



# St Bede's Catholic High School

## Health & Safety Policy

### HEALTH AND SAFETY POLICY

#### Incorporating the Local Health and Safety Arrangements for:

This policy is based on the requirements of the Health and Safety at Work Act 1974 and associated Health and Safety and other Legislation. It should be read in conjunction with the Lancashire County Council's Health and Safety Management System which is held on the School's Portal.

As a Voluntary Aided School the Governing Body is the employer and is responsible for the use of the premises. The Headteacher is responsible for the day-to-day implementation and management of health, safety and welfare within the school. The Governing Body and the Headteacher should work in partnership to meet these responsibilities.

As the person(s) with responsibility for the implementation and management of proper health and safety controls within the school, we will, as far as is reasonably practicable:

- provide adequate control of the health and safety risks arising from our work activities;
- provide and maintain safe plant and equipment;
- ensure all employees are competent to do their tasks and ensure the provision of adequate training;
- maintain safe working conditions;
- ensure safe handling and use of substances;
- review and revise this policy and arrangements as necessary at regular intervals, and, as a minimum, following each 5 yearly review by the county council;
- consult with employees on matters affecting their health and safety;
- provide information, instruction and supervision for employees;
- prevent accidents and cases of work-related ill health;
- comply with appropriate directions given by the county council on health and safety requirements;
- act in accordance with the relevant provisions in the Scheme for Financing Schools in Lancashire and the School Teachers Pay and Conditions Document

Signed:	Signed:
	On behalf of the Governing Body
Head Teachers name: Mr P Denton	Chair of Governors name: Mr S Marston
<u>Sept 2020</u>	<u>Proposed Review date:</u> Sept 2021

## Responsibilities

Health & Safety Objectives will be set each year for improvements in the management of health & safety within the school by the Health & Safety Working Party. These

The responsibility for implementation and management of proper health and safety controls within the school is that of:	The Headteacher
The authorised member of staff with day-to-day responsibility for ensuring this policy is put into practice is:	The Business Manager
To ensure health and safety standards are maintained/improved, the following people have responsibility in their specific areas e.g. premises issues, fire safety and other emergencies, out-of-hours arrangements, educational visits	SENCO/Asst Head - Fire Marshall, Asst Head – Deputy Fire Marshall Business Manager –Premises & H&S, EVC Site Manager –Premises, H&S, COSHH Site Supervisor assistants –Premises Admin Assistant, - Accident Reporting, EVC, First Aid Curriculum Leader, Science –COSHH, Radon, Arts Faculty Leader COSHH, -Technology, Music, Art, Curriculum Leaders for English, Maths, MFL, IT, History, Geography, PE, Media, Drama, and SENCO and IT Network Manager
The Health & Safety plans * for the school (as identified by accident/incident investigation, consultation, review of risk assessments, H&S management support and audit visits; advice from the county council etc. or other sources e.g. DCSF, Teachernet, other schools, HSE) will be developed and monitored by:	Health & Safety Working Party to include one appointed Governor – Mr F Lawell
<p>All employees within the school have a responsibility to:</p> <ol style="list-style-type: none"> <li>1. Co-operate with the Head Teacher and his/her nominated representatives on all matters relating to health and safety;</li> <li>2. Not interfere with anything provided to safeguard their health and safety;</li> <li>3. Take reasonable care of their own health and safety, and not knowingly place anyone who may be affected by their work activities at risk; and</li> <li>4. Report all health and safety concerns to an appropriate person (as detailed in this policy statement).</li> <li>5. The Conditions of Employment of Teachers pro maintaining good order and discipline among the pupils and safeguarding their health and safety both when they are authorised to be on the school premises and when they are engaged in authorised school activities elsewhere.</li> </ol>	

Health & Safety objectives will be minuted by the Health and Safety working party and discussed and minuted by the Finance and Buildings Committee.

Examples might be:

- a % reduction in accidents will be achieved by changes to playground supervision;
- a revised procedure for dealing with contractors on site will be devised and implemented;
- revised arrival and departure arrangements will be put in place to separate vehicles and pedestrians on school grounds;
- raising health & safety awareness by using the County Council's e-learning courses
- to review the security fencing and entrances to the school

## Health and Safety Risks Arising from Work Activities

We will ensure that so far as is reasonably practicable, all areas of risk are assessed and adequate control measures are put in place to ensure the health and safety of all employees, pupils, contractors, non-employees and anyone else affected by the school's activities.

