

St. Boniface's College

HEALTH AND SAFETY POLICY

1.0 GENERAL

- 1.1 The governing body notes the provisions of the **Health and Safety at Work, etc. Act 1974** (s.3(1)), which states that it is the duty of every employer to conduct his or her business in such a way as to ensure, so far as is reasonably practicable, that persons who are not in his or her employment but who may be affected by it are not exposed to risks to their health and safety, and accepts that it has a responsibility to take all reasonably practicable steps to secure the health and safety of pupils, staff and others using the school premises or participating in school-sponsored activities. It believes that the prevention of accidents, injury or loss is essential to the efficient operation of the school and is part of the good education of its pupils.
- 1.2 The aim of the governing body is, "To provide a safe and healthy working and learning environment for staff, pupils and visitors."
- 1.3 The arrangements outlined in this statement and the various other safety provisions made by the governing body cannot prevent accidents or ensure safe and healthy working conditions. The governing body believes that only the adoption of safe methods of work and good practice by every individual can ensure everyone's personal health and safety. The governing body will take all reasonable steps to identify and reduce hazards to a minimum but all staff and pupils must appreciate that their own safety and that of others also depends on their individual conduct and vigilance while on the school premises or while taking part in school-sponsored activities.

2.0 THE DUTIES OF THE GOVERNING BODY

2.1 In the discharge of its duty the governing body, in consultation with the Head, will:

- (a) make itself familiar with the requirements of the **Health and Safety at Work, etc. Act 1974** and any other health and safety legislation and codes of practices which are relevant to the work of the school, in particular the **Management of Health and Safety at Work Regulations 1992** (SI 1992 No. 2051)
- (b) ensure that there is an effective and enforceable policy for the provision of health and safety throughout the school
- (c) periodically assess the effectiveness of this policy and ensure that any necessary changes are made
- (d) identify and evaluate all risks relating to
 - (i) accidents
 - (ii) health
 - (iii) school-sponsored activities (including work experience)
- (e) identify and evaluate risk control measures in order to select the most appropriate means of minimising risk to staff, pupils and others
- (f) create and monitor the management structure.

2.2 In particular the governing body undertakes to provide:

- (a) a safe place for staff and pupils to work, including safe means of entry and exit
- (b) plant, equipment and systems of work which are safe
- (c) safe arrangements for the handling, storage and transport of articles and substances
- (d) safe and healthy working conditions which take into account all appropriate:
 - (i) statutory requirements
 - (ii) codes of practice, whether statutory or advisory
 - (iii) guidance, whether statutory or advisory
- (e) supervision, training and instruction so that all staff and pupils can perform their school-related activities in a healthy and safe manner. All staff will be offered the opportunity to receive health and safety training which is

appropriate to their duties and responsibilities and which will be given before an employee commences any relevant work. Wherever training is required by statute or considered necessary for the safety of staff, pupils and others then the governing body will ensure, within the financial resources available, that such training is provided. Pupils will receive such training as is considered appropriate to the school related activities which they are carrying out. All training will be regularly updated

- (f) necessary safety and protective equipment and clothing together with any necessary guidance, instruction and supervision
- (g) adequate welfare facilities.

2.3 So far as is reasonably practicable the governing body, through the Head, will make arrangements for all staff, including temporary and voluntary staff and helpers and those on fixed-term contracts to receive comprehensive information on:

- (a) this policy
- (b) all other health and safety matters
- (c) the instruction and training that will be given to all employees so that they may carry out their duties in a safe manner without placing themselves or others at risk.

3.0 THE DUTIES OF THE HEAD

3.1 As well as the general duties which all members of staff have (see 8.0), the Head has responsibility for the day-to-day maintenance and development of safe working practices and conditions for teaching staff, non-teaching staff, ancillary staff, pupils, visitors and any other person using the premises or engaged in activities sponsored by the school and will take all reasonably practicable steps to achieve this end through the Health and Safety Officer, Site Manager, senior members of staff, the heads of the appropriate departments, teachers, technicians, caretakers and others as appropriate.

3.2 The Head is required to take all necessary and appropriate action to ensure that the requirements of all relevant legislation, codes of practice and guidelines are met in full at all times.

