



Health & Safety Policy

Date approved: January 2015
Signed by Chair of Governors: Mr Paul Rossi

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Date approved: January 2015
Signed by Headteacher: Mr Sean Hayes

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Reviewed: October 2018
Next Review: October 2019



St John Fisher
Catholic High School

Policy and Procedures

Contents

Statement of Intent	3
Context of the Policy	4
General Statements of Policy.....	4
Arrangements for Consultation on Health and Safety Matters.....	5
Responsibilities	5
The Governing Body.....	5
The Head Teacher	5
Health & Safety Co-ordinator	6
Teaching/Non-teaching Staff Holding Positions of Special Responsibility	6
Class Teachers	7
Health & Safety Representatives	7
All Employees.....	7
Pupils and Visitors.....	8
Promotion of Health and Safety	8
Communicating Information to Employees.....	8
Auditing.....	8
Monitoring of Health and Safety Performance.....	9
Review Date: January 2016 Staff Member Responsible: Business	9

Statement of Intent

The Governing Body believes that ensuring the health and safety of staff, pupils and visitors is essential to the success of the school.

We are committed to:

- Providing a safe and healthy working and learning environment
- Preventing accidents and work related ill health
- Assessing and controlling risks from curriculum and non-curriculum work activities
- Complying with statutory requirements as a minimum
- Ensuring safe working methods and providing safe equipment
- Providing effective information, instruction and training
- Monitoring and reviewing systems to make sure they are effective
- Developing and maintaining a positive health and safety culture through communication and consultation with employees and their representatives on health and safety matters
- Setting targets and objectives to develop a culture of continuous improvement
- Ensuring adequate welfare facilities exist at each Centre
- Ensuring adequate resources are made available for health and safety issues, so far as is reasonably practicable

A Health and Safety Management System has been created to ensure the above commitments can be met. All Governors, staff and pupils will play their part in its implementation.

Name:

Chair of Governors

Signature:

Date:

This Policy has been reviewed and approved by the Governing Body and the Head Teacher of St John Fisher Catholic High School.

Context of the Policy

This policy has been written in the context of Peterborough City Council's and the Local Education Authority's Health & Safety Policies and is designed to ensure compliance with all existing legislation and guides relevant to schools. (HSG65)

The policy is produced in respect of St John Fisher Catholic High School and is published as an adoption of the LA's Statement of Safety Policy and in conjunction with the Education Department's own Policy Statement.

The school Health and Safety Policy consists of this policy document, specialist policies and codes of practice, rules and procedures each detailed separately. These policies can only be amended with the authority of the Governing Body, and will be signed and dated by the Head Teacher and Chair of the Governing Body. Codes of practice, rules and procedures can be amended with the approval of the Principal and the Health and Safety Co-ordinator, and will be signed and dated.

Copies of the Health and Safety Policy will be available at all times in the Staffroom, and School Business Managers office. They are also available for download from the school intranet.

General Statements of Policy

The school will promote health and safety in order to achieve improved standards and safe methods of work.

The school will take all steps as are reasonably practicable to protect pupils, employees and members of the general public from foreseeable risks, and to reduce health hazards and damage to property.

All staff in school and other persons who may visit or use any area of the school must adopt the following standards of working in accordance with the Health and Safety at Work etc. Act 1974

- to work safely and efficiently
- not to misuse any machine or substance
- to use the approved protective clothing and equipment
- to report any defect in any machine, accessory or electric cabling
- to comply with all instructions issued for their safety and to adhere to correct procedures including the use of safety equipment and protective clothing
- to take reasonable care for the health and safety of other persons who may be affected by their acts or omissions at work

All staff in school and other persons who may visit or use any area of the school, in liaison with the appropriate Safety Representative, must bring all problems and hazards associated with the following to the attention of their line management:

- Plant, equipment and systems of work
- The handling, storage and transportation of articles and substances
- The supply of adequate information, instruction, training or supervision to either staff or pupils
- The place of work and access to it
- The provision of protective clothing and equipment for the safe use and handling of machinery and substances
- The work environment
- Welfare facilities

Without detracting from the Head Teacher responsibility of persons in charge of particular work activities, the school recognises that competent technical advice on health and safety matters, may well be sought from outside specialist or consultants where necessary, to assist line management in its task.

