



‘Achievement for All’

ST JOSEPH’S BOYS’ SCHOOL

Health and Safety Policy

Reviewed _____

Date: _____

Agreed SMT _____
Principal

Date: _____

Agreed BOG _____

Date: _____

Date of next review _____

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1.0 Preface

The following Health and Safety Policy has been formally adopted by the School's Board of Governors. This policy conforms to the legal framework set out in four key acts of parliament. However, this policy is not definitive and as such should not be taken as an authoritative interpretation of the law:

- *The Health and Safety at Work Act 1974* (HSW Act) gave employers a legal duty to ensure, so far as is reasonably practicable, the health, safety and welfare of their employees at work. It also required all staff, including supply staff and contractors working on the School premises, to conduct themselves in a manner in which they pose no risk to their own or any other person's Health and Safety. 'Other persons' includes staff, pupils, and visitors to the School.
- *The Management of Health and Safety at Work Regulations 1992* required employers to assess the risks to employees and to make arrangements for their health and safety by effective:
 - i. planning;
 - ii. organisation;
 - iii. control;
 - iv. monitoring and review.

The risks covered should, where appropriate, include the need to protect employees from exposure to reasonably foreseeable violence.

- *The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995* (RIDDOR) required employers to notify their enforcing authority in the event of an accident at work to any employee resulting in death, major injury or incapacity for normal work for three or more days. N.B. This includes an act of non-consensual physical violence done to a person at work.
- *The Safety Representatives and Safety Committees Regulations 1977 (a)* and *The Health and Safety (Consultation with Employees) Regulations 1996 (b)* required employers to inform, and consult with, employees in good time on matters relating to their Health and Safety. Employee representatives, either appointed by recognised

trade unions under (a) or elected under (b) may make representations to their employer on matters affecting the health and safety of those they represent.

Management systems for Health & Safety must be clearly documented and understood by all staff. The School has adopted appropriate and consistent terminology in all our safety documentation as recommended by the Health and Safety Executive. The Board of Governors recognises that achieving and maintaining high standards of safety requires that the School's management, staff, pupils, visitors and contractors are aware of and discharge their respective responsibilities.

N.B. For the purposes of this policy the term **staff** is used to refer to all full and part time staff (teaching and non-teaching) and includes, helpers/volunteers and staff on temporary or fixed term contracts.

1.1 Statement of Intent

The policy of the Governing Body and the Principal is to maintain safe and healthy working conditions at St. Joseph's Boys' School for all staff, pupils and visitors.

2.0 Responsibilities

2.1. The Governing Body

The Governing Body is responsible for monitoring and reviewing the health and safety policy of the school as and when necessary.

The Health and Safety Committee considers reports of inspections, assists in safe work systems and discusses new regulations received from the EA or the HSE. The committee meetings are held termly and have an agenda, and are minuted. A governor reports regularly at meetings of the full Governing Body. Health and Safety is regularly an agenda item for governors', staff and team meetings. The Governing Body is responsible for making recommendations relating to safety.

The Board of Governors

The Board of Governors and the Health and Safety sub-committee of the Board of Governors, in consultation with the Principal, will make arrangements for:

- Producing and maintaining effective policies concerning the organisation and arrangements for the provision of a safe and healthy working/teaching/learning environment. The policies should detail the School's current command, control, co-ordination and communication systems for the management of health and safety issues. Policies should be in compliance with, or improve upon:
 - statutory requirements;
 - codes of practice - whether statutory or advisory;
 - guidance - whether statutory or advisory.

- Providing, monitoring and reviewing safe systems of working to ensure, so far as is reasonably practicable, the health and safety at work of all staff/pupils, e.g.
 - i. a school safety committee is established and meets regularly;

