments and all other relevant Health and Safety information.
- Understand the Headteacher and Governor Responsibilities under the Health and Safety at Work Act, in relation to the roles and responsibilities of Bolton Council.
- Ensure that staff are aware of and seek advice in the event of an unusual situation which is likely to be a Health and Safety hazard.
- Make arrangements and implement the Local Authority's accident reporting procedure and ensure that staff are aware of the system.
- Ensure accidents are reported and investigated where necessary and ensure control measures are implemented.
- Develop and maintain safe working practices.
- Ensure that all staff are aware of the first aid arrangements and first aiders.
- Ensure the implementation of procedures in the event of fire and ensure that all staff are aware of their roles and responsibilities.
- Provide suitable induction training for all new staff.
- Identify Health and Safety training needs.
- Ensure all structural defects are reported to the Diocese and Local Authority.
- Ensure staff have an awareness of relevant Health and Safety legislation and their responsibilities as employees.
- Where personal protective equipment is identified as necessary, ensure it is provided and maintained.
- Ensure there are suitable provisions for contractors working on site.
- Understand the organisation, role and powers of Health and Safety Executive Inspectors.
- Recognise that the policy, risk assessments and practices are not static and ensure that the schools Health and Safety policies and procedures are updated and amended where necessary.
- Ensure that appropriate funds are allocated in the budget to ensure effective Health and Safety procedures, repairs and maintenance in the school.

2.2 The School Business Manager, Site Manager, Caretaking Staff and Day Cleaner

The School Business Manager, Site Manager, Caretaking Staff and Day Cleaner are key members of the school staff in that they are often the first person to notice health and safety hazards and are, in a large number of schools, the 'contact person/people' for reporting faults and liaising with contractors on site.

The School Business Manager has responsibility:

- i To develop Senior Leadership commitment to proportionate risk management and a school culture in which staff are risk aware but are confident and prepared to take acceptable risks in undertaking activities.
- ii To lead an organisational culture in which Health and Safety is prioritised across both the school and extended school services informing the school's strategy, planning decision making.

- iii To support and ensure well-being initiatives for all pupils and staff.
- iv To ensure that the school Health and Safety Policy is reviewed and includes the introduction of all Risk Assessment procedures advising all staff as appropriate.
- v To ensure that all members of staff, pupils and partner organisations on site are aware of their responsibilities for promoting safe working practices and the need to protect visitors who may be present.
- vi To ensure there are systems in place to ensure the installation and routine maintenance of equipment for fire protection and escape.
- vii To ensure emergency procedures are current and timely.
- viii To ensure that all accidents are reported and investigated and appropriate action taken to minimise the risk of recurrence.
- ix To join with others in promoting health and wellbeing amongst staff and pupils.
- x To work with the catering manager and catering consultants to ensure that menus are well balanced and include healthy options in line with statutory guidance.
- xi For organising Health and Safety training.

The Site Manager and Caretakers has a responsibility:

- i To undertake regular checks in order to ensure as far as is reasonably practicable the safety of the school building and resources.
- ii To record safety checks and rectify issues or report them directly to the School Business Manager or Headteacher.
- iii To liaise with contractors to ensure all statutory checks are completed and all remedial work is undertaken to ensure a safe working environment
- iv To liaise with contractors to complete all site tasks in a safe and secure manner
- v To ensure appropriate tests with regard to the prevention of Legionella are undertaken and recorded and any issues rectified or reported to the Headteacher.
- vi To check that safety data sheets are available for all potentially dangerous substances brought onto the premises and that a COSHH assessment is completed.
- vii To ensure the correct storage and disposal of any hazardous substances and take stock checks of these substances on a monthly basis.
- viii To ensure safe management of asbestos inline with the schools asbestos management plan
- ix To ensure statutory building checks are completed, including but not limited to: fire alarms, emergency exits, fire doors, emergency lights, finger guards, ACM condition

2.3 Obligations of All Employees

The Health and Safety at Work Act 1974 states:

“It shall be the duty of every employee whilst at work:

- i To take reasonable care for Health and Safety of him/herself and any other persons who may be affected by his/her acts or omissions at work.
- ii As regards any duty or requirement imposed on his/her employer or any other person by or under any relevant statutory provisions, to co-operate with him/her so far as necessary to enable that duty or requirement to be performed or complied with”.

Also that:

“No person shall intentionally recklessly interfere with or misuse anything provided in the interests of Health and Safety or Welfare in pursuance of any relevant statutory provision”.

