



HEALTH AND SAFETY POLICY

GENERAL STATEMENT OF POLICY

The Governing Body of St Richard's recognises its overall responsibility for providing a safe, healthy and secure working environment for the teaching and non-teaching staff, for the children attending the school and for others who visit or are users of the school.

They will take all reasonably practicable steps to fulfil this responsibility and will, in particular, endeavour to:

- Provide and maintain plant, machinery, equipment and systems of work that are safe and without risk to health.
- Ensure safety and absence of risk to health in connection with the use, handling, storage and transport of articles and substances.
- Provide such information, instruction, training and supervision as is necessary to ensure health and safety.
- Provide means of access to and egress from the premises that are safe and without risk to health.
- Make adequate provision for the welfare of all employees and children and for securing a working environment that is safe and without risk to health.
- Encourage all employees to adopt safe working practices and to report accidents and potential hazards.

In order to achieve these objectives these Governing Body will:

- Ensure that financial and other resources are provided as necessary.
- Consult with staff with a view to promoting effective cooperation on health and safety matters.
- Establish and maintain a Health and Safety Committee for the discussion of health and safety issues and receive a report from that Committee at each meeting of the Governors.
- Nominate a member of the Governing Body to attend meetings of the Health and Safety Committee and report back to them.
- Require senior teaching and non-teaching staff to accept that the achievement of the objectives of this policy and accident prevention is an integral part of their responsibilities.
- Obtain competent professional advice on health, safety and welfare matters.

- Identify a senior member of the teaching staff to serve as a Health and Safety Advisor.
- Ensure that all employees are provided with such training as is necessary to comply with statutory requirements.
- Ensure that general Risk, COSHH, Manual Handling and other assessments necessary to comply with the statutory requirements are carried out.
- Arrange for the collection and analysis of accident data.

ORGANISATION

THE HEADMASTER

The Headmaster is responsible for the implementation of the Health and Safety Policy and for ensuring that the school fulfils its statutory obligations with respect to the health, safety and welfare of staff, pupils and others.

In order to fulfil these responsibilities the Headmaster will:

- Liaise with the Governing Body to ensure the achievement of the school's health and safety objectives.
- Chair the Health and Safety Committee and ensure that reports from the Committee are made to meetings of Governors and that adequate records of meetings are kept.
- Ensure that adequate resources are allocated to the provision and maintenance of health, safety and welfare..
- Ensure that suitable arrangements are in place for dealing with fire and other emergencies; that appropriate fire fighting equipment is made available and that sufficient competent persons have been nominated and trained to deal with fire emergencies and the safe evacuation of the premises.
- Ensure that any information and training necessary to ensure health and safety is provided including induction training as appropriate and any specific training required by statute.
- Ensure that the contents of this policy, and associated documentation, is brought to the attention of all members of staff and consult with them and others, where necessary, in respect of their implementation and review.
- Ensure that all members of staff keep themselves and members of their team up to date with the latest advice on good health and safety practice from the Health and Safety Executive and appropriate professional bodies.
- Ensure that regular health and safety inspections and audits of health and safety systems are carried out.
- Appoint a person competent to advise and assist on matters relating to health and safety and consult with that person in respect of any issue which may require specialist advice.
- Ensure that all accidents, injuries, diseases and dangerous occurrences are recorded and reported as required by the Reporting of Injuries, Diseases and

Dangerous Occurrences Regulations 1995 (RIDDOR) and, where appropriate, ensure that all accidents, injuries and near misses are investigated.

- Ensure that all general Risk, COSHH, Manual Handling and other assessments necessary to comply with statutory requirements are carried out.
- Consult, either individually or collectively, with staff on issues related to health and safety.

HEADS OF DEPARTMENT/SENIOR TEACHERS/CURRICULUM COORDINATORS

Heads of Department/Senior Teachers/Curriculum Coordinators are responsible for the implementation of the Health and Safety Policy and for ensuring that the school fulfils its statutory obligations with respect to the health, safety and welfare of staff, pupils and others in respect of all activities under their control.

In order to fulfil these responsibilities they will:

- Ensure that risk assessments and associated procedures and documents are in place and followed.
- Draw up any departmental procedures necessary to ensure the effective implementation of the Health and Safety Policy.
- Ensure that the Headmaster is advised of any specialist requirements necessary to ensure the health and safety of staff and pupils.
- Ensure that they keep themselves and members of their team up to date with any changes to this Policy and associated documentation.
- Ensure that they keep themselves and members of their team up to date with the latest advice on good health and safety practice from the Health and Safety Executive and appropriate professional bodies.
- Consult, either individually, or collectively, with the staff for whom they are responsible on issues related to health and safety.

TEACHERS

Teachers will:

- Work at all times in accordance with the Health and Safety Policy and associated documentation including risk assessments and departmental procedures.
- Comply at all times with any safety instructions from their Heads of Department/Curriculum Coordinator.
- Check before use that classrooms/work areas and equipment is safe and ensure that all areas under their supervision or control are kept in a clean and tidy manner and that any potentially harmful articles or substances are used and stored in a manner not likely to result in harm.
- Ensure that they and children under supervision wear personal protective clothing and equipment where appropriate to activities carried out.