Risk assessments will be undertaken by:	<i>All staff as appropriate, overseen by Curriculum Leader and the Health &amp; Safety Working Party or other nominated person as appropriate.</i>
The significant findings of risk assessments will be reported to:	<i>Headteacher Business Manager Curriculum Leader or other nominated person as appropriate</i>
Action required to remove/control risks will be approved by:	<i>Headteacher Business Manager Curriculum Leader or other nominated person as appropriate</i>
The responsibility for ensuring the action required to reduce risks is implemented is that of:	<i>Headteacher Business Manager Curriculum Leader or other nominated person as appropriate</i>
Checking that implemented actions have removed/reduced the risks is the responsibility of:	<i>Headteacher Business Manager Curriculum Leader or other nominated person as appropriate</i>
Risk Assessments will be reviewed: annually or when an element of the work activity changes significantly, whichever is sooner; and when advised by the county council. Risk assessments will be undertaken prior to the introduction of a new element of work activity.	<i>Health &amp; Safety Working Party/Premises Manager</i>

## School's Commitment

To meet the requirements of this Policy Statement, the Head Teacher/Governing Body and/or his/her/their nominated representative(s) will:

- a) draw up and implement appropriate health & safety procedures for the school;
- b) share appropriate elements of these procedures with all employees, pupils, visitors and anyone else who may be affected by them;
- c) arrange for risk assessments to be completed for all areas of work and review them on a regular basis;
- d) as part of the risk assessment process, produce safe systems of work where necessary and arrange for their implementation including any appropriate training, resourcing, auditing and monitoring; and,
- e) identify adequate resources for the implementation of the health and safety policy and arrangements with the school.
- f) comply with appropriate directions given by the county council on health and safety requirements
- g) act in accordance with the relevant provisions in the Scheme for Financing Schools in Lancashire and the School Teachers Pay and Conditions Document”;

The school will upon request make available for general inspection specific, procedures and documentation and will regularly review its arrangements in respect of the applicable topics and activities below.

<b>Occupational Health &amp; Safety Topic/Activity</b> Information and Guidance is available on the website, link below: <a href="#">Health, Safety &amp; Wellbeing intranet site</a>	<b>Applicable (✓)</b>	<b>Details about the school's arrangements –All policies are available to access on the shared 'P' drive, H&amp;S folder</b>
Accident Reporting, Recording and Investigation	Y	Accident books at locations around school. Online reporting takes place. Historical data held on the premises
Bodily Fluids (urine; blood; faeces; vomit)	Y	First Aid Officers / Site staff/ Cleaning staff
Catering	Y	Catering Manager
Cleaning/caretaking	Y	Cleaning contract (buy back service) Business Manager (BM) –site supervisor
Control of contractors	Y	BM / Site Supervisor
Covid- 19	Y	School to abide by Governor guidance. See separate whole school risk assessment for Covid in the workplace
Disability access –H&S implications	Y	Single Equalities Policy / BM / Site Supervisor / H&S policy
Display Screen Equipment and eye tests	Y	Risk assessments undertaken and documented (admin)
Electrical Safety	Y	PAT & Fixed electrical testing undertaken annually (BM). Premises Management Guide (PMG)
Emergency Procedures other than Fire e.g. flood, services failure	Y	School Emergency Plan accessible off site and hard copy available on site.
Extended school and community use	Y	Edu-Lettings Policies and Procedures, Lettings Policy
Falling Objects/Safe storage	Y	Risk assessments undertaken by Curriculum Leader/ Premises Manager –ongoing
Fire Safety	Y	Fire Policy Procedures (DHA/ASO/WEM)
First Aid	Y	First Aid Co-ordinator / Policies, Admins support
Gas safety	Y	Fixed Gas Testing - Arcadis
Hot surfaces, scalds and burns	Y	Risk assessments undertaken and documented –food technology, science, kitchen H&S Policy
Induction	Y	Induction pack for all staff
Information communication	Y	ICT Security and Access Policies, staff and pupils
Lettings to non school groups	Y	Lettings Policy/Edu-Lettings (BM)
Management and other Health and Safety responsibilities	Y	Health & Safety Working Party / Head Teacher (HT) / BM/COG
Manual Handling	Y	Risk assessments undertaken and documented / Site Supervisor / H&S file
Minibuses	N/A	No school minibus. Use companies approved by LCC.
Mobile phones –use of	Y	School policy & procedures /HT
Monitoring	Y	Policy and procedures / Finance & Buildings Committee
Needles and needle stick injuries	Y	Risk assessments undertaken and documented –textiles, pupils self medication (insulin)/ relevant CL / 1 <sup>st</sup> Aid Co-ordinator
Personal safety including lone working and violence and aggression	Y	School policies/HT /BM /Site staff
Play Equipment installations inspections	N/A	
Playgrounds and external areas	Y	Workplace inspection undertaken and documented / H&S file

