

# ST THOMAS MORE CATHOLIC SCHOOL

## POLICY ON: Health and Safety Procedures

**School Mission Statement:** *“To guide and encourage students to be responsible, caring and confident in a climate of Gospel values where they can realise their full potential and celebrate each other’s success”.*

St Thomas More Catholic School will strive to achieve the highest standards of health, safety and welfare consistent with their responsibilities under the Health and Safety at Work Act etc.1974 and other statutory and common law duties.

We will:

- ❖ Plan for health and safety within our school improvement planning activity.
- ❖ Ensure relevant safety actions are included during the staff appraisal process.
- ❖ Develop and maintain local arrangements and procedures that interpret health and safety legislation and guidance that apply to this school.
- ❖ Review with the Governing Body all progress against our plans and take appropriate action.
- ❖ Provide an environment in which school staff can carry out their tasks without fear of intimidation, harassment, violence or the negative aspects of stress.
- ❖ Assess and control risks to all school staff.
- ❖ Monitor accident trends throughout the school to further inform the health and safety aspects of the school improvement plan.
- ❖ Monitor our performance against plans.
- ❖ Copy this statement to all staff members.

Head Teacher:

Chair of Governors:

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Date:

Date:

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**Date:** July 2015 **Reviewed:** September 2016

**Review Date:** September 2017

## St Thomas More Catholic College Health and Safety Policy

This document details the organisation and arrangements required to maintain and continuously improve our schools health and safety management system.

The contents include a list of our local procedures for this school and the document control system we use.

### **The Aim of the Policy is to:**

- Ensure that all reasonably practicable steps are taken to ensure the health, safety and welfare of all persons using the premises.
- Ensure that all reasonably practicable steps are taken to ensure the health and safety of staff, students and other supervising adults participating in off-site visits.
- Establish and maintain safe working procedures amongst staff and students.
- Make arrangements for ensuring safety and absence of risks to health in connection with the use, handling, storage and transport of articles and substances.
- Develop safety awareness amongst staff, students and other supervising adults.
- Formulate and implement effective procedures for use in the event of fire and other emergencies.

### **To meet these responsibilities the Governors will pay particular attention to:**

- Agreeing and maintaining the health, safety and security contract with the PFI contractors who are Interserve Integrated Services.
- Safe arrangements for the use, handling, storage and transport of articles and substances.
- Appropriate information, instruction, training and supervision to assist all staff, students and visitors to avoid hazards and to contribute positively to their own health and safety whilst on school premises.
- A safe workplace and safe access and egress.
- A healthy working environment.
- Procedures for fire evacuation, first aid cover and other emergency situations.

The responsibilities and duties for the management of health and safety within the scope of this policy are allocated as follows:

### **Head Teacher (and duties passed to the School Business Manager)**

The Head Teacher will ensure that:

- Policies and procedures with regard to health, safety and welfare matters within the school are established in writing, and approved by the Governing Body, and that the policies and procedures are known, understood and followed by all members of staff, including temporary/supply staff.
- Any health and safety matters raised, and guidance from other sources, are brought to the attention of the Governing Body.
- To make or arrange for risk assessments of the premises and working practices to be undertaken and recorded. Regular reviews of the safe performance of all departments of the school are undertaken with appropriate action when necessary, and are reported to the Governing Body.
- To ensure appropriate information on significant risk activities is given to visitors and contractors.
- To ensure emergency procedures are in place.
- Accidents, incidents and dangerous occurrences are reported, investigated, and, where appropriate, preventive measures are taken. Adequate first aid provision is made for staff and students and other persons, whilst on school premises and when working away from the school, in accordance with relevant guidance.

- Training needs are identified and arrangements are made for those needs to be met.
- Necessary arrangements are made to ensure that Union Safety Representatives can effectively carry out their functions, and that consideration is given to reports on inspections carried out by Safety Representatives.
- All parts of the premises, plant and equipment for which the Governors have responsibility for purchase and/or repair, are regularly inspected and maintained in safe working order.
- To ensure arrangements are in place to monitor premises and performance.
- Goods purchased comply with necessary safety standards and that all purchased equipment is safely installed.
- Any unsafe items which are reported to IIS (Interserve Integrated Services) help desk and any item which constitutes a health and safety hazard are actioned by IIS and taken out of use.
- Staff and volunteer helpers organising and taking part in visits, journeys and holiday excursions have the necessary knowledge, experience and skills so that they will be aware of, and have made arrangements to deal with, any risks involved.
- Working arrangements are agreed with contractors working on the premises through IFM and are closely monitored to ensure that the working practices do not endanger the health and/or safety of employees, students or other persons working on the premises.
- Awareness and co-operation amongst staff with regard to health and safety matters is actively encouraged.