- Ensure that at all times pupils are supervised in a manner appropriate to the nature of the activities in which they are engaged and the area in which they are taking place.
- Ensure that they keep themselves up to date with the latest advice on good health and safety practice from the Health and Safety Executive and appropriate professional bodies.

THE BURSAR

The Bursar will ensure that all school premises provide a healthy and safe environment for employees, pupils and others and will in particular:

- Ensure that safe systems of work are adopted in respect of any work carried out under his/her control, whether that work is carried out by employees or by contractors on behalf of the school.
- Ensure that a system is put in place for the selection of competent contractors and for the control and coordination of their activities.
- Ensure that risk assessments and associated procedures and documents are in place and are followed in respect of all activities under his/her control.
- Draw up any procedures necessary to ensure the effective implementation of the safety policy and keep himself/herself and members of his/her team up to date with any changes to this policy and associated documentation.
- Ensure that he/she keeps himself/herself and members of his/her team up to date with the latest advice on good health and safety practice from the Health and Safety Executive and appropriate professional bodies.
- Ensure that all staff for whom he/she is responsible have received any information and training necessary to ensure that they can carry out their work without risk to themselves ad/or others.
- Consult, either individually, or collectively, with the staff for whom they are responsible on issues related to health and safety.

OTHER NON-TEACHING STAFF WITH SUPERVISORY RESPONSIBILITIES

All such staff, including the Bursar and matrons, in respect of all activities that they control will:

- Ensure that all school premises provide a healthy and safe environment for employees, pupils and visitors.
- Ensure that safe systems of work are adopted in respect of any work carried out, whether that work is carried out by employees or by contractors on behalf of the school.
- Ensure that risk assessments and associated procedures and documents are in place and followed.

- Ensure that all staff for whom they are responsible have received any information and training necessary to ensure they can carry out their work without risk to themselves and/or others.
- Draw up any procedures necessary to ensure the effective implementation of the Health and Safety Policy.
- Ensure that they keep themselves and members of their team up to date with any changes to this Policy and associated documentation.
- Ensure that they keep themselves and members of their team up to date with the latest advice on good health and safety practice from the Health and Safety Executive and appropriate professional bodies.
- Consult, either individually, or collectively, with the staff for whom they are responsible on issues related to health and safety.

ALL STAFF

Staff will cooperate with all arrangements made by the school to ensure the health, safety and welfare of employees, pupils and others.

In particular they will:

- Accept their personal responsibility to comply with arrangements made in respect of health and safety.
- Ensure that in all their actions they promote and contribute to the maintenance of health and safety
- Take reasonable care to ensure their own health and safety and that of others that may be affected by their actions.
- Not interfere with any equipment provided to ensure health and safety.
- Use all safety systems, equipment and protective clothing as required.
- Report to appropriate management any defective plant, machinery, tools, other equipment and any systems of work or conduct that constitutes a hazard.
- Ensure that all accidents, however minor, are entered into the Accident Book and that all accidents and dangerous occurrences are reported to management.

PUPILS

Where any pupil's continued participation in any school activity is held to be a threat to health and a safety or themselves or others, the Headmaster of St Richard's shall at his discretion exercise his right to exclude that pupil from further participation in classes. Such exclusion will normally be preceded by consultation with the pupil's parent(s) or guardian(s) but may, where circumstances preclude such consultation, take place without it.

ARRANGEMENTS FOR CONSULTATION AND COMMUNICATION

The school recognises that the active participation of all members of staff is essential if the highest standards of health and safety are to be attained. The following arrangements shall be made in respect of consultation and communication to encourage such participation.

- A school Health and Safety Committee will be set up and meet termly. Terms of reference will be drawn up. Minutes of the Committee and a report will be submitted to meetings of the Governing Body and considered by them.
- All staff with management/supervisory responsibility will be expected to consult, either individually or collectively, with the staff for whom they are responsible and the opportunity to raise health and safety concerns will be provided at all staff meetings.

ARRANGEMENTS

1. **Safe working practices** will be developed for all activities for which significant hazards and levels of risk have been identified by appropriate risk assessments. Such measures will be conveyed to those members of staff and pupils who may be affected. All measures taken will be reviewed as to their effectiveness and revised as appropriate in the event of new legislation or guidance, changed circumstances or changed working practices.
2. **Risk assessments** will be made and regularly reviewed by the appropriate senior staff in respect of all activities that may give rise to risk of injury. These assessments will cover cleaning and maintenance activities as well as normal operation where appropriate and will be brought to the attention of all relevant employees and, where appropriate, pupils and visitors.
3. **COSHH assessments** will be made and regularly reviewed by the appropriate senior staff in respect of all activities that may give rise to risk of injury and will be brought to the attention of all relevant employees and, where appropriate, pupils and visitors.
4. **Manual Handling assessments** will be made and regularly reviewed by the appropriate senior staff in respect all activities that may give rise to risk of injury. Copies will be kept at each location to which they relate and will be brought to the attention of all relevant employees and, where appropriate, pupils and visitors.
5. **Machinery and work equipment**, particularly that which may present a substantial hazard, will be purchased, installed and used in accordance with European, British and industry standards. Risk assessments will be made before first use and any resulting controls will form part of the documented safe working procedures.
6. **Machinery and work equipment**, including all electrical equipment, will be subject to regular maintenance and cleaning in accordance with

manufacturers' recommendations, statutory requirements and recognised good practice as appropriate. A maintenance log will be kept. Where periodic testing of equipment is a statutory requirement, such testing will be carried out at the specified intervals by competent persons, eg pressure vessels, fume cupboards, etc.