In order that the law be observed and responsibilities to pupils and other visitors to the school are carried out, all employees are expected:

- i Have a general responsibility for the application of the School's Safety Policy and any Local Authority Policy, to their own department or area of work and are directly responsible to the Headteacher for the application of existing safety measures and procedures within that department/area of work. Advice or instructions given by the Authority and the Head, including the relevant parts of this statement, shall be observed.
- ii Shall, where necessary, establish and maintain safe working procedures, including arrangements for ensuring, as far as is reasonably practicable, safety and the absence of risk to health in connection with the use, handling, storage and transport of articles and substances (e.g. chemicals, boiling water, duplicating fluid, guillotines); they should also refer to documents produced for these products under the COSHH Regulations.
- iii To know the special safety measures and arrangements to be adopted in their own working area and to ensure they are applied.
- iv To observe standards of dress consistent with safety and hygiene.
- v To exercise good standards of housekeeping and cleanliness.
- vi Shall resolve any Health and Safety problems any member of staff may refer to them and refer to the Head, any of these problems for which they cannot achieve a satisfactory solution within the resources available to them.
- vii To know and apply the emergency procedures in respect of fire and first-aid.
- viii To use and not wilfully misuse, neglect or interfere with things provided for their own safety and the safety of others.
- ix To co-operate with other employees in promoting improved safety measures in their school.
- x To co-operate with the appointed Safety Representative and the Enforcement Officer of the Health and Safety Executive or the Public Health Authority.
- xi To ensure that tools and equipment provided are kept in good condition, used appropriately and carry out regular safety inspection of the activities for which they are responsible and, where necessary, submit necessary risk assessments and audit reports.
- xii Ensure that ANY Health and Safety hazards are reported to the Site Manager, Business Manager or Headteacher.
- xiii Not to behave in any way that would cause risk to either themselves or others.
- xiv Ensure that any persons under their supervision do not behave in any way that would cause risk to either themselves or others.

2.4 Staff (teaching and non-teaching) holding positions of Special Responsibility (e.g Deputy Headteacher, Assistant Headteacher, Caretaker, Catering Manager, etc)

Staff holding these positions:

- i Are expected to have responsibility for the application of the school safety policy to their own department or areas of work and should observe instructions given by the Governing Body or Headteacher.
- ii Should establish and maintain safe work procedures (e.g. use of chemicals, guillotines, boiling water, etc).

- iii Should resolve any Health and Safety problems where applicable for members of staff or pupils and refer to the Headteacher any problem for which there is not satisfactory solution within the resources available.
- iv Should ensure, as far as is reasonably practicable, the provision of sufficient information, training and supervision to enable other employees and pupils to avoid hazards and contribute positively to their own Health and Safety at work.
- v Should inform the Site manager or Business Manager of any changes and additions to plant, equipment or machinery which are necessary for maintenance or safety.
- vi Ensure that induction processes adequately cover Health and Safety procedures.
- Vii Complete risk assessments inline with the risk assessment policy for potential health and safety risks.
- Viii Be aware of the statutory health and safety responsibilities and requirements

2.5 Particular Responsibilities of Class Teachers

The safety of pupils in classrooms is the responsibility of the class teacher. If for any reason this responsibility cannot be accepted, it must be discussed with the Headteacher before any activities take place.

A class teacher is expected to:

- i Know the emergency procedures in respect of fire and first-aid and the special safety measures to be adopted in his/her own teaching areas and to ensure that they are applied.
- ii Know the various safety procedures in their teaching areas including the location of any safety equipment, they should ensure that all procedures are followed.
- iii Exercise effective supervision of pupils.
- iv Give clear instructions and warnings as often as necessary (notices, posters and handouts are not enough).
- v Ensure that pupils' coats, bags, cases etc are safely stowed away.
- vi Integrate all relevant aspects of safety into the teaching process and if necessary, give special lessons on safety.
- vii Follow safe working procedures personally.
- viii Control and supervise the students and ensure that safety rules and protective equipment are followed and used.
- ix Make recommendations on safety measures to the Headteacher.
- x When taking playground duty or games lessons, teachers need to check that there are no obvious hazards, e.g. broken glass.
- xi Liaise with and recommend to Heads of Department or Headteacher any safety issues and hazards such as class sizes, condition of equipment and also recommend additions and discuss improvements that can be implemented.
- xii Ensure that before the lesson, by carrying out a risk assessment, that all protective clothing, guards, screens, etc, plus any special safety procedures are available and will be used.
- Xiii Complete necessary risk assessments inline with the risk assessment policy
- Xiv Inform the Headteacher, Site Manager or School business manager of any health and safety matters that have occurred through following the correct reporting procedure

NB These rules apply to student teachers who must be made aware of their responsibilities by both their mentor and their professional mentor, and 'Supply Teachers' who will be given necessary information on arrival.

2.6 The Pupil

Pupils are expected to:

- i Exercise personal responsibility for safety of themselves or others.
- ii Wear the correct clothing consistent with safety and/or hygiene (this includes not wearing unsuitable footwear and other items that could be considered dangerous in line with school uniform policy).
- iii Observe the safety rules of the school, in particular, the instructions of staff given in an emergency.
- iv Use and not wilfully misuse, neglect or interfere with things provided for safety.
- v Follow directly the instructions of staff, especially in an emergency situation.