- ii. adequate risk assessments are undertaken and any risks/ hazards are identified and addressed with the aim of minimising any risks to staff, pupils and others. All risks should be identified and evaluated, particularly those related to
 - a. accidents;
 - b. health and security of pupils and staff;
 - c. the security of property and premises;
 - d. school sponsored activities (including work experience);
 - e. pupils' behaviour.
 - iii. information provision and reporting arrangements are annually reviewed to ensure that they provide effective command, control, co-ordination and communication systems. N.B. such systems should also enable out of hours reporting of accidents/near misses and facilitate the summoning of assistance.
- Ensuring that responsibilities are assigned and providing adequate information and training on Health and Safety at work and fire prevention. The information and training should ensure that all employees, pupils, hirers, contractors, visitors and others follow the School safety procedures and are able to carry out their duties in a safe manner without placing themselves or others at risk. Staff will have a copy of this policy.
 - Liaising with the EA, Health and Safety Executive and other official bodies with the aim of improving all aspects of Health and Safety at work. The Board of Governors will enable officers of the EA, or their agents, to carry out risk assessments in respect of landlord items.
 - Establishing, practicing and maintaining effective emergency evacuation procedures.
 - Maintaining the cleanliness and state of repair of the building.
 - Providing safe plant, equipment and systems of work.
 - Providing safe means of entry and exit to the school premises for staff and pupils.
 - Providing safe arrangements and facilities for the handling, storage and transport of articles and hazardous substances – to include managing and maintaining the use of personal protective equipment.
 - Providing required safety and protective equipment and clothing together with associated guidance, instruction and supervision.
 - Providing adequate statutory first aid facilities.
 - Providing consultative measures to monitor and review the effectiveness of Health and Safety measures.
 - Providing adequate welfare and support facilities for staff and pupils.
 - Carrying out detailed reporting and investigation of all accidents and dangerous occurrences to persons and/or property to prevent a recurrence. This includes notifying the EA and the Health and Safety Executive of any major accident or dangerous occurrence.

2.3. The Principal

Overall responsibility for the detailed health and safety arrangements within the school lies with the Principal and in their absence with the designated team leader in charge. It is the Principal's responsibility to ensure compliance with the policy for health and safety.

2.4. Safety Representative

The Health and Safety committee carry out termly safety inspections. Records of the inspections are discussed at the meetings of the health and safety committee. In addition, the Building Supervisor will inspect the building and the grounds on a daily basis as he goes about his regular duties.

2.5. Employees

All employees have the responsibility to co-operate to achieve a healthy and safe workplace and to take reasonable care of themselves and others. Whenever an employee notices a health and safety problem this should be drawn to the attention of the Principal immediately who will record it in the incident book.

3.0 Procedures

3.1. Fire Safety

See attached Fire Safety policy.

3.2. Accidents

See attached First Aid Policy.

3.3. Reporting Hazards

All staff are responsible for reporting hazards. It is then the Head teacher's responsibility to follow up this report. The health and safety committee monitors the action taken to remedy hazards.

All identified hazards should be reported to reception and these will then be passed on to the building supervisor and addressed.

4.0 Electrical Safety

All staff should visually check equipment before use and report any damage. Any equipment that is damaged should not be used.

All electrical work will be completed by EA contractors.

EA carry out regular electrical testing.

Staff should avoid overloading sockets with several appliances.

Electrical, plant and data rooms are checked bi-monthly for fire risk.

Staff are discouraged from bringing personal electrical equipment to school.

5.0 Control of Substances Hazardous to Health Regulations

Any substances marked as dangerous are not left in classrooms. Staff should check that instructions are followed when using any such substances.. Teaching staff should note that the use of chemicals in science should be checked with the science co-ordinator or the Principal.

Please inform the Principal of any additional potential COSHHE items that have been brought into school other than those on the list.

AUDIT

Once per year, an audit will be carried out by the CoSHH Coordinators/safety committee. Their remit will be to check the following:

- All hazardous substances being used, stored or transported in school are included on the CoSHH register and have been assessed.
- The CoSHH register does not contain substances that are no longer to be used, stored or transported in school.
- All hazardous substances are under the day to day supervision of suitably trained staff.
- The storage of the hazardous substance is safe and meets any legal requirements.
- The quantity of hazardous substances held is minimized, in order that proper procedural duties can be effected.
- That staff training and training records are being updated, and that so far as can be ascertained, staff are using the hazardous substances properly so that the risks are minimized.
- Emergency procedures are in place and functional eg. spillage kits, PPE etc.
- Health surveillance is being carried out where necessary and records of exposure to hazardous substances are kept up to date where applicable.