<b>Occupational Health &amp; Safety Topic/Activity (continued)</b>	<b>Applicable (√)</b>	<b>Details about the school's arrangements</b>
Ponds and Water features	N/A	
Premises Management	Y	BM / Site Manager/Site Assistants
Pupil moving and handling (Special needs)	N/A	Currently not applicable
Pregnant employees and nursing mothers	Y	HT / Assistant HT / BM/ Individual RA carried out as appropriate
Reporting of H&S concerns/faults	Y	Line managers/Site Supervisor/BM/H&S Committee
Risk Assessment and hazard identification	Y	Risk assessments undertaken and documented / H&S Committee
Safety Committee	Y	Meets regularly and at least once annually. An annual H&S walk around will be conducted by the committee
Safety Representatives	Y	School staff/Site Manager/HT//BM
Security of premises	Y	HT/BM/Site Manager/Site Supervisors –constantly reviewed
Shared use of buildings	Y	SLS Policies and Procedures
Slips and trips	Y	Risk assessments undertaken / H&S documents
Stress/Wellbeing	Y	HT/BM/Asst Head
Substances –COSHH	Y	Science - CLEAPS followed DT/ART –CLEAPS and COSHH followed Cleaners –COSHH, reviewed by LCC. Catering –COSHH followed
Swimming pools	N/A	
Temporary and supply staff	Y	BM/HC/CH
Training	Y	Assistant Head (teaching staff)
Transporting and storing chemicals	Y	See Substances –COSHH observed
Vehicle and pedestrian traffic	Y	Risk assessments undertaken
Visitor and volunteers safety	Y	H&S minutes, Safeguarding, single central register
Waste storage and disposal	Y	SLA with waste contractor –see waste disposal licence
Water hygiene (Legionella, lead etc.)	Y	Legionella monitoring & risk assessment – Knowsley Environmental
Work equipment and machinery	Y	BM /Site Manager / Curriculum Leader
Working at height –ladders, access equipment etc.	Y	Risk assessments undertaken and documented –step ladders or stools / Site Manager/Network Manager and trained staff. Appropriate staff PASMA trained
Workplace Inspection	Y	H&S file and Whole School risk assessment Covid. Classroom risk assessments for Covid working space

<b>Curriculum and other non-occupational Health &amp; Safety Topic/Activity</b> (Information and Guidance available in various parts of the <a href="#">Schools Portal</a> )	<b>Applicable (✓)</b>	<b>Details about the school's arrangements</b>
Administration of medication	Y	Medication kept securely in student services office, records retained.
Educational Visits	Y	EVC Policy & Governors committee formed to monitor visits
Food safety and hygiene	Y	Catering Manager / Food Tech Teacher/ external audits of kitchens.
Outdoor activities	Y	Risk assessments undertaken by EVC for off site pursuits. Risk assessments undertaken (on site) /CL for PE / H&S file
PE Equipment	Y	Risk assessments undertaken and documented /CL / Equipment checked annually - Arcadis
Pupil handling and restraint	Y	School Policies and Procedures
Grounds maintenance	Y	Contract (buy back service) –Property Group (BM) / Site Manager
Pupil movement and flow	Y	Risk Assessments are ongoing and reviewed as necessary.
School transport	Y	LCC procedures / Office manager
Science (where not covered by curriculum safety procedures set down in CLEAPS)	Y	Curriculum Leader
Smoking	Y	School has a non smoking policy in place on the whole site
Special needs of pupils Health & Safety issues	Y	SENCO –SEND offer
Stage and drama activities	Y	Risk assessments undertaken - Drama, Music
Supervision of pupils	Y	All Staff –see policies and procedures
Technology rooms and equipment	Y	Risk assessments undertaken
Wearing of jewellery	Y	Behaviour & Uniform policy, Dress Code & Appearance policy for staff.
Work experience	Y	Work experience co-ordinator in conjunction policy/CEIAG

The school will also take into account the risks, and make health and safety arrangements for, non-routine, out-of-hours, seasonal or sporadic activities and community events such as school fetes, etc.