2.7 The Health and Safety Representative

Health and Safety representatives are:

- i Not liable in law and have no additional duties other than those of all employees, as laid down in Section 7 and 8 of the Health and Safety at Work Act 1974.
- ii Do not carry additional legal liability for either their activities or omissions as a safety representative.
- iii The functions of safety representatives are as follows:
 - to investigate potential hazards and dangerous occurrences at the workplace (whether or not they are drawn to his/her attention by the employees he/she represents) and to examine the cause of accidents at the workplace.
 - to investigate complaints by any employees he/she represents relating to that employees' health, safety or welfare at work.
 - to make representations to the employer on general matters out of (i) and (ii) above.
 - to make representations to the employer on general matters affecting the health, safety or welfare of the employees at the workplace.
 - to carry out inspection.
 - to represent the employees he/she is appointed to represent in consultation at the workplace with inspectors of the HSE and any other enforcing authority.
 - to receive information from inspectors in accordance with Section 28(8) of the 1974 Act.
 - to attend meeting of safety committees in the capacity of safety representative and in connection with any of the above functions.

2.8 Visitors

Visitors are expected to take care of themselves, their belongings and any persons under their supervision.

On entry to the building, visitors should be issued with a Visitors Badge for the duration of their visit and the Visitors Code of Conduct, which all visitors are expected to comply with.

3.0 Arrangements for Health and Safety

3.1 Site Security

The Headteacher, Site Manager, Caretakers and Laboratory Technician are listed key holders being responsible for the security of the school site in and out of school hours emergencies.

The site team are responsible for visual inspections of the site, and for the intruder and fire alarm systems.

In the event of emergency, where the site is unable to be secure or is deemed unsafe to open, the Headteacher will follow the Business Continuity Plan and also seek advice from the Governing Body, Bolton Council and Salford Diocese.

3.2 Fire Safety

Please refer to the Fire Risk Assessment, Fire Evacuation Procedure and Emergency Action Plan for further details on fire safety. The Fire Risk Assessment is completed annually by an external competent person, the Fire Evacuation Procedure and Emergency Action Plan is reviewed and updated annually by the School Business Manager.

All persons on school site discovering an outbreak of fire should immediately raise the alarm through breaking the glass on the nearest fire alarm. On hearing the alarm, all persons should immediately evacuate the school building through the nearest exit and assemble on the yard. No persons are permitted to re-enter the building until it has been declared safe by the Headteacher.

All school employees have a responsibility to ensure fire exits remain clear from obstruction, where staff are unable to remove the obstruction it must be reported to the Site Manager or School Business Manager. All school employees are responsible for ensuring that their classroom / office door is closed behind them when evacuating the building. The school has special arrangements in place for the evacuation of people with mobility needs and individual fire risk assessments are completed for all students/employees who require additional assistance on evacuation.

Emergency exits, assembly points and assembly point instructions are clearly identified by safety signs and notices. Fire risk assessment of the premises will be reviewed regularly. Emergency evacuations are practised at least once a term.

The site team will test and record the findings of a weekly fire alarm test, monthly emergency light test and monthly fire door check. Fire extinguishers are available throughout the school building, being regularly checked by the site team. Additional fire extinguishers are available in the Site office.

3.3 COSHH

COSHH Regulations prevent exposure to substances that are hazardous to health, for additional detail on COSHH refer to the COSHH policy and COSHH risk assessments. PPE is provided for all staff using COSHH substances as required.

Each employee is responsible for the management of COSHH within their department, a list of all COSHH substances used/stored centrally on site is maintained by the School Business Manager. Each department must ensure the School Business Manager is informed if there are any additional or

changes to COSHH substances on site. As per legal requirements, no new substances can be brought on site without a full COSHH risk assessment and safety data sheet.

For all substances on site an individual COSHH risk assessment must be completed, this must be filed with the relevant chemical safety data sheet. COSHH substances must be safely stored upright, in correctly labelled containers. Access to COSHH substances is restricted to authorised personnel only, and must be stored in a lockable room/cupboard. All hazardous products are disposed of in accordance with the specific disposal procedures.

All employees who have COSHH responsibility or regularly work with COSHH substances must complete COSHH training.

3.4 Asbestos

Asbestos is managed within school by the Headteacher, Site Manager and School Business Manager. For further information on the control and management of asbestos, refer to the Asbestos Management Survey, Asbestos Risk Assessment and Asbestos Management Plan. Emergency Asbestos procedures are detailed in the Asbestos Management plan, available in the main office, site office and on the shared area.

The condition of asbestos on site is monitored by the Site team on a regular basis. All contractors working on site are required to read, understand and sign the asbestos management survey to confirm that the work is safe to be carried out. Where work is required on Asbestos containing materials a permit-to-work, risk assessment and statement of method is required.

3.5 Legionella

Legionella is managed within the school by the Site team and Casserly Property Management. For further information on Legionella risk management, please refer to the Legionella Risk Assessment and Legionella Management Policy.

A water risk assessment is completed annually by a competent person through Casserly Property Management. The Site team is responsible for managing Legionella risks by ensuring that there is regular flushing of outlets, the identified operational controls are conducted and findings are recorded on a regular basis.

3.6 Gas Safety

The site team regularly check gas appliances and pipework, immediately reporting any gas leaks and restricting the area when they occur. Installation, maintenance and repair of gas appliances and fittings are carried out by a competent gas safe registered engineer.

All gas pipework and appliances are regularly maintained, ensuring the rooms have adequate ventilation.