Arrangements for Consultation on Health and Safety Matters

The school will make arrangements for the establishment of a Safety Committee. 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 in this committee and should decide amongst themselves which individuals should be on the committee.

Responsibilities

To comply with the Governing Body's Statement of Intent the school's normal management structure have had additional responsibilities assigned, as detailed below.

An organisational chart showing the the school's health and safety management structure is attached at Appendix I.

The Governing Body

The Governing Body has the following responsibilities to ensure:

- A clear written policy statement is created which promotes the correct attitude towards safety in staff and pupils.
- Responsibilities for health, safety and welfare are allocated to specific people and those persons are informed of these responsibilities.
- Persons have sufficient experience, knowledge and training to perform the tasks required of them.
- Clear procedures are created which assess the risk from hazards and produce safe systems of work.
- Sufficient funds are set aside with which to operate safe systems of work.
- Health and safety performance is measured both actively and reactively.
- The school's health and safety policy and performance is reviewed annually.

The Head Teacher

The Head Teacher has the following responsibilities, which on a day to day basis are delegated to the School Business Manager:

- To be fully committed to the Governing Body's Statement of Intent for Health and Safety.
- Ensure that a clear written local Policy for Health and Safety is created.
- Ensure that the Policy is communicated adequately to all relevant persons.
- Ensure appropriate information on significant risk activities is given to visitors and contractors.
- Ensure appropriate consultation arrangements are in place for staff and their Trades Union representatives.
- Ensure that all staff are provided with adequate information, instruction and training on health and safety issues.
- Make or arrange for risk assessments of the premises and working practices to be undertaken.

- Ensure safe systems of work are in place as identified from risk assessments.
- Ensure that emergency procedures are in place.
- Ensure that equipment is inspected and tested to ensure it remains in a safe condition.
- Ensure records are kept of all relevant health and safety activities e.g. assessments, inspections, accidents, etc.
- Ensure arrangements are in place to monitor premises and performance.
- Ensure that all accidents are investigated and any remedial actions required are taken or requested.
- Report to the Governing Body annually on the health and safety performance of each Centre.

Health & Safety Co-ordinator

The school Health and Safety Co-ordinator has the following responsibilities:

- To co-ordinate and manage the annual risk assessment process for the school.
- To co-ordinate the annual general workplace monitoring inspections and performance monitoring process.
- To make provision for the inspection and maintenance of work equipment throughout the school
- To manage the keeping of records of all health and safety activities including management of building fabric and building services in liaison with other contractors.
- To advise the Head Teacher of situations or activities which are potentially hazardous to the health and safety of staff, pupils and visitors.
- To ensure that staff are adequately instructed in safety and welfare matters about their specific work place and each Centre generally.
- Carrying out any other functions devolved by the Head Teacher or Governing Body.

Teaching/Non-teaching Staff Holding Positions of Special Responsibility

This includes Deputy and Assistant Head Teachers, Heads of Faculty and Subject Leaders, Clerical Managers/Facility Manager, Kitchen Manager, Technicians and Premises staff. They have the following responsibilities:

- Apply the school's Health and Safety Policy or relevant Local Authority Health and Safety Code of Practice to their own department or area of work and be directly responsible to the Head Teacher for the application of the health and safety procedures and arrangements.
- Carry out regular health and safety risk assessments of the activities for which they are responsible.
- Ensure that all staff under their control are familiar with the health and safety Code of Practice, if issued, for their area of work.
- Resolve health, safety and welfare problems members of staff refer to them, or refer to the Head Teacher any problems to which they cannot achieve a satisfactory solution within the resources available to them.
- Carry out regular inspections of their areas of responsibility to ensure that equipment, furniture and activities are safe and record these inspections where required.
- Ensure, in as far as is reasonably practicable, the provision of sufficient information, instruction, training and supervision to enable other employees and pupils to avoid hazards and contribute positively to their own health and safety.
- Investigate any accidents that occur within their area of responsibility.