6.0 Equipment

It is the responsibility of all staff to ensure that equipment is in good working order and is stored safely. Any faulty equipment should be withdrawn from use and reported to the Principal. Individual departments who use practical equipment on a regular basis will have separate Departmental Health and Safety Policies.

7.0 Health and Hygiene

7.1. Notifiable and Infectious Diseases

Guidance on infection control in schools is displayed in the medical room. This guidance from the Public Health Agency is used as the basis for all decision making in this area.

7.2. Medicines

It is school policy not to administer medicine except in the case of chronic illness in conjunction with care plans supplied by a medical professional. The only medication carried by pupils is an inhaler.

7.3. Smoking

The Governing Body has adopted a no smoking policy within the school building and grounds.

7.4. Hygiene

It is the responsibility of the Health and Safety Committee to monitor the cleanliness of the building. This is part of the termly visual inspection.

All staff are responsible for encouraging good hygiene habits in the children.

8.0 Outdoor Visits

These are considered a vital part of our work. **APPROPRIATE RISK ASSESSMENT FORMS MUST BE COMPLETED.** It is the duty of the teacher to ensure all helpers are fully briefed about the visit and the expectations for behaviour. Parental consent for the visit is always sought.

When residential visits are organized parents are invited in to school to discuss the visit in detail.

Further detailed guidance on school outings is available from the Principal.

9. Security

All visitors must report to reception, be signed in and issued with a pass.

All staff and pupils are encouraged to be aware of strangers on the premises. If a visitor is unknown, identification should be requested. Visitors are requested to enter only by the front door.

Any act of violence or abuse towards a member of staff must be reported to the Principal, who will take the appropriate action.

10. Contractors

All Contractors must report to the main office; they need to sign in and sign out. They will then meet with the building supervisor and complete the necessary documentation relating to the work. The building supervisor will have a record of the work completed.

10.1. Lettings

Hirers, contractors and others

This section refers to use of the School premises/facilities for activities not under the direction of the Principal, e.g. for activities outside of normal school hours. In such cases the principal person in charge of the said activities will have responsibility for safe practices and must comply with the requirements of this section – this is the case even if the organiser of that activity is an employee. The Board of Governors will carry out its responsibility for the control of premises/facilities by taking all reasonable steps to ensure that such persons are competent and determined to comply with statutory and advisory safety requirements and this Policy.

1. All hirers must have sufficient Third Party Liability insurance to satisfy EA requirements.
2. All hirers, contractors and others using the premises/facilities, must:
 - Be familiar and comply with this Policy and all Board of Governors safety directives. N.B. A statement pertaining to relevant Health & Safety issues accompanies any application for a letting;

- Take reasonable care of their own Health & Safety and that of any other persons who may be affected by their acts or omissions at work – including their own employees and the School's staff or pupils;
 - Obtain the Board of Governors written permission to bring any equipment onto the school premises;
 - Be competent to perform the tasks being undertaken and ensure that the School or EA has supplied them with the information they require about the work and the environment they will be working in.
3. All hirers, contractors and others using the premises/facilities, must not:
- Alter fixed installations.
 - Interfere with or remove fire/safety notices or equipment.
4. The Principal or their representative must take immediate appropriate action if the contractor creates a hazard and refuses to eliminate it or reduce it to a safe level. This may require the suspension of the work/contract and a request for the contractors to leave the premises.

11.0 Staff and the Health and Safety Policy

All staff, teaching and non-teaching, are given a copy of the policy.

Staff are encouraged to attend health and safety courses as appropriate.

11.1 Monitoring and Review of Policy

This policy will be monitored and reviewed every two years by Health and Safety Committee / SMT or as appropriate after a particular event or situation which necessitates review.

12.0 Health and Safety Policy Check List (Y/N)

1. Have you got a copy of the Schools Health and Safety Policy?
2. Do you know how to report an accident?
3. Do you know where the accident book is kept?
4. Do you know what the fire drill is?
5. Have you been made aware of any workplace hazards?
6. Do you know who to report to about any faulty equipment or anything which may cause injury?
7. Do you understand your responsibility towards health and safety?

Name: _____

Date: _____

Signature: _____