

HEALTH & SAFETY POLICY

INTRODUCTION

The Governors of the school recognise and accept their corporate responsibility as an employer for providing a safe and healthy working environment for the teaching and non-teaching staff in their employment, for the children attending the school and for other people who visit or are users of the school.

They will take all reasonable steps within their power to fulfil this responsibility and they will pay particular attention to the provision and maintenance of facilities and equipment that are safe, to safety arrangements, (especially in areas of high risk), to imparting information and advice conducive to safety and to the provision of a healthy working environment and of adequate welfare facilities. Management is responsible for ensuring the highest possible standard of occupational health.

It is the intention of the Governors to work within the Local Authority's framework and structure for meeting the requirements of the Act.

Every employer is required to produce and to keep under review a written statement of general policy with respect to the health and safety at work of employees and the organisation and arrangements of all employees. The Governors, as the employer, have produced the following policy statement for the school. All members of staff should be made aware of this statement and the procedures and arrangements for health and safety.

The Governors undertake to review the policy annually and in response to any major incident.

RESPONSIBILITIES

THE GOVERNORS

The general duties of the Governors to their employees are set down in Section 2 of the Act:

Section 2(1) "It shall be the duty of every employer to ensure, so far as reasonably practicable, the health, safety and welfare at work of all employees".

Section 2(2)(a) "The provision and maintenance of plant and systems of work that are, so far as is reasonably practicable, safe and without risks to health".

Section 2(2)(b) "Arrangements for ensuring, so far as is reasonably practicable, safety and absence of risks to health in connection with the use, handling, storage and transport of articles and substances".

Section 2(2)(c) "The provision of such information, instruction, training and supervision as is necessary to ensure, so far as is reasonably practicable, the health and safety at work of employees".

Section 2(2)(d) "so far as is reasonably practicable as regards any place of work under the employer's control, the maintenance of it in such a condition that is safe and without risks to health and the provision and maintenance of means of access to and egress from it that are safe and without such risks".

The Governors have appointed one of their number who will have oversight of health and safety matters.

THE HEADTEACHER

All problems relating to health and safety matters should be brought to the attention of the Headteacher as soon as possible.

The Headteacher will:

1. Take day to day responsibility for all health and safety matters.
2. Liaise with the Governors and Local Authority and carry out their recommendations in order to help ensure that the responsibility as stated in the Policy Statement is fulfilled.
3. Judge whether the steps which need to be taken to remove potential hazards are 'reasonably practicable' and lie within her executive authority and, as appropriate, take action.
4. Report to the Governors regularly on health and safety matters and to seek their decision in those instances where their normal executive authority does not allow them to take action or where they have doubts about the practicality of a proposed solution.
5. Take note of health and safety bulletins and safety instructions issued from time to time by the Local Authority, the Department for Education and others and arrange for this information to be disseminated.
6. Investigate, as soon as practicable after their occurrence all accidents and dangerous occurrences and to report thereon to the Governors, Local Authority and Health and Safety Executive as appropriate.
7. Be readily available to accredited Safety Representatives and to co-operate with Safety Representatives in carrying out inspections of the workplace.
8. Receive written reports from Safety Representatives following an inspection of the workplace and to reply in writing to the points made.
9. Keep an up to date list of all Safety Representatives in their establishment, both teaching and non-teaching (including Education Catering Staff).
10. Ensure adequate arrangements for the establishment and running of school Health and Safety Committees and that decisions reached are executed.
11. Arrange adequate staff training on health and safety matters.

OTHER STAFF

Other staff will:

Regularly check workplaces and equipment used and report any hazards.

Ensure safe procedures are followed and safety equipment worn.