3.3 In particular, the Head will:

- (a) be aware of the basic requirements of the **Health and Safety at Work, etc. Act 1974** and any other health and safety legislation and codes of practice relevant to the work of the school
- (b) ensure, at all times, the health, safety and welfare of staff, pupils and others using the school premises or facilities or attending or taking part in school-sponsored activities
- (c) ensure safe working conditions for the health, safety and welfare of staff, pupils and others using the school premises and facilities
- (d) ensure safe working practices and procedures throughout the school including those related to the provision and use of machinery and other apparatus, so that each task is carried out to the required standards and so that all risks are controlled
- (e) consult with members of staff, including the safety representatives, on health and safety issues
- (f) arrange systems of risk assessment to allow the prompt identification of potential hazards
- (g) carry out periodic reviews and safety audits on the findings of the risk assessment
- (h) identify the training needs of staff and pupils and ensure, within the financial resources available, that all members of staff and pupils who have identified training needs receive adequate and appropriate training in health and safety matters
- (i) encourage staff, pupils and others to promote health and safety
- (j) ensure that any defects in the premises, its plant, equipment or facilities which relate to or may affect the health and safety of staff, pupils and others are made safe without delay
- (k) encourage all employees to suggest ways and means of reducing risks

- (l) collate accident and incident information and, when necessary, carry out accident and incident investigations
- (m) monitor the standard of health and safety throughout the school, including all school-based activities, encourage staff, pupils and others to achieve the highest possible standards and discipline those who consistently fail to consider their own well being or the health and safety of others
- (n) monitor first aid and welfare provision
- (o) monitor the management structure along with the governors.

3.4 The Head must be aware of all contracts and/or third parties entering the college to undertake maintenance, service or works contracts. This duty will be delegated to the Administrator acting as Site/Buildings Manager.

4.0 THE DUTIES OF THE HEALTH AND SAFETY OFFICER

4.1 Although the Head is responsible and accountable to the governing body for implementing the college health and safety policy and for all matters relating to health, safety and welfare within the college, the day-to-day management of health and safety matters as outlined in paragraphs **3.2** and **3.3** will be delegated to Deputy Head 1 acting as Health and Safety Officer.

4.2 To be responsible for ensuring competent person(s) or specialists are consulted as necessary; to advise on health and safety matters. Areas of concern are likely to be technical issues, sampling, monitoring and auditing requirements.

5.0 THE DUTIES OF THE SITE/BUILDINGS MANAGER

5.1 The Administrator, acting as the college Site/Buildings Manager, will:

- (a) be responsible for co-ordinating all contractual work and maintenance carried out on college premises and to liaise with Heads of Department/Faculty and to ensure safety procedures and policy agreements are adhered to
- (b) ensure, by issuing a permit to work, that strict procedures are laid down for building work such as roofing, excavation and drainage, alterations to building structures, refurbishments, renovations or remodelling schemes and new building programs
- (c) ensure good communication exists within the college regarding health and safety matters related to contract work, use of the college site and the state of the college buildings
- (d) be responsible for health and safety matters regarding “Grounds Maintenance Service Contracts”
- (e) be responsible for compiling a college “Buildings Register” identifying known hazardous substances and materials (e.g. asbestos, lead, flammables etc.)
- (f) be jointly responsible with the college health and safety officer for the operation of the “Major Incident” emergency plan should the evacuation of college premises be called for
- (g) ensure that where hot water systems and showers have not been used for 2/3 days, flushing is carried out in accordance with details in the Health and Safety Manual. He will also be aware of the HSE Guideline HS(G)70 “The Control of Legionellosis” and of the need to carry out risk assessment of the premises.
- (h) be responsible for ensuring that a property survey of the college buildings/premises is carried out and that regular termly inspections are completed with defects reported accordingly.

6.0 THE DUTIES OF SUPERVISORY STAFF

6.1 All supervisory staff (e.g.. members of the senior management team, heads of departments, co-ordinators, science technicians, managers of groups of ancillary workers) will make themselves familiar with the requirements of the **Health and Safety at Work, etc. Act 1974** and any other health and safety legislation and codes of practice which are relevant to the work of their area of responsibility.