3.7 Working at Height

Working at Height will only be permitted by competent, trained persons on school site. The Working at Height Policy and Risk Assessment contains further details on the management of Working at Height. Under no circumstances should students be allowed to work from heights.

The school will ensure that work is properly planned, supervised and carried out by competent people with the skills, knowledge and experience to do the work. Each competent person is responsible for completing their own risk assessment relevant to the task.

The Site team have access to steps and ladders for working at height, which must not be left unattended and must be securely stored with restricted access. All employees must ensure that appropriate equipment, footwear and clothing is used when working from height. Before beginning a working from height task, a visual inspection of the surrounding area must be completed and potential risks minimised where possible.

All school contractors working from height must provide and use their own steps/ladders and are responsible for completing their own risk assessments.

3.8 Manual Handling

It is up to individuals to determine whether they are fit to lift or move equipment and furniture. If an individual feels that to lift an item could result in injury or exacerbate an existing condition, they will ask for assistance. Individuals should consult the Manual Handling Policy, Manual Handling Risk Assessment, and where necessary conduct an individual Risk Assessment for the task.

The school will ensure that proper mechanical aids and lifting equipment are available in school, and that staff are trained in how to use them safely. Additional Manual Handling training is available for all required employees.

All Staff, Students and Visitors are expected to use the following basic manual handling procedure:

- Plan the lift and assess the load. If it is awkward or heavy, use a mechanical aid, such as a trolley, or ask another person to help
- Take the most direct route that is clear from obstruction and is as flat as possible
- Ensure the route is clear from obstructions before lifting
- Ensure the area where you plan to offload the load is clear
- When lifting, bend your knees and keep your back straight, feet apart and angled out.
- Ensure the load is held close to the body and firmly. Lift smoothly and slowly and avoid twisting, stretching and reaching where practicable

3.9 Hot Works

A Hot Works Assessment form must be completed by all contractors before they engage in Hotworks. The Site Manager will ensure that a Hot Works Assessment is completed and maintain a record of these on file.

If the work is being carried out via Lancaster Maloney, then the Site Manager will obtain copies of the Hot Works permit from Lancaster Maloney to ensure relevant precautions are taken. Each contractor completing Hot Works is required to provide a copy of their risk assessment and insurance documentation before the work is able to take place. Hot Works will only be carried out by a reputable, qualified contractor.

3.10 Equipment

All equipment and machinery is maintained in accordance with the manufacturer's instructions. The Site team hold maintenance schedules which outline when additional checks should take place, all additional equipment checks are undertaken by a competent person appointed through Casserly Property Management.

When new equipment is purchased, it is checked to ensure it meets the appropriate educational and safety standards. Employees, Students and Visitors must report any faulty or failing equipment immediately to a member of the Site Team or School Business Manager. All faulty or failing equipment will not be used until it has been checked by a competent person.

All equipment is stored in the appropriate storage containers and areas, as per the manufacturer's recommendations. All equipment is labelled with the correct hazard sign and content.

Electrical equipment

All electrical equipment is PAT tested on an annual basis by Casserly Property Management. Staff, students and visitors must not bring external electrical equipment into school for use without it first being PAT tested. Electrical equipment should be used under the following guidance:

- All staff are responsible for ensuring they use and handle electrical equipment sensibly and safely
- Any student or volunteer who handles electrical appliances does so under the supervision of the member of staff who so directs them
- Any potential hazards will be reported to the Site Manager or School Business Manager immediately
- Permanently installed electrical equipment is connected through a dedicated isolator switch and adequately earthed
- Only trained staff members can check electrical sockets
- A portable appliance test (PAT) will be carried out by a competent person annually
- All electrical items brought into school for school use must be PAT tested
- All isolator switches are clearly marked to identify their machine
- Electrical apparatus and connections will not be touched by wet hands and will only be used in dry conditions
- Maintenance, repair, installation and disconnection work associated with permanently installed or portable electrical equipment is only carried out by a competent person

PE equipment

A visual inspection of all PE equipment will be carried out before student use to ensure it is safe to use. PE Teachers are responsible for completing the necessary Risk Assessment for all PE activities and equipment.

Staff and students must be taught how to carry and set up PE equipment safely and efficiently. Staff must check that equipment has been safely set up before use. If there are any concerns regarding the condition of PE equipment it will be reported immediately to the Site Manager or School Business Manager and will not be used until assessed as safe to use.

Display screen equipment

Requirements under the Health and Safety (Display Screen Equipment) Regulations 1992 apply to the use of all types of Display Screen Equipment, together with associated workstations. DSE users are required to have read and understood the DSE policy, complete a DSE self-assessment, and undertake DSE training.

DSE users are responsible for ensuring that their workstation is safely setup to avoid developing DSE health related issues. Employees must inform their line-managers if there are changes to their health or DSE workstation which may lead to adverse health conditions. All staff who use computers daily as a significant part of their normal work have a display screen equipment (DSE) assessment carried out. 'Significant' is taken to be continuous/near continuous spells of an hour or more at a time

Line managers are responsible for reviewing DSE self-assessments, ensuring controls are in place to reduce identified risks, providing correct equipment, and referring employees to occupational health if required.