POLICY IMPLEMENTATION

- 1 The Governing Body will participate in and/or arrange for regular inspection of the premises in order to identify and institute remedial work necessitated by any risk to health and safety as derived from the premises, materials or equipment.
- 2 The Governing Body will ensure through the Headteacher that those contractors employed to undertake work at the premises undertake that work in a safe manner, so that they do not expose employees or persons using the premises to health and safety risks: in particular, where risk is involved, the Headteacher will:
 - (a) Telephone the appropriate office - and report the situation.
 - (b) Take steps to ensure that all persons are kept well away from the area until the danger is removed.
 - (c) Bring it to the attention of the senior representative of the contractor on site if the danger is imminent.
- 3 In accordance with the Management of Health and Safety Regulations 1992, the Governing Body will arrange for suitable risk assessments to be made in relation to all work activities which could involve hazards to any person's health and safety and will record the result of such assessments and the measures being taken to eliminate or reduce those risks.
- 4 The Governing Body identifies the Headteacher to assist them in undertaking the measures they need to take to comply with the requirements and prohibitions imposed by or under relevant statutory provision.
- 5 The Governing Body will discuss and take decisions on health and safety matters regularly at their meetings. Adequate provision will be made in the school budget for health and safety matters and the Headteacher will report regularly to the Governors on health and safety.
- 6 The Governing Body will, with other agencies such as the Local Authority and the Archdiocese, as appropriate, make financial provision for:
 - (i) providing appropriate training for safety
 - (ii) disseminating health and safety information.

New members of staff and contractors must be fully briefed on health and safety arrangements by the Headteacher.
- 7 The Headteacher will ensure that contractors' safety policy statements and safe working methods will be requested and examined prior to work commencing.
- 8 The Headteacher will ensure that any premises defect etc., when reported, is rectified and/or action taken to prevent persons being affected by that defect.
- 9 The Headteacher will record and report any defect or concern together with the action taken to rectify the situation.

ACCIDENTS/INCIDENT/INJURIES

- 1 An accident report form must be used to report all accidents, other than those to pupils and students, whether or not they involve absence from work and whether or not the person(s) involved is (are) employees. Any incident of a hazardous nature, even when not causing an accident should be reported.
- 2 Accidents to pupils/students should also be reported.
- 3 Blank Accident forms are kept in the School Office and details of all accidents will be recorded in consultation with those persons or the person concerned. Copies of completed forms are stored in the secure lock up cupboard to comply with data protection.
- 4 When a serious accident or incident occurs, it is important that the site is left untouched until advice is obtained. The Headteacher will ring the Local Authority. Union Safety Representatives also have the right to inspect the site of an accident or serious incident.

FIRST AID

First Aid boxes are located in:

The School Office

The qualified First Aiders are:

Mrs. Marie Armstrong

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The following persons have been nominated for frequently checking and re-ordering first aid supplied for the First Aid boxes:

Mrs. Marie Armstrong

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FIRE PRECAUTIONS

- 1 Fire Procedures:
See school's separate Fire & Emergency Evacuation Procedures
- 2 In the event of evacuation, no member of staff or pupil shall re-enter the building without the permission of the senior member of staff present. Where there are members of the police or fire brigade present, the senior member of staff shall seek such permission from the fire or police officer in charge.

SAFETY REPRESENTATIVES

- 1 Under the Safety Representatives and Safety Committee Regulations 1977 recognised Trade Unions can appoint Safety Representatives. Safety Representatives are entitled to time off with pay to perform the following functions:
 - (a) Investigate potential hazards and to examine causes of accidents.
 - (b) Investigate employee complaints.
 - (c) To make representations to the employer on matters arising out of (a) and (b).
 - (d) To make representations to the employer on general matters affecting the health, safety or welfare at work of the employees.
 - (e) Inspections of the workplace.
 - (f) Represent employees in consultations with Inspectors of the Health and Safety Executive.
- 2 At present there are no Trade Union appointed Safety Representatives at this establishment.
- 3 Safety Representatives are entitled to time off with pay for training. This would normally consist of an induction course followed by such training as is needed from time to time to keep abreast of new developments. Such training will not be provided by the employer but through the Representative's trade union.

SAFETY COMMITTEES

There is a strong emphasis in the Act on the need to keep employees and trade unions fully informed and to consult them on health and safety matters.

Arrangements for discussions of health and safety matters, take place in meetings for the Governing Body. There is at present no separate Safety Committee.

Initial date of policy:	June 1995
Policy last reviewed:	July 2018

It is the intention to review this policy annually.