



HEALTH & SAFETY POLICY

Approved By Governors

Committee Staff and Finance Committee

Review Date 4th October 2018

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Signed Chair of Governors 

Due for Renewal 4th October 2019

All of our policies are directly derived from our Mission Statement;

“Our Lady & St John Catholic College aims to be a caring Catholic Community centred on Christ, so as to fully develop the Gifts and talents of each person in order to love and serve God, others and themselves.”

Health and Safety Policy

This statement is issued in accordance with the Health and Safety at Work Act (1974). The general aims of these policy statements are accepted and the arrangements set out below are designed to implement the general aims of Our Lady & St John Catholic College.

The Headteacher along with the Governing Body/Boards and Local Authority will have statutory responsibility for Health & Safety.

Under the Headteachers guidance the SLT along with the Health and Safety Officer shall:

- Ensure that Our Lady & St John Catholic College maintains a safe and healthy environment throughout the school.
- Establish and maintain safe working procedures among staff and pupils.
- Make arrangements for ensuring safety and absence of risks to health in connection with the use, handling, storage and transport of articles and substances.
- Ensure the provision of sufficient information, instruction and supervision to enable all staff and pupils to avoid hazards and contribute positively to their own health and safety.
- Maintain all areas in a condition that is safe and without risk to health and to provide and maintain means of access to and egress from that place of work that are safe and without risk.
- Formulate effective procedures for use in case of fire and for evacuating the school premises.
- Lay down procedures to be followed in case of accident.
- Teach safety as part of pupils' duties where appropriate.
- Monitor the effectiveness of the safety policy and the safe working practices described within it and shall revise and amend it, as necessary, on a regular basis.
- Prepare an emergency evacuation procedure and arrange for periodic practice evacuation drills (at least once a term) to take place, and for the results of these to be recorded.
- Make arrangements to draw the attention of all staff employed at the school to the school safety policies and procedures and of any relevant safety guidelines and information.
- Make arrangements for the implementation of the accident reporting procedure and draw this to the attention of all staff at the school as necessary.
- Make arrangements for informing staff and pupils of relevant safety procedures. Other users of the school will be appropriately informed.
- Ensure that regular safety inspections are undertaken.
- Arrange for the withdrawal, repair or replacement of any item of furniture, fitting or equipment identified as unsafe or unhealthy.
- Report to the proprietors any defect in the state of repair of the buildings or their surrounds which is identified as being unsafe and make such interim arrangements as are reasonable to limit the risk entailed.
- Monitor, within the limits of their expertise, the activities of contractors, hirers and other organisations present on site, as far as is reasonably practicable.
- Identify any member of staff having direct responsibility for particular safety matters and any member of staff who is specifically delegated to assist the Headteacher in the management of health and safety at the school. Such delegated responsibility must be defined as appropriate.

- A risk assessment will be written for every visit and a careful note taken of the risk assessment provided by the visit's venue.
- Adequate supervision (adult child ratio is within guidelines), first-aid provision, parental permission and sufficient insurance cover will all be in place. The mode of transport must be appropriate, travel times out and back must be known by parents and teachers, including pick up and drop off points (usually the school), and a contact name and phone number of the visit's venue. There must be a nominated school contact, of which the group leader has details, and all members of the group must have a copy of or know the agreed emergency procedures.
- All the names of the teachers and pupils must be in possession of the group leader, as well as the contact details of parents.
- A contingency plan for any delays must be in place.
- The group leader must appoint a deputy, clearly define the role of all supervisors, be aware of child protection issues, ensure that adequate first-aid provision is available, write a risk assessment, inform all teachers and helpers of their responsibilities, ensure adequate supervision, and follow the set procedures for trips/visits. When possible a visit should be made to the venue as part of the risk assessment. During the visit regular head counting of pupils must take place, particularly before leaving any venue.
- Teachers should do their best to ensure the health and safety of everyone in the group and act as any responsible parent would in similar circumstances. They must follow the instructions of the group leader, help control and discipline the children and consider stopping the activity if they think it puts children at risk.
- Adult volunteers must do their best to ensure the health and safety of everyone in their group, follow the instructions of the group leader, speak to the group leader if they are concerned about health and safety issues and they must not be left in sole charge of the children.
- The pupils must be clearly instructed about their responsibilities and standard of behaviour expected; about rendezvous and emergency procedures. They must not take unnecessary risks, they must follow the instructions of the group leader, dress and behave sensibly and responsibly, and look out for anything that may be a danger to themselves and others.
- Parents will be given sufficient information about the visit at least two weeks in advance of the visit and be told how they can help prepare their child for the visit. Parents will be asked to sign a consent form and provide the group leader with emergency contact numbers. Where necessary, parents will provide the group leader with information about their child's health, which may be relevant to the visit.