Specialist equipment

Parents are responsible for the maintenance and safety of their children's wheelchairs. In school staff promote the safe, responsible use of wheelchairs.

Where specialist equipment is required for employees, training on the equipment will be provided and necessary risk assessments prepared.

3.11 Lone Working

St Joseph's recognises that there are many situations where employees may be required to undertake work on their own. Employees who are likely to work on their own must read and understand schools Lone Working policy and Lone working risk assessment.

The school recognises that lone working may put people in a more vulnerable position if things go wrong or their health and safety is at risk. All employees likely to be lone working must complete lone working training. Lone working may include, but is not limited to: Late/Early Working, Weekend Working, Working over school holidays/ closures, Emergency callouts, Home/Site Visits, Working from an alternative base, Site Team Duties.

Where potentially dangerous activities, such as those where there is a risk of falling from height, 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 to assist.

If lone working is to be undertaken, a colleague e.g. member of SLT, member of Site Team or the School Business Manager, will be informed about where the member of staff is and when they are likely to return. The lone worker will ensure they are medically fit to work alone, and complete the necessary risk assessment for the task they are completing.

3.12 Risk Assessment

Risk assessments should be carried out inline with the Risk Assessment policy for all activities that carry an increased risk other than the 'usual' day to day activities of the school. Risk Assessments will be held by the school for 5 years.

For example:

- i School Visits.
- ii Use of heat producing equipment in classrooms as part of the curriculum: candles, kettles.
- iii Significant repairs and maintenance.
- iv Contractors on site.
- v The use of any substances under COSHH.
- vi Significant events on the school premises.
- vii Use of new equipment (where appropriate).
- viii Working at heights.
- ix Lone working.
- x Working with COSHH chemicals

All risk assessments will be reviewed and amended, as necessary, after a particular visit or event, or when there are changes which affect the risk assessment, and following the passage of time e.g. annually.

Each individual employee is responsible for completing risk assessments within their delegated area e.g. per classroom based activity, department, trip/activity. Where employees are unsure of the risk assessment process, advice must be sought from their line manager, Headteacher or School Business Manager.

3.13 Critical Incidents

The school has a Business Continuity Plan in order to ensure that there are shared procedures to ensure effective response in the event of a serious incident. The Business Continuity Plan is reviewed, updated and approved by the governing body on an annual basis.

3.14 Accidents/Incidents

The school follow the LA guidance on Accident and Incident Reporting, which is available to all staff on central system.

All school employees are responsible for completing the minor accident record for students/staff if they have witnessed a minor accident or if the minor accident has been directly reported to them. Minor accident reporting forms are available throughout the school.

All employees must complete or ensure visitors/students complete an accident/near miss form for all major incidents. The major accident/incident form must be submitted to the School Business Manager who will liaise with Bolton Council's Health and Safety Department on implementing further controls to safeguard from the incident reoccurring. The School Business Manager will maintain a record of all major accident/incident forms submitted and report to RIDDOR if required.

3.15 First Aid

For further information on the management of First Aid, please refer to the First Aid Policy and First Aid Risk Assessment.

St Joseph's employs a sufficient number of staff who are First Aid qualified who provide trained support for pupils, staff and visitors. First Aiders are responsible for ensuring all first aid kits are fully stocked with the relevant equipment required.

3.16 Administration of Medicines

Only essential medication will be administered during the school day or on Educational Visits. These will only be those prescribed by a doctor. Parents must complete and sign the 'Parental Agreement to Administer Medicine' form before any medicines can be given to the school. A risk assessment may be needed before an Education Visit takes place. Staff supervising the visit will be responsible for safe storage and administration of the medication during the visit. This is covered in detail in the school 'Supporting Pupils with Medical Conditions Policy'.

3.17 Infection prevention and control

St Joseph's RC High School follows national guidance published by the UK Health Security Agency, and Bolton Council Public Health Department when responding to infection control issues. This risk of infectious disease is managed by:

- Encouraging all staff and students to follow good hygiene practice.
- Regular cleaning throughout the school day
- Encourage good ventilation of all rooms

All students and staff are reminded to wash their hands with soap and warm water after using the toilet, before eating or handling food and after handling animals. Respiratory transmission is managed through regular reminders of 'catch it, bin it, kill it,' providing the opportunity to wash hands after using or disposing of tissues.

The school environment is cleaned on a daily basis by Bulloughs contract cleaners, in the event of sickness contract cleaners will be brought onto site. Clinical and domestic waste must be segregated and a separate clinical waste collection is to be arranged.

Where employees are cleaning blood/body fluids PPE must be worn. This must be cleaned using a product that combines both a detergent and disinfectant and used as per the manufacturer's instructions. All cuts and abrasions should be covered with a waterproof dressing.

3.18 Off-site Visits

When taking students off-site each visit leader must produce a risk assessment for the visit and ensure that the Off-site Visits procedure has been followed. All school trips must be processed onto evolve for approval by the local authority before the trip is authorised to take place.