Class Teachers

Class teachers are expected to:

- Exercise effective supervision of their pupils, to know the procedures for fire, first aid and other emergencies and to carry them out.
- Follow the particular health and safety measures to be adopted in their own teaching areas as laid down in the relevant Code of Practice, if issued, and to ensure that they are applied. Visually inspect equipment prior to use to check for signs of damage to cable, plugs and appliance.
- Give clear oral and written instructions and warnings to pupils when necessary.
- Follow safe working procedures.
- Require the use of protective clothing and guards where necessary.
- Make recommendations to the Head Teacher or Head of Department on health and safety equipment and on additions or necessary improvements to plant, tools, equipment or machinery.
- Integrate all relevant aspects of safety into the teaching process and, where necessary, give special lessons on health and safety in line with National Curriculum requirements for safety education.
- Avoid introducing personal items of equipment (electrical or mechanical) into school without prior authorisation.
- Report all accidents, defects and dangerous occurrences to their Head of Department.

Health & Safety Representatives

The Governing Body recognises the role of Health and Safety Representatives appointed by a recognised trade union. Health and Safety Representatives will be allowed to investigate accidents and potential hazards, pursue employee complaints and carry out school inspections within directed time but, wherever practicable, outside teaching time. They will also be consulted on health and safety matters affecting all staff.

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

All Employees

All employees have individual legal responsibilities to take reasonable care for the health and safety of themselves and for others who may be affected by their acts or omissions. In particular, employees must:

- Comply with the school's health and safety policy and procedures at all times – in particular procedures for fire, first aid and other emergencies.
- Co-operate with school management in complying with relevant health and safety law.
- Use all work equipment and substances in accordance with instruction, training and information received.
- Report to their immediate line manager any hazardous situations and defects in equipment found in their work places.
- Report all incidents in line with current incident reporting procedure.
- Act in accordance with any specific health and safety training received.
- Inform their Line Manager of what they consider to be shortcomings in the school's health and safety arrangements.
- Exercise good standards of housekeeping and cleanliness.
- Co-operate with appointed Trade Union Health and Safety Representative(s).

Pupils and Visitors

- Pupils, allowing for their age and aptitude, are expected to:
- Exercise personal responsibility for the health and safety of themselves and others.
- Observe standards of dress consistent with safety and/or hygiene.
- Observe all the health and safety rules of the school and in particular the instructions of staff given in an emergency.
- Use and not wilfully misuse, neglect or interfere with things provided for their health and safety.

Promotion of Health and Safety

All employees are responsible for promoting a positive and active attitude and approach toward health and safety at work and environmental protection. The Senior Leaders will issue information and advice regarding safety and health matters to help employees keep up to date on current issues and new initiatives. The Senior Leaders will constantly enforce the need for safe working on our premises.

All persons at work must realise that they are largely responsible for their own health and safety and therefore should behave responsibly. Employees must think safety first.

Communicating Information to Employees

The Head Teacher will be responsible for ensuring that any regulations, information, guidance notes etc. received are passed immediately to staff who have a direct interest. As this will normally relate to a department's activities the information will have to be passed on or highlighted in that department's safety policy or safe working arrangements.

Auditing

As part of the Governors review of health and safety matters and annual review of the Health and Safety Policy the following items will be raised and discussed.

The audit should provide an examination of records (e.g.)

