

## ST. EDMUND ARROWSMITH CATHOLIC HIGH SCHOOL

A High Performing Specialist Technology and Music College with Leading Edge status

### HEALTH AND SAFETY POLICY

September 2016

#### **Mission Statement:**

#### ***Prepare the way of the Lord***

#### **Education -**

**Dignity** – To respect the value and work of ourselves and others as children of God (Genesis 1:17) – Created in the image of God).

**Mission** – To let God be known through word and actions (Mt 7:12 – “Do for others, what you want them to do for you”).

**Understanding** – To respond to the needs of others (Mt 7:7 – “Ask, and you will receive; seek and you will find; knock, and the door will be opened to you”).

**Nurture** – To allow all to grow to full potential (John 15:5 – “I am the vine and you are the branches. Those who remain in me, and I in them, will bear much fruit”).

**Discipleship** – To follow Christ in Faith, Hope and Love. (Mk 1:16 “Follow Me”).

#### **Part 1 - Rationale:**

The Governing Body regards the promotion of health and safety at work to be of the utmost importance for all persons who attend as pupils, work in or visit the school.

It is school policy to ensure that every reasonable step is taken to prevent injury and ill-health to personnel by protecting individuals from hazards at work. This also includes pupils and visitors to the school whether it is for the pursuance of their employment or other activities.

This is approached by:

- assessing and controlling risk as part of the day-to-day management of school activity
- providing and maintaining safe, healthy and secure working conditions, training and instruction so that personnel are able to perform their various tasks safely and efficiently
- ensuring that a constant awareness with regard to health and safety at work is maintained in respect of all activities within the school and during out-of-school activities
- periodic review of the safety policy as school activities and the associated risks change

All personnel employed within the school have a legal obligation to co-operate in the operation of this policy by not interfering with or misusing equipment that has been provided in the interests of health and safety.

All employees within the school have a corresponding obligation to co-operate and comply with this policy so far as is reasonably practicable by:

- complying with safety procedures, whether written or brought to their attention by other means for their own protection, protection of those under their supervision and others who may be affected by their actions
- reporting to the Business Manager any incident that has led, or could have led, to damage or injury
- assisting in any investigation with regard to accidents, dangerous occurrences or near-misses

In line with the safety organisation set out in part 2 of this policy, it is the responsibility of all line managers to ensure compliance with safety arrangements within their areas of responsibility. From time to time, safety arrangements are adopted for the control of risk and reflect the procedures that are to be followed within the school.

## **Part 2 - Safety organisation:**

### **2.1 The objectives of the health and safety policy are to:**

- promote high standards of safety, health and welfare in compliance with the Health and Safety at Work Act 1974, other statutory instruments and approved codes of practice
- ensure that places and methods of work are safe and healthy through the arrangements set out in part 3 and others that are adopted from time to time as appropriate to changing circumstances
- protect personnel, whether they be employees, pupils, members of the general public visiting the school, or contractors and their employees, from any foreseeable hazards
- ensure adequate training, instruction, supervision and information is given to all employees in order that they may work in safety insofar as is reasonable and practicable
- ensure a safe and healthy working environment for all personnel and that there are sufficient facilities and arrangements for their welfare
- ensure that awareness with regard to all aspects of safety is fostered by all personnel
- ensure personnel are aware of their responsibility to take any steps necessary in order that the health and safety of both themselves and others may be safeguarded, and to co-operate in all aspects with regard to safety
- ensure that full and effective consultation on all matters is encouraged