All off-site activities must have been authorised by a member of SLT and be appropriately staffed. Employees leading an off-site visit must ensure that consent has been given for all students, a qualified

first aider is attending the school visit and an appropriate portable first aid kit is available at all times. Information about the medical needs of all students taking part in the visit will be reviewed. The visit leader will take a school mobile phone and have access to emergency contact details, along with parental contact details.

3.19 Lettings

This policy applies to all lettings. Those who hire any aspect of the school site or facilities will be provided with a copy of the schools health and safety policy and have a duty to comply with it. All persons letting the school site are required to complete their own individual risk assessments and have adequate insurance cover, further details can be found in schools Lettings Policy.

3.20 Violence at work

St Joseph's High School believe that staff should not be in any danger at work, and will not tolerate violent or threatening behaviour towards our staff.

All staff will report any incidents of aggression or violence (or near misses) directed to themselves to their line manager, Headteacher or School Business Manager. This applies to violence from students, visitors, contractors or other staff. Reports of student and staff violence will be dealt with through the Behaviour Policy and Code of Conduct Policy accordingly.

3.21 Smoking

The school operates a 'No Smoking Policy'. No persons are allowed to smoke on the school premises, this includes the use of e-cigarettes and 'vaping'.

This policy is communicated to staff as part of their induction process.

3.22 New and Expectant Mothers

Individual risk assessments will be carried out when any employee or student notifies the school that they are pregnant. Appropriate measure will be put into place to control the risks identified and will vary for each individual's needs.

Please contact HR for individual new and expectant mothers risk assessment. Some generic specific risks are summarised below:

- Chickenpox can affect the pregnancy if a woman has not already had the infection. Expectant mothers should report exposure to an antenatal carer and GP at any stage of exposure. Shingles is caused by the same virus as chickenpox, so anyone who has not had chickenpox is potentially vulnerable to the infection if they have close contact with a case of shingles
- If a pregnant woman comes into contact with measles or German measles (rubella), she should inform her antenatal carer and GP immediately to ensure investigation
- Slapped cheek disease (parvovirus B19) can occasionally affect an unborn child. If exposed early in pregnancy (before 20 weeks), the pregnant woman should inform her antenatal care and GP as this must be investigated promptly
- Some pregnant women will be at greater risk of severe illness from COVID-19

3.23 Occupational Stress

St Joseph's RC High School are committed to promoting high levels of health and wellbeing, and recognise the importance of identifying and reducing workplace stressors through risk assessments. Procedures are in place within the school for responding to individual concerns and monitoring staff workloads. Please speak to your line manager or HR to provide a workplace stress risk assessment.

3.24 Management of external Persons

All external persons needing to work onsite alone must be from a reputable company and provide a DBS check and identity confirmation upon entry to the school site. Examples of external persons working alone include supply teachers, academic tutors, professional services e.g. NHS professionals, counsellors/mentors, Council representatives, regular subcontractors. All external persons authorised to work alone on school site will be provided with an induction including information on: Safeguarding, Fire Evacuation, Code of Conduct and Health and Safety.

In the event of external persons not providing a DBS certificate and valid identification, they will be unable to enter site alone and must be escorted at all times by a member of staff.

3.25 Minibus

Driving a minibus adds extra demands onto the driver and requires additional skills in order to be able to handle the vehicle safely. The minibus will be used in accordance with minibus policy. All minibus drivers must have undertaken additional minibus driving training and provide copies of their driving license to school.

The minibuses will be locked on school grounds with restricted access being provided by members of the Site Team only. The minibus keys will remain securely stored in a lockable cupboard on school property. School are responsible for providing minibus insurance, minibus road tax, minibus breakdown cover and minibus training for all persons using the minibus for school purposes.

3.26 Concluding Statement

Management of health and safety is a priority at St Joseph's R.C. High School, and suggestions to improve current standards of health and safety are welcomed by all staff. Health and Safety is everybody's responsibility.

4.0 Related Documents

The Health and Safety Policy purpose is to provide condensed information regarding the management of certain aspects of health and safety risks within school. For further information regarding the risk management of school activities, requests to view the individual risk assessments from each responsible department should be made.

The Health and Safety policy should be used and read in conjunction with multiple other school policies. This policy links to the following school policies:

- Accident / Incident Reporting Procedure
- Asbestos Management Plan

- Asbestos Management Survey
- Behaviour Policy
- Business Continuity Plan
- Code of Conduct
- COSHH Policy
- DSE Policy
- Fire Evacuation Procedure
- First Aid Policy
- Legionella Policy
- Lettings Policy
- Lone Working Policy
- Manual Handling Policy
- Minibus Policy
- Off-site visitors procedure
- Risk Assessment Policy
- Supporting Pupils with Medical Conditions Policy
- Visitors Code of Conduct
- Working at Height Policy

5.0 Review

The school will undertake a review of the Health and Safety Policy every year to ensure its continuing suitability, adequacy and effectiveness.

It will address the possible need for any changes to its Policy, objectives or elements of the Health and Safety Management System, taking into account the results of audits and Health and Safety Performance Monitoring. This will enable the school to minimise its risk, achieve its commitment to continuous improvement and improve its overall Health and Safety performance.