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Also attention will be given to the health and safety responsibilities arising from the use of the school to provide Extended Services and the risks associated with Educational visits will be carefully assessed and appropriate health & safety arrangements put in place.

Note: Both these areas have separate intranet sites on the Schools Portal at [Extended Services](#) and Educational visits

In addition, learner drivers of all types of vehicles are not permitted on the school site at any time.

## Consultation with employees

The school recognises and accepts its duty to consult with employees and will do so via union-appointed safety representative and/or through elected employee representatives where union appointed representatives are not available.

Employee representative(s) for the school are:	<i>Steve Caygill (Lead Practitioner) Jane Roberts (Staff Governor)</i>
Consultation with employees is provided via:	<i>Appraisal and Professional Development Reviews, Review of documents, Team meetings, Circulation of draft documents for consultation, Health &amp; Safety Working Party meetings /minutes.</i>

## Safety representatives

The school recognises and accepts that safety representatives must be given the paid time necessary to carry out their functions, and paid time as is necessary to undergo training in those functions, as is reasonable in the circumstances.

Safety Representatives functions are to:-

- Investigate potential hazards and dangerous occurrences at the workplace, and complaints by employees relating to health, safety and welfare at work, and examine the causes of workplace accidents.
- Make representations to the Headteacher /Governing Body on the above investigations, and on general matters affecting the health and safety of the employees they represent.
- Inspect the workplace.
- Represent employees in dealings with health and safety inspectors.
- Attend health and safety committee meetings.



## Safe plant and equipment

The school will ensure that all plant and equipment that requires maintenance is identified, that maintenance is carried out and that new or second-hand plant and equipment meets any required health and safety standards before it is purchased.

<i>Headteacher Business Manager Site Manager</i>	Is responsible for identifying all equipment/plant needing maintenance
<i>Headteacher Business Manager Site Manager</i>	Is responsible for ensuring effective maintenance procedures are drawn up
<i>Headteacher Business Manager Site Manager</i>	Is responsible for ensuring that all identified maintenance is carried out
Any problems found with equipment should be reported to	<i>Site Manager Business Manager Line Manager</i>
<i>Site Manager ICT Network Manager Curriculum Leaders</i>	Will check that new equipment meets any required health and safety standards before it is purchased or used.

## Information, instruction and supervision

The Health and Safety Law poster is displayed at:	<i>Staff Room and various locations throughout school</i>
Health and safety advice is available from:	<i>Members of the Health &amp; Safety Working Party Headteacher Business Manager Premises Manager Shared 'P' Drive Curriculum Leaders, LCC Intranet</i>
Induction, supervision of trainees/work placements will be overseen, undertaken and monitored by:	<i>Lead Practitioner Curriculum Leader where appropriate SBM</i>
Health & Safety in shared premises (where applicable)	The Head, Senior Assistant Head or nominated representative will ensure that any employees working at locations under the control of other employers are provided with relevant information to

ensure their health and safety.
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## Competency for tasks and training

The school has arrangements in place to ensure that all new employees are provided with appropriate health and safety induction training when they start work, this will cover basics such as first aid and fire safety. Specific on the job and job specific health and safety training will also be provided. Training provision will include regular refresher training.

Induction training will be provided for all employees by:	<i>Deputy Headteacher responsible for Staff Induction - Teaching staff School Business Manager – Support staff SENCO – TA staff Lead Practitioner Line Managers, as appropriate <u>H&amp;S policies available on the shared Portal and accessible by all employees</u></i>
Job specific training will be provided by:	<i>Line Manager and external training purchased through LCC and outside providers as applicable.</i>
Specific jobs requiring special training are:	<i>First Aid Fire Officer Fire Warden PASMA Science /CDT Technicians Educational Visits Co-ordinator Learning Support /Pastoral teams</i>
Training records are kept at/by:	<i>Deputy Headteacher responsible for induction of staff and CPD School Business Manager</i>
Training will be identified, arranged and monitored by:	<i>Deputy Headteacher responsible for induction of staff and CPD School Business Manager EVC Line Managers, where appropriate Headteacher</i>

## Accidents, first aid and work-related ill health

The school acknowledges the legal requirement to:

- Ensure that there is a recognised system in place to deal with the reporting, recording and investigation of incidents and accidents.
- Ensure that there is a recognised system in place for reporting work related injuries, diseases and dangerous occurrences under the RIDDOR Regulations.
- Provide appropriate first aid arrangements for employees and anyone attending the premises that may be affected by the school's activities.

