



SCHOOL HEALTH AND SAFETY POLICY

This policy has been prepared in accordance with the Health and Safety at Work Etc. 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 the school.

1 Policy Statement

- 1.1 To establish and maintain in so far as is reasonably practicable:
 - i. an environment which is safe and without risk to health;
 - ii. safe working procedures among staff and students;
 - iii. safe and health arrangements for the handling, storage and transport of articles and substances;
 - iv. safe means of access 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 students to avoid hazards and contribute positively to their own health and safety.
- 1.3 To teach safety, where appropriate, as part of the curriculum.
- 1.4 To formulate effective procedures for use in the case of 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 students.
- 1.7 To provide an effective system of reporting and recording accidents, dangerous occurrences and potential hazards to health and safety.

2 Organisation and Arrangements for Health and Safety

2.1 The Governing Body

The ultimate responsibility for ensuring a safe and healthy environment within the school rests with the governing body.

The governing body should report to the Department for Education any major threat to the health and safety of employees and users of the school.

2.2 The Headteacher

The Headteacher shall



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- i. take appropriate action immediately any hazard is reported to him/her and stop the use of any plant, tools, equipment, machinery, etc., which he/she considers unsafe until he/she is satisfied as to their safety;
- ii. make recommendations to the governing body for additions to or improvements to plant, tools, equipment, machinery, etc. which are dangerous or potentially so;
- iii. report on safety and welfare matters to the governing body.

2.3 School Bursar

Delegated by the Headteacher to:

- i. be the focal point for day-to-day references on safety and give advice or indicate sources of advice:
- ii. co-ordinate the implementation of safety procedures:
- iii. maintain contact with outside agencies able to offer expert advice:
- iv. carry out regular inspections of the school and check working practices in it:
- v. ensure that accidents and hazards are recorded, reported as appropriate to the Health and Safety Executive and that appropriate remedial action is taken:
- vi. review annually
 - a) provisions of first aid (May)
 - b) emergency regulations (September)
 - c) safety procedures (September)

2.4 Obligations of all Employees

The Health and Safety at Work Etc. Act 1974 states:

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

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

Also that:

“No person shall intentionally or recklessly interfere with or misuse anything provided in the interests of health, safety or welfare in pursuance of any of the relevant statutory provisions.”

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

- i. to know the special safety measures and arrangements to be adopted in their own working area and to ensure they are applied:
- ii. to observe standards of dress consistent with safety and hygiene:
- iii. to exercise good standards of housekeeping and cleanliness:



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- iv. to know and apply the emergency procedures in respect of fire and first-aid;
- v. to use and not wilfully misuse, neglect or interfere with things provided for their own safety and the safety of others;
- vi. to co-operate with other employees in promoting improved safety measures in their school;
- vii. to co-operate with the appointed safety representatives and the enforcement officer of the Health and Safety Executive or the Public Health Authority.

2.5 Staff (teaching and non-teaching) holding positions of special responsibility (eg Subject Leaders, Learning coordinators, Premises staff, , 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 and headteacher;
- ii. should establish and maintain safe work procedures (eg use of chemicals, guillotines, boiling water, identification of asbestos);
- iii. should resolve any health and safety problem any member of staff or student may raise and refer to the Bursar/Admin Manager or other member of staff any problem for which there is not a 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 students to avoid hazards and contribute positively to their own health and safety at work;
- v. should propose to the Bursar changes and additions to plant, equipment or machinery which are necessary for maintenance of safety;
- vi. ensure that all donated equipment is safe and where appropriate seek specialist advice that this is so.

2.6 Particular Responsibilities of Class Teachers

The safety of students in classrooms, laboratories and workshops is the responsibility of the class teacher. If for any reason this responsibility cannot be accepted it must be discussed with the subject leader 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. exercise effective supervision of students and ensure that they know of the general emergency procedures in respect of fire and first-aid and the special safety measures of the teaching area;
- iii. give clear instructions and warnings as often as necessary (notices, posters and hand-outs are not enough);
- iv. ensure that students coats, bags, cases etc. are safely stowed away;
- v. integrate all relevant aspects of safety into the teaching process and if necessary give special lessons on safety;
- vi. follow safe working procedures personally;
- vii. call for protective clothing, guards, special safe working procedures etc. when necessary;



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viii. make recommendations on safety measures to the subject leader.

NB: These rules apply to Learning Support Assistants, and to student teachers who must be made aware of their responsibilities to both the head of department and their professional tutor.

2.7 The Pupil

Pupils are expected to:

- i. exercise personal responsibility for safety of themselves and others;
- ii. observe standards of dress consistent with safety and hygiene (this precludes unsuitable footwear, knives and other items considered dangerous);
- iii. observe the safety rules of the school and in particular the instructions of staff given in an emergency;
- iv. use and not wilfully misuse, neglect or interfere with things provided for safety.

2.8 The Health and Safety Representatives

The 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 Etc. Act 1974;
- ii. do not carry legal liability for either their activities or omissions as a safety representative;
- iii. the functions of safety representatives are as follows:
 - a) 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;
 - b) to investigate complaints by any employee he/she represents relating to that employee's health, safety or welfare at work;
 - c) to make representations to the employer on general matters arising out of (a) and (b) above;
 - d) to make representations to the employer on general matters affecting the health, safety or welfare at work of the employees at the workplace;
 - e) to carry out inspection;
 - f) to represent the employees he/she is appointed to represent in consultations at the workplace with Inspectors of the HSE and any other enforcing authority;
 - g) to receive information from Inspectors in accordance with Section 28(8) of the 1974 Act; and
 - h) to attend meetings of safety committees in the capacity of safety representative and in connection with any of the above functions.

In addition, section 2(4) of the HASAWA places upon the safety representative the function of representing the employees in consultations with the employer.

2.9 Health & Safety Committee

A health & safety committee has been established. The School Bursar or other member of staff will chair the committee; appropriate subject leaders, all appointed safety representatives and a nominated governor, will be members.



2.10 Risk Assessment Procedures

Regular risk assessments will be carried out by:

- i. all personnel in their designated areas;
- ii. by the premises manager to gain an overall view;
- iii. by external assessors;
- iv. by staff proposing to lead school trips, using the relevant travel packs.

2.11 Emergencies

Emergency procedures have been approved by the governors' Policy & Resources committee, and these are reviewed annually by the Leadership Group, all of whom have a copy of these procedures.

Evacuation procedures are rehearsed each term.

A list of staff with first-aid qualifications and the location of first-aid staff should be circulated to all staff each September.

All staff are encouraged to take part in first-aid training courses.

2.12 Concluding Statement

Suggestions by any member of staff to improve standards of health and safety are welcomed by the Headteacher. The greatest hindrance to good practice is apathy; the best antidote is the right attitude of mind.

3. Employers Liability

The legal liability of the school for accidental bodily injury, illness or death to employees is defined in law. Appropriate insurance is taken out by the school on behalf of the governing body.

Review

Governor Committee: Premises

Date of review: October 2015

Next Review Date: October 2018