## 2.2 Responsibilities of individuals within the school are as follows:

- **Governing Body.** The ultimate responsibility for all aspects of health and safety at work within the school rests with the Governing Body.
- **Headteacher.** The Headteacher is responsible for the effective implementation of the health and safety policy and for encouraging staff, through regular monitoring, to implement health and safety arrangements.
- **Business Manager.** The Business Manager advises the Headteacher on health, safety and welfare within the school. The Business Manager is supported by the **Premises Manager** and are available to advise all personnel in meeting their individual responsibilities with regard to health and safety at work.
- **Line Managers.** All heads of Department and line managers are responsible for ensuring that the day-to-day requirements regarding health and safety at work are met within their areas of concern. Where any new process or operation or substance is introduced into the area of their responsibility, they are to liaise with the Business Manager so that the associated risks are assessed and any precautions deemed necessary are implemented.
- **Teachers and supervisors.** The responsibility for applying safety procedures on a day-to-day basis rests with all teachers and supervisors. All accidents will be investigated by them in accordance with current procedures in order that the cause of any accident can be identified and remedial action taken as appropriate. They are to ensure that all new members of staff and pupils under their control are instructed in their own individual responsibility with regard to the Health and Safety at Work Act 1974 and that they frequently make inspections of their area(s) of responsibility, taking prompt remedial action where necessary.
- **Employees and pupils.** Employees and pupils have a responsibility to ensure that they act with all reasonable care with regard to the health and safety of themselves, other members of the school, contractors, and members of the public. They are required to co-operate with supervisors, line managers, and the Business Manager, and to adhere to safety guidance given in helping to maintain standards of health and safety within the school.
- **Health and Safety Committee.** The health and safety committee as a whole, or through individual members, is to monitor health and safety performance and recommend any action necessary should this performance appear or prove to be unsatisfactory.
- **Contractors.** It is the responsibility of contractors and their employees to read and comply with the school health and safety policy.

### Risk Assessments

**2.3 Responsibility for assessing and controlling risks rests with all personnel within the school. However, risk assessment must be performed in consultation with the Business Manager.**

## **Health and Safety Committee**

### **2.4 The Health and Safety Committee is to comprise:**

- Business Manager
- Premises Manager
- Teaching Staff representative
- Support Staff representatives

### **2.5 The committee will meet as deemed necessary, but not fewer than three times annually.**

### **Terms of reference of the Health and Safety Committee**

**2.6 Under section 2(7) of the Health and Safety at Work Act 1974, the Health and Safety Committee has the function, in consultation with the staff and pupils it represents, of keeping under review the measures taken to ensure the health and safety at work of the employees and pupils.**

Specific functions will include:

- the study of accident and notifiable disease statistics and trends so that reports can be made to the Governing Body on unsafe and unhealthy conditions and practices, together with recommendations for corrective action
- examination of safety audit reports on a similar basis
- consideration of reports and factual information provided by inspectors and officers of the Local Authority
- consideration of reports that committee members may submit
- assistance in risk assessment and the development of school safety procedures and safe systems of work
- monitoring the effectiveness of safety procedures and safe systems of work
- monitoring the effectiveness of the safety content of employee training
- monitoring the adequacy of health and safety communication and publicity in the school

## **Part 3: Health and Safety arrangements**

### **Introduction**

The health and safety arrangements set out below are for the information, guidance and compliance of all personnel at St. Edmund Arrowsmith Catholic High School.

Health and safety are integral parts of management. They are key considerations that should underpin and facilitate educational and financial activity. Under the Health and Safety at Work Act 1974 and common law, employers and employees must look after children in their care.

In carrying out their normal functions, it is the duty of all heads of department and line managers to do everything possible to prevent injury to individuals. This will be achieved so far as is reasonably practicable by the adoption of arrangements and procedures developed out of risk assessment for control of risk. These can be summarised as:

- providing and maintaining safe equipment and safe systems of work
- making arrangements to ensure the safe use, handling, storage and transport of materials, drugs, substances and other articles
- providing the necessary information, instruction, training and supervision to ensure all personnel are aware of their responsibilities for safety
- providing safe places of work with safe access to and exit from them
- providing a safe and healthy working environment
- providing a system for rapidly identifying and remedying hazards
- where hazardous conditions cannot be eliminated, providing suitable protective clothing and equipment

More specific arrangements are set out below and will be appended from time to time as necessary to address new risks.

All personnel have a statutory duty to co-operate in fulfilling the objectives of the Governing Body and a personal responsibility to take reasonable care to ensure that their actions do not cause injury to themselves and to others.

Employees are required to observe special rules and safe methods that apply to their own work and to report hazards discovered by them to their head of department or line manager.

No person shall intentionally or recklessly interfere with or misuse anything provided in the interests of health and safety.

## **Specific arrangements for health and safety**

### **3.1 Accident reporting**

Any accident or injury is to be reported to the Business Manager by the person or persons involved in the accident, the supervising adult, or by the head of department or line manager, and details recorded using the Local Authority accident reporting form. These forms are held in Room 1 Office. The Business Manager is to ensure that the Governing Body is informed of all accidents of a serious nature and any dangerous occurrences, and where applicable follow the

requirements of current legislation (Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) 1995.