**The School Business Manager will:**

- Complete an audit of the IFM help desk report on a monthly basis, any problems or trends will be reported and discussed at the monthly PFI meetings.
- On a termly basis an audit will take place with IFM for planned preventative maintenance, to ensure correct health & safety procedures are being followed and records kept
- Exam IFM's services health & safety policies and procedures to ensure Governors responsibilities are met and to report any problems/concerns to the health & safety committee.
- To assist and manage the annual inspection for the school
- To ensure IFM are carrying out their duties for inspection and maintenance of work equipment throughout the school
- To ensure all health & safety documentation is collated by relevant departments and where relevant copies held in a central location
- To advise the Head Teacher of situations or activities, that are potentially hazardous to the health and safety of staff, pupil's and visitor's.
- To ensure staff are adequately instructed in safety and welfare matters in connection with their specific workplace and the school generally.
- To carry out any other functions devolved to him/her by the Head Teacher or Governing Body.

**Governors:**

- A school safety policy is produced and that the policy is regularly reviewed.
- A Health and Safety Committee will be established if requested by at least two persons and health and safety is included in the terms of reference of an existing committee.
- The Safety Policies will be brought to the notice of all employees.
- Their health and safety obligations are properly considered and provision made for meeting those obligations.
- The school's staffing structure appropriately reflects the responsibilities for carrying out the arrangements for health and safety.
- Health and safety issues concerning the school are identified and appropriate action taken.
- Regular health and safety reports are provided by the School Business Manager to the resources committee on a half term basis so that health & safety arrangements can be monitored and evaluated.
- Appropriate facilities for accredited Union Safety Representatives are provided to enable them to fulfil their duties.
- All reasonable facilities and information are provided to Inspectors of the Health and Safety Executive and any other health and safety official.
- A designated Governor will be responsible for liaising with School Business Manager between meetings of the Governing Board to ensure policies are carried out.
- Ensuring that proper over-site of the contract with IFM is maintained.
- Participating in a site inspection at least once a year.
- Attending meetings of the health & safety committee.
- Inspecting the accident/incident forms at least once a term.

**Teaching and Non-Teaching Staff holding Posts of Responsibility**

Staff holding posts of special responsibility, such as Senior Assistant Head Teacher, Assistant Head Teacher, Pastoral Managers, Heads of Department, Heads of Year, Head's P.A, Catering Manager, Examinations Officer, Technicians, School Bursar and the School Nurse etc. are responsible to the Head Teacher/Business Manager for the implementation of the Health & Safety Policy within their area of work. To fulfil their responsibilities they will assist the Head Teacher:

- In the monitoring of health and safety by inspecting their area on a regular basis to ensure that safety measures are being maintained and safety instruction and safe working practices are being followed by staff and students, and for making any necessary changes in practices and procedures.
- To investigate any accidents and incidents as instructed by the Head Teacher
- To ensure departmental risk assessments are carried out and the termly departmental inspection check lists are completed and submitted to the School Business Manager.
- By informing their staff of any hazards to health and safety they are likely to meet in the course of their work and ensure that they have the necessary information, instruction and training to carry out their duties without risk to health or safety.
- By ensuring that staff and students are aware of emergency procedures, which should be regularly reviewed.
- By ensuring that adequate supervision is maintained at all times.
- By ensuring that all equipment is regularly inspected and maintained in safe working order and that any defective equipment is removed from use immediately.

Initial Facilities Management will assist the Head Teacher to ensure that health and safety implications are considered in connection with the security and cleaning and

maintenance of the building and for monitoring contractors on site to ensure their working procedures do not endanger the health, safety and welfare of staff, students and visitors.

### **School Health & Safety Representatives**

The Governing Body and the Head Teacher should recognise the role of health and safety representatives appointed by a recognised trade union. Health & safety representatives will be allowed to investigate accidents and potential hazards, peruse employee complaints and carry out school inspections within directed time but, wherever practical outside teaching time.

They are also entitled to certain information, for example about accidents, and to paid time off to train for, and carry out their health & safety functions. However, they are not part of the management structure and not carrying out duties on behalf of the Head Teacher or Governing Body.