The Health & Safety Officer shall:

- Assist the Headteacher in the implementation, monitoring and development of the safety policy within the school.
- Monitor general advice on safety matters given by the LA and other relevant bodies and advise on its application to the school.
- Co-ordinate arrangements for the design and implementation of safe working practices within the school.
- Investigate any specific health and safety problem identified within the school and take or recommend (as appropriate) remedial action.
- Order where necessary that a method of working ceases temporarily on health and safety grounds, subject to further consideration by the Headteacher.
- Assist in carrying out regular safety inspections of the school and its activities and make recommendations on methods of resolving any problems identified.
- Ensure that staff with control of resources give due regard to safety.
- Co-ordinate arrangements for the dissemination of information and for the instruction of employees, pupils and visitors on safety matters.

Responsibilities of staff towards pupils and others in their care

All staff are responsible for health and safety arrangements in relation to staff, pupils and volunteer helpers under their supervision. In particular, they will monitor their own work activities and take all reasonable steps to:

- Exercise effective supervision over all those for whom they are responsible.
- Be aware of and implement safe working practices and to set a good example personally.
- Identify actual and potential hazards and introduce procedures to minimise the possibility of mishap.
- Ensure that any equipment or tools used are appropriate to that use and meet accepted safety standards.
- Provide warning notices and signs as appropriate.
- Provide appropriate protective clothing and safety equipment as necessary and ensure that these are used as required.
- Minimise the occasions when an individual is required to work in isolation, particularly in a hazardous situation or on a hazardous process.
- Evaluate promptly and, where appropriate, take action on criticism of health and safety arrangements.
- Provide the opportunity for discussion of health and safety arrangements.
- Investigate any accident (or incident where personal injury could have arisen) and take appropriate corrective action.
- Where private vehicles are used to transport children to and from school functions, staff should ensure that child restraints and seats appropriate to the age of the children concerned are used.

Note: when members of staff consider that corrective action is necessary but that action lies outside the scope of their authority, they should refer the problem to the Schools SLT or Health & Safety Officer.

Responsibilities of all staff

All staff have a responsibility under the Act to:

- Take reasonable care for the health and safety of themselves and of any person who might be affected by their acts or omissions at work.
- Not interfere with or misuse anything provided in the interests of health, safety and welfare.
- Make themselves aware of all safety rules, procedures and safe working practices applicable to their posts and, where in doubt, seek immediate clarification from the SLT or Health & Safety Officer.
- Ensure that tools and equipment are in good condition and report any defects.
- Use protective clothing and safety equipment provided and ensure that these are kept in good condition.
- Ensure that the premises is kept tidy.
- Ensure that any accidents, whether or not an injury occurs, and potential hazards are reported.

Whenever a member of staff is aware of any possible deficiencies in health and safety arrangements he/she must draw these to the attention of the Health & Safety Officer.

Additional notes

- It must be realised that newly appointed staff members could be particularly vulnerable to any risk and it must be ensured that all relevant health and safety matters are drawn to their attention at an early stage with induction.
- While it is a management responsibility to instruct all employees in safe working procedures in relation to their posts and work places, staff may from time to time find themselves in unfamiliar environments. In such cases, the member of staff concerned should be particularly alert for hazards and, whenever possible, ensure they are accompanied by a person familiar with the environment or that they are advised of specific hazards.
- All volunteer helpers will be expected, as far as reasonably possible, to meet the same standards required of members of the staff.

Responsibilities of pupils

All pupils are expected, within their expertise and ability, to:

- Exercise personal responsibility for the safety of themselves and their fellow pupils.
- Observe standards of dress consistent with safety and hygiene (this would preclude unsuitable footwear, knives, and other items considered dangerous).
- Observe all the safety rules of the school and in particular the instructions of the teaching staff in the event of an emergency.
- Use and not wilfully misuse, neglect or interfere with things provided for safety purposes.

Visitors

Regular visitors and other users of the premises (e.g., contractors and delivery people) are expected, as far as reasonably possible, to observe the safety rules of the school.

Fire and emergency evacuation procedures

- These procedures will be updated as appropriate.
- The log book for the recording of practice and evacuation drills is available in the FM room.
- Arrangements are made regularly to monitor the condition of all fire prevention equipment. This includes regular visual inspection of fire extinguishers and the fire alarm system.
- Fire practices will be held once per term for all buildings.

First aid and accident reporting procedures

- First aid is available in all buildings.
- The person/s responsible for administering the first aid accident reporting procedure must be notified of serious accidents causing death or major injury and dangerous occurrences.
- A log of the accident/incident should be made in the accident/incident log book and initialled by a responsible member of staff.
- The arrangements for first aid for sports, outdoor pursuits and field trips are the responsibility of the supervising staff.

Site Supervisors will, so far as is reasonably practicable

- Take the lead role in the security of the school buildings including locking and unlocking of external doors and gates along with the security alarm systems.
- Check for damage to property and make any emergency arrangements.
- Monitor the working practices of contractors while on the school site.
- Carry out routine checks on fire equipment and log in the Fire Record manuals.
- Clear pathways and steps of snow and ice and treat with salt to make as safe as what is practical.