### **3.2 Accident investigation**

- All significant accidents or incidents that are considered to be dangerous and near-miss situations are to be reported to the head of department or line manager. They in turn are to report the incident to the Business Manager.
- The Business Manager is to carry out an immediate investigation into the incident in order to identify the cause of the accident and measures taken to prevent a reoccurrence.
- Investigations such as these are essential in order that accidents, damage to equipment and property, and losses are kept to a minimum.
- The Business Manager is responsible for the co-ordination of such investigations.
- All contractors must ensure that accidents involving their personnel are reported to the Business manager at the school, as well as their own reporting chain.

### **3.3 Reporting procedures**

Any practice or condition that is likely to have an adverse effect on the health and safety of personnel, or damage to equipment or property, is to be reported to heads of department or line managers. Such reports are to be recorded.

### **3.4 Out-of-school visits and activities**

All personnel that arrange or actively participate in school visits or out-of-school activities must follow the procedures outlined in the Educational Visits Policy and its associated guidance.

### **3.5 Safe working procedures**

Heads of department and line managers must ensure that safe working procedures are developed through:

- assessing the tasks
- identifying the hazards
- defining a safe method
- implementing the system
- monitoring the system

Once developed, safe working procedures must be promulgated to protect all personnel working within their area(s) of responsibility from dangers to their health and safety. They are

also to familiarise themselves with laid-down procedures and ensure that personnel under their control are fully conversant with these procedures.

### **3.6 Defective tools and equipment**

- All defects found in handtools, power tools or any other equipment must be reported immediately to the head of department or line manager, who in turn will apprise the Business Manager of the details.
- The equipment concerned is to be withdrawn from service, clearly marked and isolated in an area where it cannot be reissued for further use until repair has been effected.

### **3.7 Means of access**

- When using access equipment, such as ladders, crawling boards, etc, the correct equipment is to be used for the job to be undertaken. Ladders should always be supported by an assistant.
- Always use correct routes of access. Do not use short cuts; they can result in serious accidents.

### **3.8 Machinery**

All heads of department or line managers, teachers and supervisors controlling the use of machinery must be familiar and comply with the following legislation.

- Factories Act 1961: Safety (General Provisions)
- Abrasive Wheels Regulations 1970
- Woodworking Machine Regulations 1974
- Operations at Unfenced Machinery Regulations 1938
- Lifting Plant and Equipment (Records of Test and Examination, etc) Regulations 1992
- Provision and Use of Work Equipment Regulations 1992
- Health and Safety (Safety Signs and Signals) Regulations 1996
- Electrical Equipment (Safety) Regulations 1994

### **3.9 Good housekeeping**

Tidiness, cleanliness and efficiency are essential factors in the promotion of health and safety. Accidents can be prevented by following the guidelines listed below.

- Keep corridors, stairways and passageways unobstructed.
- Ensure shelves in storerooms are stacked neatly and not overloaded.
- Keep floors clean.

- Do not obstruct emergency exits.

### **3.10 Electrical equipment**

- Only authorised and fully qualified personnel are to install, repair or attempt to repair electrical equipment.
- All portable electrical equipment will be tested by the L.A.'s AVS Section periodically.
- Where 13-amp sockets are in use, only one plug per socket is permitted.
- The protective outer sleeve of electrical cables is to be firmly secured within the electric plugs. Where the outer sleeve is not secured within the plug and the connecting live wires are visible, a qualified person is to be tasked to rewire the plug correctly.
- Electrical equipment that is known to be, or suspected of being faulty must not be used.
- If electrical equipment becomes faulty whilst in use, it is to be isolated from the source of supply and secured so that it cannot be used until repair has been effected.
- No unauthorized electrical equipment is to be brought into school.

### **3.11 Use of harmful substances**

- When using harmful substances, whether they be material or chemical substances, all personnel must ensure that adequate precautions are taken to prevent injury to health.
- No new materials or chemical substances are to be brought into use unless an assessment using the Control of Substances Hazardous to Health Regulations 1994 has been carried out and clearance given for use by the Business Manager. The user department is to be in possession of a safety data sheet.
- Work involving lead or asbestos is not to be carried out under any circumstances without reference in the first instance to the Premises Manager.