6.2 In addition to the general duties which all members of staff have (see 8.0), they will be directly responsible to the Head or the member of staff nominated by the Head to have overall day-to-day responsibility for the implementation and operation of the school’s health and safety policy within their relevant departments and areas of responsibility.

6.3 They will take a direct interest in the school’s health and safety policy and in helping other members of staff, pupils and others to comply with its requirements.

6.4 As part of their day-to-day responsibilities they will ensure that:

- (a) safe methods of working exist and are implemented throughout their area of responsibility
- (b) health and safety regulations, rules, procedures and codes of practice are being applied effectively
- (c) staff, pupils and others under their jurisdiction are instructed in safe working practices
- (d) new employees working within their areas of responsibility are given instruction in safe working practices
- (e) regular safety inspections and risk assessments are made of their areas of responsibility as required by the Head or as necessary
- (f) positive, corrective action is taken where necessary to ensure the health and safety of all staff, pupils and others
- (g) all plant, machinery and equipment in the areas in which they work is adequately guarded
- (h) all plant, machinery and equipment in the areas in which they work is in good and safe working order
- (i) all reasonably practicable steps are taken to prevent the unauthorised or improper use of all plant, machinery and equipment in the areas in which they work
- (j) appropriate protective clothing and equipment, first aid and fire appliances are provided and readily available in the areas in which they work
- (k) toxic, hazardous and highly flammable substances in the areas in which they work are correctly used, stored and labelled
- (l) they monitor the standard of health and safety throughout the areas in which they work, encourage staff, pupils and others to achieve the highest possible standards of health and safety and discipline those who consistently fail to consider their own well being or the health and safety of others
- (m) all the signs used meet the statutory requirements
- (n) all health and safety information is communicated to the relevant persons
- (o) they report, as appropriate, any health and safety concerns to the appropriate individual.

7.0 THE DUTIES OF TEACHERS

7.1 The safety of pupils in classrooms, computer rooms, study areas, laboratories, workshops and physical education areas is the responsibility of the class teacher. If, for any reason, this responsibility cannot be accepted, it must be discussed with the Head of Department before any activities take place.

7.2 In addition to the general duties which all members of staff have (see 8.0) a class teacher is expected to:-

- (a) know the emergency procedures in respect of fire and first aid and the special safety measures to be adopted in their own teaching areas and to ensure that they are applied.
- (b) exercise effective supervision of pupils and ensure that they know of the general emergency procedures in respect of fire and first aid and any special safety measures of the particular teaching area.
- (c) give clear instructions and warnings as often as necessary (notices, posters and hand-outs on their own are not enough).
- (d) ensure that pupils' coats and bags are safely stored away.
- (e) integrate all aspects of safety relevant to their curriculum area into the teaching process and if necessary give special lessons on safety.
- (f) follow safe working procedures personally.
- (g) request, via their Head of Department, any protective clothing, guards, special safe working procedures, advice from external agencies etc. when necessary.

(h) make recommendations on safety measures to the Head of Department.

7.3 These rules apply to student teachers who must be made aware of their responsibilities by both the Head of Department and their professional tutor.

8.0 THE DUTIES OF ALL MEMBERS OF STAFF

8.1 All staff will make themselves familiar with the requirements of the **Health and Safety at Work, etc. Act 1974** and any other health and safety legislation and codes of practice which are relevant to the areas in which they work. They should:

- (a) take reasonable care of their own health and safety and those of any other persons who may be affected by their acts or omissions at work
- (b) as regards any duty or requirements imposed on his or her employer or any other persons by or under any of the relevant statutory provisions, co-operate with him or her so far as necessary to enable that duty or requirement to be performed or complied with.

8.2 All staff are expected to familiarise themselves with the health and safety aspects of their work and to avoid conduct which would put them or anyone else at risk.