- Provide health surveillance for any employees who may be risk of ill-health as a direct result of work activities, and has made appropriate arrangements to deal with this issue.

The first aid box(es) are available:	Appendix 1
The first aider(s) and appointed person(s) are:	Appendix 2
All accidents and cases of work-related ill health are to be reported to:	<i>Admin Assistant responsible for First Aid incidents</i>
Health surveillance is required for employees doing the following jobs within the school:	The health of all employees is monitored for any possible work related condition as part of our responsibility for duty of care.
Health surveillance will be arranged by:	<i>Headteacher Business Manager</i>
Health surveillance/records will be kept by/at:	<i>Headteacher Business Manager</i>

## Monitoring

The school acknowledges its requirement to monitor the health and safety of employees and anyone who may be affected by its work activities and has appropriate arrangements in place to fulfil this requirement.

To check our working conditions, and ensure our safe working practices are being followed, we will:  Conduct workplace inspections. These are carried out by:  Review all risk assessments annually or in the event of any significant changes. This function is carried out by:	<i>Continuously monitor working practices and updates for staff.</i>  <i>Members of the H&amp;S Working Party, Headteacher, Business Manager and Site Manager</i>  <i>Curriculum Leaders, Line Managers and H&amp;S Working Party</i>
<i>Year Leaders, Pastoral Support staff, Site Manager and relevant line managers ,</i>	are responsible for investigating accidents - e.g. road traffic accidents, slips, trips and/or falls etc. before requesting assistance from the corporate Health, Safety and Wellbeing Team if necessary
<i>The Headteacher</i>	Is responsible for investigating work-related causes of sickness absences.
<i>The Headteacher</i>	Is responsible for acting on investigation findings to prevent recurrences.

## Emergency procedures - fire and evacuation

The school acknowledges its responsibility for ensuring that appropriate emergency procedures are in place and that these are communicated to all concerned, including other users of the premises, and monitored on a regular basis.

Responsibility for ensuring the fire risk assessment is undertaken and implemented rests with:	<i>Headteacher Business Manager Site Manager</i>
Escape routes are checked daily and monitored weekly	<i>Site Manager/ Site Supervisors Assistant</i>
Fire extinguishers are maintained annually and checked weekly by site staff	<i>Site Manager/Site Supervisors</i>
Alarms are tested weekly at different call points by site staff.	<i>Site Manager/Site Supervisors</i>
Mag locks are tested weekly to ensure door release by site staff/network manager	<i>Site Manager/Site Supervisors Fire Safety Annual Service and Inspection</i>
The fire emergency evacuation procedure is tested every term	<i>Headteacher and records maintained by the Premises Manager</i>
Responsibility for ensuring arrangements are in place to deal with other emergency situations e.g. bomb threat, flood etc.	<i>Headteacher –see school emergency plan</i>

## **Health & Safety Working Party:**

- Headteacher
- Business Manager
- Premises Manager
- Finance officer
- Lead Practitioner
- Governor representative

**Fully Qualified  
Qualified**

**Fully Qualified**

**Mr Wayne Emmett**

**Mrs Annette Southworth (pending renewal due to Covid-19)**

**1 Day**

**1 Day Qualified**

**Mr Paul Dawson**

**Mr Mike Doolan**

**Miss Gill Gray**

**Mrs Clare Guidi**

**Mr Andrew Holt**

**Mr Peter Lockyer**

**Mrs A McMurray**

**Mrs Sarah Morris**

**Mrs Lesley Rooney**

**Mr Jon Shepherd**

**Miss Abbie Skidmore**

**Mrs Lisa Turpin**

**Mrs Danielle Williams**

**Mrs Hayley Wainwright**

**Mr J Blundell**

## **Appendix 1**

### **First aid boxes**

First aid boxes are located in the following areas:

- DT
- DT Food
- Kitchen
- Medical Room Pastoral Corridor
- Staff Room
- Sports Centre
- Science Prep Room
- Student Services
- Site office