### **Initial Facilities Management**

IFM employ the Caretakers and cleaners and are responsible for looking after the premises there responsibilities also include:

- Ensuring all documentation such as risk assessments, inspection checklists are available for the Governors to inspect as and when necessary
- Responsible for the information, instruction & training of their staff.
- Ensuring all contractors they are responsible for have the correct paperwork in place.
- The Head Teacher and IFM will take action where necessary to prevent harm to others who may be affected by contractors working on site.

### **Hirers**

When the premises are used for the purposes not under the direction of the Head Teacher then the principal person in charge of the activities for which the premises are in use will have responsibility for safe practices.

Under a contract agreement with St Thomas More Partnership Goals Soccer has rights within contracted times for lettings of use of school building. Goal Soccer will seek to ensure that hirers, contractors and others who use the school premises conduct themselves and carry out their operations in such a manner that all safety requirements are met at all times. This excludes school use as allowed in the contract i.e. parent evenings, shows.

When school activities are conducted beyond the core school hours in the contract, organisers of the event are responsible for following the schools normal Health and Safety procedures, but must also take into consideration additional requirements as requested at time of booking with Initial FM for example school security, responsibility for fire muster etc.

When the premises are hired to persons outside the employment of the Governing Body, it will be the condition for all hirers, contractors and others using the school premises or facilities, that they are familiar with this policy, that they comply with all safety directives of the Governing Body and that they will not, without the prior consent of the Governing Body:

- Introduce equipment for use on the school premises
- Alter fixed installations
- Remove fire and safety notices or equipment
- Take any action that may create hazards for persons using the premises or the staff or students of the school

## **Educational Visits Coordinator (EVC)**

Follow the Walsall Equality Safety and Wellbeing – Human Resources– Off-Site Visit guidance where full responsibilities are outlined or follow the national guidelines [www.oeapng.info/](http://www.oeapng.info/)

- Ensure that staff involved in educational visits, are aware of their responsibilities regarding the off-site visits policy and have ready access to it.
- Inform the Head Teacher of all off-site visits.
- Ensure that the Emergency Planning Unit at Walsall Council are informed of relevant residential or high risk activities.

## **Radiation Protection Supervisor**

The School Radiation Protection Supervisor will ensure that:

- Local procedures are in place for the safe use, storage and disposal of radiation
- Follow the good practice guidance that is sent via CLEAPSS
- Liaise with CLEAPS Radiation Protection Advisor (RPA) & cooperate on health and safety matters and Walsall Council's Radiation Protection Officer.
- Source containers are suitably labelled/marked and identifiable
- Regular inspections and leak tests are carried out and the findings are recorded
- A check has been made that the total activity of the radioactive substances kept are within the limits allowed by the regulations
- An approval letter from the DfE is on file and agrees with the number of sources kept

## **Class Teachers**

Staff timetabled to be in charge of classes have the following responsibility to assist the Head Teacher:

- To follow safe working procedures personally.
- To ensure the safety of students in classrooms and other areas of the school whilst in their charge.
- To be aware of and to adopt safety measures within their teaching areas.
- To request special safe working procedures, protective clothing, guards, etc. where necessary and ensure they are used.
- To make recommendations to IFM through the help desk procedure regarding the safety of equipment or tools, in particular any equipment or machinery which is potentially dangerous.
- To report all accidents & near misses to the school nurse and head of department
- All defects and dangerous occurrences to IFM and head of departments.
- To be aware of emergency procedures in respect of fire, bomb alert, first aid, accident etc. and to carry them out.

## **Employees General Responsibilities**

All employees have a general duty under the Health and Safety at Work Act 1974 to:

- Take reasonable care of their personal safety and that of other persons.
- Co-operate with the employer on health and safety matters to enable the employer to carry out their own responsibilities successfully.
- To use correctly any equipment provided for his/her safety.
- Report any defective equipment or short comings they consider in the school's health and safety arrangements to their Line Manager and/or IFM help desk.
- Report accidents or dangerous occurrences at the earliest possible opportunity.
- Be familiar with and observe at all times all safety policies and procedures.
- Take reasonable precautions to ensure the safety of all persons in their charge.