8.3 In particular all members of staff will:

- (a) be familiar with the safety policy and any and all safety regulations as laid down by the governing body
- (b) ensure health and safety regulations, rules, routines and procedures are being applied effectively by both staff and pupils
- (c) see that all plant, machinery and equipment is adequately guarded
- (d) see that all plant, machinery and equipment is in good and safe working order
- (e) not make unauthorised or improper use of plant, machinery or equipment
- (f) use the correct equipment and tools for the job and any protective equipment or safety devices which may be supplied
- (g) ensure that toxic, hazardous and highly flammable substances are correctly used, stored and labelled
- (h) report any defects in the premises, plant, equipment and facilities which they observe
- (i) take an active interest in promoting health and safety and suggest ways of reducing risks.
- (j) perform periodic risk assessments of their own working practices and any areas of the school buildings which are their main or usual working areas. Such assessments should be performed at least annually, but in addition whenever there is a change in working practices, equipment or area.

9.0 HIRERS, CONTRACTORS AND OTHERS

9.1 When the premises are used for activities not under the direction of the Head then the principal person in charge of the activities for which the premises are in use will have responsibility for safe practices as indicated in paragraph 3.0 of this document.

9.2 The Head or the Health and Safety Co-ordinator 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 statutory and advisory safety requirements are met at all times.

9.3 When the school premises or facilities are being used out of normal school hours for a school-sponsored activity then, for the purposes of this policy, the organiser of that activity, even if an employee, will be treated as a hirer for health and safety purposes and will comply with the requirements of this section.

9.4 When the premises are hired to persons outside the employ of the governing body, it will be a 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:

- (a) introduce equipment for use on the school premises
- (b) alter fixed installations
- (c) remove fire and safety notices or equipment
- (d) take any action that may create hazards for persons using the premises or the staff or pupils of the school.

9.5 All contractors who work on the school premises are required to ensure safe working practices by their own employees under the provisions of the **Health and Safety at Work, etc. Act 1974** and must pay due regard to the safety of all persons using the premises in accordance with ss.3-4 of the **Health and Safety at Work, etc. Act 1974**.

9.6 In instances where the contractor creates hazardous conditions and refuses to eliminate them or to take action to make them safe the Head will take such actions as are necessary to prevent persons in his care from risk of injury.

9.7 The governing body draws the attention of all users of the school premises (including hirers and contractors) to s.8 of the **Health and Safety at Work, etc. Act 1974**, which states that no person shall intentionally or recklessly interfere with or misuse anything which is provided in the interests of health, safety or welfare in pursuance of any of the relevant statutory provisions.

10.0 STAFF CONSULTATIVE ARRANGEMENTS

10.1 The governing body, through the Head, will make arrangements for the establishment of a safety committee by incorporating agenda items on health and safety matters into existing consultative groups. Representation on this committee will cover all appropriate areas of work or special hazards. As a group, the nominated safety representatives of each accredited trade union or staff association will be offered a number of places on this committee and should decide amongst themselves which individuals should sit on the committee.

11.0 CODES OF PRACTICE AND SAFETY RULES

11.1 In consultation with the governing body (where appropriate) and taking into account the requirements of this statement the safety committee will approve (where necessary) codes of practice for the observation of safety requirements in school or on school-sponsored activities. Specific Codes of Practice are in place regarding:

- (a) The use of the Minibus
- (b) School trips
- (c) Work experience.

11.2 From time to time the Department for Education & Skills (DfES), the Health and Safety Executive and other regulatory or advisory bodies will issue codes of practice on particular topics for the guidance of Heads and others who are in control of educational premises, who will normally incorporate such codes into their health and safety policy and procedures. If the Head considers the inclusion of all or any such documents into this policy to be inappropriate, he will be required to demonstrate to the satisfaction of the governing body that he has already introduced codes of practice and methods of working which achieve a similar or higher standard of health and safety.

12.0 RISK ASSESSMENT

12.1 The Head will ensure that a risk assessment survey of the premises, methods of work and all school-sponsored activities is conducted annually (or more frequently, if necessary). This survey will identify defects and deficiencies, together with the necessary remedial action or risk control measures. The results of all such surveys will be reported to the governing body.

13.0 EMERGENCY PLANS

13.1 The Head 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:

- (a) save life
- (b) prevent injury

(c) minimise loss.

This sequence will determine the priorities of the emergency plan.