7. **Safety related equipment** for which there are statutory requirements, or requirements specified in risk assessments, in respect of maintenance, inspection or test, will be maintained, inspected and tested in accordance with those requirements. A schedule of such equipment and records of maintenance, inspection and test will be maintained.
8. **Arrangements for the selection and control of contractors** working on school premises, or elsewhere on behalf of the school, will be established. These will seek to ensure that only contractors that can demonstrate that they have the necessary regard for, and expertise in, health and safety will carry out work for the school. The objective of these arrangements is to ensure that contractors do not expose school employees, pupils and/or other persons to health and safety risks.
9. **Personal protective equipment and clothing** will be provided where required by statute or risk/COSHH assessments. Where provided, staff and pupils, as appropriate, will use it.
10. **Minibuses and other school vehicles.** A policy will be established to cover the use of minibuses and other school vehicles covering their specification, maintenance, rules for use and the selection and training of drivers.
11. **Emergency procedures** will be established where appropriate, including, in particular, a fire evacuation procedure. Information on the procedure, evacuation routes and assembly areas will be clearly posted and practice evacuations in the daytime and at night will take place at least once each term. The Headmaster will keep a record of all practice and emergency evacuations. Adequate fire fighting equipment, means of raising an alarm and emergency lighting will be maintained and tested at appropriate intervals. Fire exit routes will be kept free of obstructions, fire exit doors unlocked and fire doors closed at all times.
12. **First aid provision.** First aid boxes conforming to the requirements of the Approved Code of Practice to the Health and Safety (First Aid) Regulations will be located in the Sewing Room and in areas that present a greater risk or are a distance from the Sewing Room. A travelling first aid box will be carried on all school vehicles and on school journeys involving hire vehicles. The extent of first aid provision will be reviewed by the matron who will also check and maintain the contents of all first aid boxes and ensure that the required number of first aid at work trained staff are available at all times.
13. **Accident Reporting.** All accidents resulting in injury to staff, pupils, visitors, etc, however minor, must be reported to the matron, the Bursar or appointed first aider and recorded in the Accident Book. The Accident Book will be

kept in the Surgery. Where required by the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 (RIDDOR), accidents, instances of ill-health and dangerous occurrences will be reported using Form F2508/F2508A within ten days or as soon as reasonably practicable. Where so required an immediate report will be made by telephone.

14. **Accident investigation.** An appropriate member of staff will investigate all accidents. The report forms will be kept by the matron as a basis for the collection of statistical data on accidents and reports to the Health and Safety Committee. Where an accident involves serious injury, or in the event of a reportable dangerous occurrence, the site will remain undisturbed until advice is obtained to facilitate inspection by the Headmaster and/or the enforcing authority. Disturbance of the site will only take place to the extent required to safeguard against further injury to any party or prevent further significant damage to buildings, equipment, etc.
15. **Information and training.** All employees will be provided with such information and training as is required to ensure safe working. This will generally be specified in risk assessments but will include all information and training requirements specified in Statutes and related Approved Codes of Practice, etc. Information and training will also be provided for new employees and, where appropriate, when new equipment and systems of work are introduced which may represent a risk to health or safety.
16. **Workplace inspections** will be carried out in each work area at least once each term by the Head of Department/Curriculum Coordinator/responsible manager. The results of the inspection, including recommendations for remedial action will be recorded. Additional inspections will be carried out in response to any changes that may significantly affect health and safety. Appropriate remedial action will be taken in all cases in respect of any problems identified in these inspections.
17. **An annual audit** of health and safety performance will be carried out by the Health and Safety Consultant. He will report on the outcome of the Audit to the Headmaster and the Health and Safety Committee.

DISABILITIES

All activities will be planned and carried out in such a way as to facilitate the full participation of children with disabilities. In exceptional circumstances an activity deemed essential to the educational, personal or social needs of the children in general may pose unacceptable health and safety risks to a particular child as a result of his/her disability. In such circumstances, and where no alternative approach is available the activity may go ahead and alternative arrangements made for the disabled child. These alternative arrangements must fulfil, so far as is reasonably practicable, the same educational, personal and social needs as the principal activity.

REVIEW OF SAFETY POLICY

This Policy will be reviewed annually at the Autumn Term meeting of the Health and Safety Committee and subsequently submitted to the next meeting of the Governing Body for re-adoption.