## **Students**

Students in accordance with their age and aptitude are expected to:

- Exercise personal responsibility of the health and safety of themselves and others
- Observe standards of dress consistent with safety and or hygiene
- Observe all the health & safety rules of the school and in particular the instructions of staff given in an emergency
- Not to wilfully misuse, neglect or interfere with items provided for their health & safety

## **School Safety Committee**

The School Safety Committee comprises of:

- The School Business Manager
- The Interserve Integrated Services Site Manager.
- Health & Safety Administrator
- Bursar
- Senior Safeguarding Officer
- Governor Representative
- Heads of Department ( Art, D&T, P.E and Science)
- **The Terms of Reference of the Committee are:**
- To monitor the implementation of Health and Safety Policies and safety procedures throughout the school.
- To review safety measures and to advise the Head Teacher and Governing Body of any necessary changes to those measures.
- To advise on arrangements for the dissemination of information on health and safety matters to all staff and students.
- To receive reports of accidents and dangerous occurrences and to draw the attention of the Head Teacher and Governors to any necessary preventative/remedial action.
- To receive reports from other sources, safety representatives and external health and safety agencies.
- To advise on arrangements to protect the health, safety and welfare of staff, students and visitors to the school, and to review these as necessary.
- To receive auditing and monitoring reports and advise the Governors and Head Teacher of any necessary preventative and/or remedial action arising from those reports.
- To assist in the regular reviews of the school health & safety policy.

## **Arrangements for Health and Safety**

(See arrangements section)

### **Document Control**

We will develop and maintain local documentation. Changes including re-issues and deletions to local school documentation will be authorised by the Head Teacher and Governing Body.

### **Co-operation**

Local systems and documentation will be implemented following consultation through our school's health and safety governance meetings.

### **Communication**

Local systems and documentation will be held electronically and made accessible to staff members through the schools intranet system.

Any premises health and safety concerns must be reported through the IFM help desk system. Accidents and incidents must be reported to the health & safety administrator and any other issues outside of this should be emailed to the School Business Manager.

There should be a standing item on the agenda of departmental meetings to enable health & safety matters to be discussed openly when required. Extracts of these minutes must be emailed to the School Business Manager so issues can be followed up.

The school's health and safety policy will be made available on the schools website to allow it to be viewed by parents. The policy is available for all persons to view on request from reception.

### **Competence**

The school has competent persons in place to provide health and safety guidance to cover the areas of induction, identification of health and safety training needs and the provision and delivery of health and safety training.

School staff members will continually develop their own competence through CPD activities including health and safety training on induction, refresher training and specific training where necessary, e.g. risk assessment techniques.

### **Emergency Plans**

The Head Teacher will ensure that an emergency plan is prepared to cover all foreseeable major incidents which could put at risk the occupants or users of the school. This plan will indicate the actions to be taken in the event of a major incident, so that everything possible is done to save life, and prevent and minimise loss. This sequence will determine the priorities of the emergency plan. The plan will be agreed by the Governing Body and will be rehearsed if necessary (paper exercise) by staff. Any concerns will be reported to Governors.

### **Planning & Prioritising (Setting Standards)**

#### **School Health & Safety Plans**

School health and safety planning will be part of our school improvement planning process.

Planning will be carried out at regular intervals and will involve objective setting, identification of expected outcomes and allocation of resources.

#### **Risk Assessments**

Job and specific risk assessments will be carried out by line management within the team in accordance with the relevant local arrangements, e.g. manual handling, fire, hazardous substances, display screen equipment etc.

#### **Local Arrangements**

We will develop and maintain a range of local arrangements to achieve specific actions required for health and safety in the school. (See local arrangements section)

#### **Measuring H&S Performance**

##### **Active Monitoring**

Our school management team will oversee active monitoring to include workplace inspections in accordance with our local arrangement for this.

##### **Reactive Monitoring**

The school management team will oversee reactive monitoring to include accidents, near misses and hazard reports in accordance with our local arrangements and report relevant findings to the health and safety committee.



### **Reviewing Health & Safety Performance**

Performance indicators used for the review of health and safety performance will include identification of areas where risk controls are inadequate or absent, the extent of achievement of specific health and safety objectives and an analysis of accident and ill-health data.

The school health and safety performance will be reviewed by the health and safety committee and any outcomes/actions will be reported back to the Head Teacher and Governors.

### **Auditing/Inspecting Health & Safety Performance**

Health and safety auditing/inspecting will be carried out on a regular basis by the Health and Safety Governor, Business Manager and Heads of Departments of high risk areas.

### **Review**

The Governing Body will review the policy and procedures documentation on an annual basis and update/amend as considered necessary to ensure the health, safety and welfare of staff and students.