13.2 The plan will be agreed by the governing body and be rehearsed by staff and pupils at least once every term. The results of all such rehearsals will form part of the regular risk assessment survey and the outcome will be reported to the governing body.

13.3 A copy of the current emergency plan for the college will be attached as Appendix 1. (This is currently being rewritten to allocate specific decisions/courses of action to identified individuals or their identified deputies).

14.0 FIRST AID

14.1 The arrangements for first aid provision will be adequate to cope with all foreseeable major incidents.

14.2 The number of certificated first aiders will not, at any time, be less than the number required by law. A list of designated first aiders will be posted in the College office and on the Staffroom notice board.

14.3 At the discretion of the governing body other staff will be given such training in first aid techniques as is required to give them a basic, minimum level of competence. This level will be agreed by the governing body after seeking appropriate advice. The number of such trained but uncertificated first aiders will be determined by the governing body as that being sufficient to meet the needs of all foreseeable circumstances.

14.4 Supplies of first aid material will be held at various locations throughout the school. These locations will be determined by the Head. They will be prominently marked and all staff will be advised of their position. The materials will be checked regularly by the relevant supervisory member of staff responsible for the area in which each set of supplies is located, and any deficiencies made good without delay.

14.5 Adequate and appropriate first aid provision will form part of the arrangements for all out-of-school activities.

14.6 A record will be made of each occasion any member of staff, pupil or other person receives first aid treatment either on the school premises or as part of a school-related activity. The book used to record the administering of first aid is kept in the reception office and completed by the designated person who administers the first aid.

15.0 ADMINISTRATION OF MEDICINES

15.1 In order to provide support and assistance to parents and to allow pupils to continue their education without prolonged interruption the college is willing to make arrangements to administer medicines during the school day. With the sole exception of medications for asthma all medications taken by pupils in school should be under the arrangements laid out in section 15 of this policy.

15.2 The only medicines which will be administered by staff in the school will be those prescribed for a pupil on written instruction from a parent or guardian and where the Headmaster considers it appropriate. Copies of a form letter requesting this facility are available from the office.

15.3 Commercially available medication such as painkillers, antiseptics, etc. will not be administered in school unless prescribed by a doctor.

15.4 All medicines which the Headmaster has agreed can be administered will be kept under lock and key and will be administered in the school office by the person designated for that task by the Headmaster. A log will be kept in the school office for recording each occasion on which a medicine has been administered.

15.5 Pupils who suffer from asthma should carry the appropriate medication with them at all times and be allowed to use it as and when they feel the need. However, the parents or guardians of such pupils should inform the Headmaster in writing that the pupil suffers from asthma and carries medication.

16.0 ACCIDENT OR INCIDENT REPORTING AND INVESTIGATION

16.1 An "Accident or Incident Report" form should be filled in for any accident, however small, to any employee, pupil or visitor. Any incident which may, in slightly different circumstances, have led to an accident should also be reported on the same form. These forms are available in the school office and should be handed to the College Health & Safety Officer on completion. The Health and Safety Officer he will ensure that these completed forms are logged into the "Accident Book" and will be considered as part of the normal health and safety monitoring procedures.

16.2 The “Accident Book” will be kept in the school office. Clear definitions and instructions are given in the book, including those accidents and dangerous occurrences which are notifiable to the Health and Safety Executive.

17.0 REPORTING OF POTENTIAL HAZARDS AND RISKS

17.1 Risk assessments will be carried out regularly in each part of the college as part of the normal health and safety monitoring procedures. However there may be occasional or incidental hazards and risks which occur from time to time. It should not be assumed that the Governors, Headmaster or Health and Safety Officer are aware of such hazards, they should be reported using the internal form available for the purpose. An example of this form is attached as Appendix 2. Further copies are available in the staffroom, school office and from the Health & Safety Officer. On completion the form should be given to the Health & Safety Officer.

18.0 REVIEW

18.1 The governing body will review this policy statement annually and update, modify or amend it as it considers necessary to ensure the health, safety and welfare of staff and pupils.

18.2 Date of last review of this policy by the Health & Safety Committee: **22.01.07**

Signed (For the governing body)

Date

Signed (Head)

Date