### **3.12 Skin infections and hand care**

- To reduce the risk of dermatitis, oil acne or skin cancer, always avoid unnecessary skin contact with oils and chemicals. Always wear gloves and protective clothing where necessary.
- Use barrier creams before commencing work. These provide a barrier between the skin and harmful chemicals, oils and dirt.
- Do not put oily or chemically soiled rags in pockets.
- Always change clothing if it has become contaminated with chemicals, flammable liquids or oils.

### **3.13 Smoking**



Smoking, including E-Cigarettes is not permitted anywhere on the school site. Neither is it allowed during any school trips or educational visits

### **3.14 Consumption of food**

Food is only to be consumed in recognised rest room and dining areas.

### **3.15 Emergency services**

- Fire, police or ambulance services can be contacted by ringing Reception (2209) or by dialing 9/999 and asking for the service required.
- There are qualified first aiders located at several points around the school site. In the case of an accident the nearest first aider must be summoned.

### **3.16 Noise**

Where noise cannot be controlled at source, all personnel are to wear ear protection in areas where high noise factors exist. These areas are to be designated with the approved warning signs.

### **3.17 Fire prevention**

- Fire safety instructions are available for all personnel to read in their department or area. They cover all aspects of fire prevention.
- Each room has a printed notice clearly identifying the evacuation route and assembly area to be used.
- Personnel are responsible for knowing the location of fire exits. They should also know the location of the assembly point in the event of a fire.
- The most important part of fire control is prevention. It is with this in mind that all personnel are to be conversant with the fire potential of materials and substances that they use, and should exercise maximum care in their use, especially those marked 'flammable'.
- Fire evacuation procedures, fire prevention training and fire alarm testing are to be carried out in accordance with current legislation.

### **3.18 Visitors**

- All visitors must enter the school via the main Reception area where they will be required to sign in and be issued with a visitor's badge.
- It is the duty of all personnel within the school to ensure the health and safety of all visitors to the school.

- Visitors should not be allowed to enter work areas unaccompanied and, where protective clothing is issued for a specific area or task, the same level of protection is to be afforded to any visitor proceeding to that area.

### **3.19 Contractors**

Contractors working within the school are required to comply with the working rules as issued by this school. Any breach of these rules is to be reported to the Premises Manager and Business Manager.

### **3.20 Use of vehicles**

Only those persons who have been included on the Designated Drivers list may drive the school minibus. The school minibus is only to be used for educational purposes involving pupils from this school. Staff using their vehicles on school business must have Business Class 1 insurance. A copy of their current insurance policy must be provided to the Premises Manager.

### **3.21 Legionellosis**

The primary aim is to prevent the build-up of the Legionella pneumophilla organisms in water systems and to prevent inhalation of infected water droplets. Control measures are as follows.

- All showers are to be turned on and left running for five minutes weekly.
- All showers are to be cleaned monthly, or after more than one week's non-use, to prevent slime, corrosion and scale build-up. This will involve dismantling the showerheads to clean and disinfect inside the spray nozzle.
- The water temperature is to be below 20 degrees C or above 55 degrees C and this is to be checked monthly.
- Records are to be maintained of all cleaning and temperature checks carried out.
- Records are to be maintained of any maintenance, water treatments or disinfection.

### **3.22 Manual handling of loads**

Personnel are not to lift, drag, push or carry heavy or awkward loads unless training has been undertaken and risk assessments carried out.

### **3.23 Jewellery**

Pupils are prohibited from wearing jewellery. This may cause them or others injury, particularly during physical activities and/or contact sports.

### **3.24 Mobile Phones**

The use of mobile phones by pupils is prohibited, unless under direction by a member of staff. Staff must only use mobile phones in the presence of pupils in emergency situations.

### **3.25 Communication**

The statutory poster is displayed in the Finance Office and Room 1 Office. Health and safety information and advice are available from the Premises Manager and Business Manager.

**Additional arrangements will be appended as they are developed out of risk assessments carried out in accordance with this policy.**

**Date policy accepted:**

**Full Governors Meeting 21 June 2016 for the academic year 2016-2017**

**Signed by**

**Chair of Governors: Mr S Westhead**