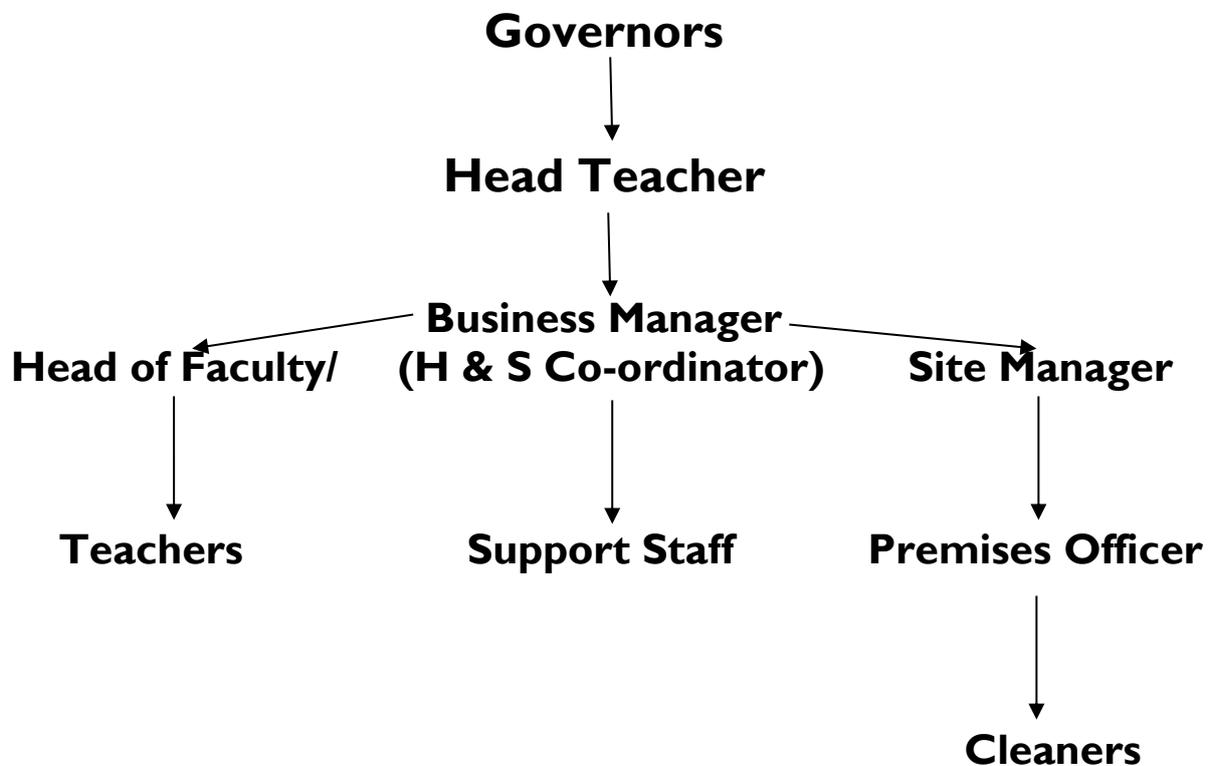
- First Aid Analysis / Accidents are being recorded and investigated but:
 - Are all reported accidents being included?
 - Are investigators trained?
 - Have we taken preventative measures?
 - Are accident statistics being compiled (Department)?
- Other areas of concern for auditing will be:
 - The policy - is it working, how effective and at what levels?
 - The organisation - does it function properly, does it plan and implement and does it monitor and control?
 - Inspection Procedures - by whom, what standards, what training and so on.

Monitoring of Health and Safety Performance

The Governors will require in the annual report a commitment by the Head Teacher that departmental self-inspection has been carried out and that the monitoring to substantiate this has been undertaken by a suitably qualified and experienced person(s).

The Governors with the Head Teacher will identify from the report, strengths and weaknesses in the conduct of departmental inspections, in order to remedy situations and to plan successfully, future objectives regarding health and safety matters.

Appendix I



Approved by the **Governors Finance and Premises Committee**: 21 January 2015

Review Date: October 2019 **Staff Member Responsible**: Business Manager