6.0 Arrangements

Roles & Responsibilities	
The senior member of staff in school with responsibility for Health & Safety matters is:	Headteacher
The Governor appointed for Health and Safety is:	Finance Committee
Consultation with staff regarding Health & Safety is provided via:	Staff briefings Emails Induction
Designated Child Protection Officer is:	Mr M Singleton
Deputy Designated Child Protection Officer is:	Mrs R Hawkrigg
Risk Assessment	
The person responsible for ensuring statutory risk assessments are carried out is:	School Business Manager
The person responsible for ensuring curriculum risk assessments are carried out is:	Head of Department
Copies of risk assessments are located:	Shared folders on P Drive
Staff who have undergone training and are competent to carry out risk assessments are:	Headteacher Senior Leadership Team School Business Manager Science & Technology Technicians Site Manager Caretakers Head of PE Head of Science Head of Technology Admin Officers
Any hazards noted within school must be reported to:	Site Manager School Business Manager
Risk assessments will be reviewed periodically	
Educational Visits Coordinator is:	Senior Leadership Team Evolve Entry: Admin Officer
Educational visits risk assessments are can be accessed by:	EVOLVE
Emergency & Fire Arrangements	
Competent person responsible for monitoring the fire risk assessment and liaising with the fire risk assessor is:	Site Manager School Business Manager Casserley Property Management Solutions
Fire drills will be carried out termly by:	Headteacher
Fire alarm points will be tested on a weekly basis by:	Member of the Site Team
Means of escape will be checked on a weekly basis by:	Member of the Site Team
Fire fighting equipment will be checked on a weekly basis by:	Member of the Site Team

Emergency lighting will be tested on a monthly basis by:	Member of the Site Team
Records of tests, check and drills will be held in/by:	Site Manager in Site Office
Fire extinguishers will be serviced on an annual basis by:	Chubb Fire

Accident, Dangerous Occurrence, Violent Incident and Near Miss Reporting and Investigation

Any employee who witnesses an accident, dangerous occurrence, verbal abuse or actual or threatened violence or near miss, or to whom one is reported, will complete an accident report as soon as possible after the event for both employees and non-employees (including pupils, visitors, etc)

Location of accident forms:	Main school office and Science Prep
Persons responsible for accident forms:	Qualified first aider giving treatment or person dealing with casualty
Person responsible for carrying out accident investigation is:	Mrs J Rainford – First Aider / Science Technician
Accident forms must be completed and returned to Bolton Council, Health & Safety Team, 2 nd Floor Paderborn House, Le Mans Crescent, Bolton, BL1 1UR	
The person responsible for monitoring and reviewing accidents and incidents to identify trends and patterns is:	Headteacher School Business Manager
<i>Where accidents are found to be caused by faulty plant, equipment, premises or unsafe systems of work action must be taken to remove or isolate the hazard and warn people until the necessary modifications or repairs can be made</i>	

First Aid

A list of qualified first aid trained staff and their location within school along with date of issue and expiry date of qualification is held on the P drive, Admin, First Aid	
The person responsible for ensuring that qualifications are maintained is:	School Business Manager
First aid boxes are kept in the points throughout school:	PE (boys & girls) 1 x Science 1 x Technology 1 x Food Tech 1 x St Anthony's 1 x reprographics, 1x main office
Travelling first aid boxes are located:	Travelling First Aid boxes: main office and 1 on each mini bus
The location and contents of all first aid boxes are checked on a:	Monthly basis by Principal First Aider
The address of the nearest hospital with accident and emergency facilities is:	Royal Bolton Hospital, Minerva Road, Farnworth, Bolton, Lancashire, BL4 0JR Telephone 01204 390390
Occupational Health provision is provided by:	Cordant Occupational Health Services, 14 Queen Victoria Road, 2 Greyfriars, Coventry, CV1 3RY Telephone 02476 309727

Pupils with Medical/Special Needs

The person/s responsible for undertaking and reviewing healthcare plans of students with medical needs is:	SENCO liaising with Principle First Aider
The person/s responsible for ensuring student specific risk assessment are conducted is:	SENCO/Managers of Learning/Pupil Progress Coordinators
The person responsible for the supervision and storage of pupils medicines is:	Principal First Aider

Maintenance & Premises	
All employees and governors must report any hazards that could be a cause of serious or imminent danger, e.g. damaged electrical sockets, broken windows, suspected gas leaks, wet or slippery floors immediately to:	Site Manager Caretaker School Business Manager
A person encountering any damage or wear and tear of the premises which may constitute a hazard should report it to:	Site Manager Caretaker School Business Manager
Defective furniture or equipment should be taken out of use immediately and reported to:	Site Manager Caretaker
The person (and their deputy) responsible for unlocking and locking, dealing with emergency call outs for the building , and arming and disarming security alarms is:	Bolton Council Key Holding Services Site Manager Headteacher Technology Technicians
Health & Safety Training	
Health and Safety including school specific arrangements should be drawn to the attention of all employees during their induction training as covered in induction handbook. Induction training should cover:	School Health & Safety Policy Educational Visits Risk Assessment Fire & Emergency Arrangements Accident Reporting Arrangements First Aid Arrangements Good Housekeeping Hazard Reporting & Maintenance Procedures Whistle Blowing Policy
Person responsible for organising health and safety training is:	School Business Manager
Work Equipment	
Ladders - Person responsible for selection, inspection, maintenance, training, supervision, safe use and risk assessment is:	Site Manager Caretakers
Person(s) authorised to use:	Certified ladder users
Caretaking & Cleaning Equipment – Person responsible for selection, maintenance, training, supervision, safe use and risk assessment is:	Site Manager Caretakers
Laboratory Apparatus & Equipment – Person(s) responsible for selection, inspection, maintenance, training, supervision, safe use and risk assessment is:	Head of Science Senior Science Technician
Design & Technology Equipment - Person(s) responsible for selection, inspection, maintenance, training, supervision, safe use and risk assessment is:	Head of Technology Technology Technician Class Teachers
Person(s) authorised to operate and use is/are:	Head of Technology Technology teachers who have received DATA (Design & Technology Association) training

	Technology Technician (full list displayed on door of material preparation area & Technology office)
The person(s) responsible for instructing students in the safe use of equipment before they use it and checking they use it correctly is/are:	Head of Technology Class Teachers Technology Technician
The person responsible for ensuring that all machinery is adequately guarded and that the guards are in position when the equipment is in use is/are:	Head of Technology Class Teachers Technology Technician
Servicing of machinery including LEV	All machinery is serviced on an annual basis
Art Equipment – Person responsible for selection, inspection, maintenance, training, supervision, safe use and risk assessment i/are:	Head of Design Technology Class Teacher
Person(s) responsible for regular (daily) visual inspection is/are:	Head of Performing Arts Class Teacher
Person(s) responsible for ensuring portable electrical appliance testing is carried out at appropriate intervals and recoded is/are:	Site Manager School Business Manager
Sports Equipment – Person responsible for selection, maintenance, training, supervision, safe use and risk assessment is:-	Head of P.E. P.E. Teachers Site Manager
Person(s) authorised to operate and use is/are:	Head of P.E. P.E. Teachers
The person(s) responsible for instructing students in the safe use of equipment before they use it and checking they use it correctly is/are:	Head of P.E. P.E. Teachers
Servicing of sports equipment	All equipment is serviced on an annual basis by a professional sports equipment maintenance and repair company.
Personal Protective Equipment (PPE)	
The persons responsible for inspecting PPE termly and replacing: personal protective equipment when it is worn are as follows: Science Design Technology Art Caretaking Cleaning Catering	Senior Science Technician Technology Technician Class Teacher Site Manager Caretaker
Copies of all the hazardous substances inventories are held centrally in:	Science Technology Site office Shared Area
The person(s) responsible for undertaking and updating the COSHH risk assessments are:	Senior Science Technician Technology Technician Class Teacher

	Site Manager Bulloughs Hutchinsons
Asbestos	
The person(s) responsible for making arrangements for dealing with asbestos in compliance with Bolton Council's policy, and ensuring that the premises asbestos plan is consulted by visiting contractors and relevant persons is/are:	Site Manager School Business Manager
Copies of the asbestos management plan are held in:	Main Office Site office School Business Manager's office
The person(s) responsible for ensuring that the plan is updated, as appropriate is/are:	Site Manager School Business Manager Casserley Property Management
Legionella	
The Duty Holder as defined in Control of Legionella Bacteria in Water Systems ACoP is:	Site Manager
The responsible person (as defined in the Control of Legionella Bacteria in Water Systems ACoP is:	Headteacher
Work Experience	
The person for co-ordinating work experience placements ensuring risk assessments are completed and ensuring students are visited is:	Education Business Co-ordinator
Visitors	
On arrival all visitors should report to reception, and sign in using inVentry system where they will be issued with: ALL VISITORS MUST PROVIDE PHOTOGRAPHIC IDENTIFICATION	Identification badge and appropriate coloured lanyard (either red or green – red for visitors who are not on Single Central Record, and Green for visitors who are recorded on Single Central Record). Relevant health & safety information Visitors code of conduct
VISITORS WHO ARE ISSUED WITH RED VISITOR BADGES/LANYARDS MUST BE ACCOMPANIED BY A MEMBER OF STAFF AT ALL TIMES.	
The person(s) responsible for selecting contractors and vetting contractors health and safety, policies, procedures, risk assessments and past health and safety performance is/are:	Building Consultants Headteacher School Business Manager Site Manager
The person in control of contractors whilst on site is:	Site Manager
Cleaning Arrangements	
All members of staff are responsible for arranging to clear up spillages, which occur whilst they are in charge of the area concerned. Other spillages, leaks or wet floors should be reported to: Who will deal with spillage or wet floor.	Site Manager Caretaker Day Cleaner School Business Manager

The display screen equipment assessor for school is/are:	School Business Office Manager
The Health & Safety Law Poster is located in:	Site office
The person responsible for updating it is:	Site Manager
Smoking	
St Joseph's is a no smoking (including e-cigarettes) site this includes all school buildings, grounds and vehicles.	