



# Health and Safety Policy

Approved by Governors on 13 October 2015

Signed G Clarkson

Review: Autumn Term 2017

The last page has been added since 13.10.15



## **HEALTH AND SAFETY POLICY**

### **Mission Statement**

*"Love one another as I have loved" (John, 15)*

We believe that Jesus Christ and his Gospel Call – to love God and all people – are at the heart of what we do.

He inspires us, as children of God, to uphold the dignity of each individual. We strive to develop a community in Christ which fully supports all in achieving their potential – spiritually, academically and personally.

# HEALTH AND SAFETY POLICY

**Incorporating the Local Health and Safety Arrangements for:**

- **Name of School - Christ the King Catholic High School**
- **Category of School - Secondary**
- **School Number – 06/117**
- **School Address – Lawrence Avenue, Frenchwood, Preston, PR1 4PR**

This policy is based on the requirements of the Health and Safety at Work etc Act 1974 and associated Health and Safety and other Legislation. It should be read in conjunction with the Lancashire County Council's Health and Safety Management System which is held on the School's Portal.

\*As a Community or Voluntary Controlled School the County Council is the employer. The Governing Body is responsible for the use of the premises. The Headteacher is responsible for the day-to-day implementation and management of health, safety and welfare within the school. The County Council, the Governing Body and the Headteacher should work in partnership to meet these responsibilities.

\*As a Foundation or Voluntary Aided School the Governing Body is the employer and is responsible for the use of the premises. The Headteacher is responsible for the day-to-day implementation and management of health, safety and welfare within the school. The Governing Body and the Headteacher should work in partnership to meet these responsibilities.

**(\*NB Schools should delete the paragraph that is not applicable and this instruction prior to signing, this will allow all information and the signatures to fit on the front page to facilitate display)**

As the person(s) with responsibility for the implementation and management of proper health and safety controls within the school, I/we will, as far as is reasonably practicable:

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| <ul style="list-style-type: none"> <li>• provide adequate control of the health and safety risks arising from our work activities;</li> <li>• provide and maintain safe plant and equipment;</li> <li>• ensure all employees are competent to do their tasks and ensure the provision of adequate training;</li> <li>• maintain safe and health working conditions;</li> <li>• ensure safe handling and use of substances;</li> <li>• review and revise this policy and arrangements as necessary at regular intervals, and, as a minimum, following each 5 yearly review by the county council;</li> </ul> | <ul style="list-style-type: none"> <li>• consult with employees on matters affecting their health and safety;</li> <li>• provide information, instruction and supervision for employees;</li> <li>• prevent accidents and cases of work-related ill health;</li> <li>• comply with appropriate directions given by the county council on health and safety requirements;</li> <li>• act in accordance with the relevant provisions in the Scheme for Financing Schools in Lancashire and the School Teachers Pay and Conditions Document".</li> </ul> |
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Signed:	Signed:
	On behalf of the Governing Body
Headteachers name: Damien Callagher	Chair of Governors name: Tina Gethings
Date:	Proposed Review date:

## Responsibilities

The responsibility for implementation and management of proper health and safety controls within the school is that of:	Mr Damien Callagher
The authorised member of staff with day-to-day responsibility for ensuring this policy is put into practice is: (Health & Safety Co-ordinator):	Mrs Andrea Leaver
To ensure health and safety standards are maintained/improved, the following people have responsibility in their specific areas e.g. premises issues, fire safety and other emergencies, out-of-hours arrangements, educational visits	Mr Damien Callagher Mrs Sandra Newton Mrs Andrea Leaver Mr Paul Fitzgerald
The Health & Safety plans * for the school (as identified by accident/incident investigation, consultation, review of risk assessments, H&S management support and audit visits; advice from the county council etc. or other sources e.g. DCSF, Teachernet, other schools, HSE) will be developed and monitored by:	Mrs Andrea Leaver
<p>All employees within the school have a responsibility to:</p> <ol style="list-style-type: none"> <li>1. Co-operate with the Headteacher and his/her nominated representatives on all matters relating to health and safety;</li> <li>2. Not interfere with anything provided to safeguard their health and safety;</li> <li>3. Take reasonable care of their own health and safety, and not knowingly place anyone who may be affected by their work activities at risk; and</li> <li>4. Report all health and safety concerns to an appropriate person (as detailed in this policy statement).</li> <li>5. The Conditions of Employment of Teachers provide that teachers' professional duties include maintaining good order and discipline among the students and safeguarding their health and safety both when they are authorised to be on the school premises and when they are engaged in authorised school activities elsewhere.</li> </ol>	

\* Health & Safety plans should be set for improvements in the management of health & safety within the school. These can be developed formally or can be informal, arising from circumstances as they occur. Actions should be documented in an appropriate way e.g. as objectives in the School Development Plan or in the minutes of Governors or Staff meetings and monitored to ensure they are achieved.

Examples might be:

- a % reduction in accidents will be achieved by changes to playground supervision;
- a revised procedure for dealing with contractors on site will be devised and implemented;
- revised arrival and departure arrangements will be put in place to separate vehicles and pedestrians on school grounds;
- raising health & safety awareness by using the County Council's e-learning courses

## Health and Safety Risks Arising from Work Activities

I/we will ensure that so far as is reasonably practicable, all areas of risk are assessed and adequate control measures are put in place to ensure the health and safety of all employees, students, contractors, non-employees and anyone else affected by the school's activities.

Risk assessments will be undertaken by:	Mrs Andrea Leaver Visit Leaders
The significant findings of risk assessments will be reported to:	Mr Damien Callagher
Action required to remove/control risks will be approved by:	Mr Damien Callagher/Mrs Andrea Leaver
The responsibility for ensuring the action required to reduce risks is implemented is that of:	Mr Damien Callagher/Mrs Andrea Leaver
Checking that implemented actions have removed/reduced the risks is the responsibility of:	Mr Damien Callagher/Mrs Andrea Leaver
Risk Assessments will be reviewed regularly (three yearly is recommended for task risk assessments and 5 yearly for COSHH assessments) or when an element of the work activity changes significantly, Risk assessments will be undertaken prior to the introduction of a new element of work activity.	Mrs Andrea Leaver/Mr Paul Fitzgerald

### School's Commitment

To meet the requirements of this Policy Statement, the Headteacher/Governing Body and/or his/her/their nominated representative(s) will:

- a) draw up and implement appropriate health & safety procedures for the school;
- b) share appropriate elements of these procedures with all employees, students, visitors and anyone else who may be affected by them;
- c) arrange for risk assessments to be completed for all areas of work and review them on a regular basis;
- d) as part of the risk assessment process, produce safe systems of work where necessary and arrange for their implementation including any appropriate training, resourcing, auditing and monitoring; and,
- e) identify adequate resources for the implementation of the health and safety policy and arrangements with the school.
- f) comply with appropriate directions given by the county council on health and safety requirements
- g) act in accordance with the relevant provisions in the Scheme for Financing Schools in Lancashire and the School Teachers Pay and Conditions Document”;

The school will upon request make available for general inspection specific, procedures and documentation and will regularly review its arrangements in respect of the applicable topics and activities below. (The list below is not comprehensive - some hazards may not apply to your premises and there may be additional hazards that are not listed here Please add these to the list.)

<b>Occupational Health &amp; Safety Topic/Activity (This is not a comprehensive list. Please add any further topics/activities relevant to the school)</b> Information and Guidance is available on the website, link below: <a href="#">Health, Safety &amp; Wellbeing intranet site</a>	<b>Applicable (√)</b>	<b>Details of where information about the school's arrangements can be found</b>
Accident Reporting, Recording and Investigation		
Bodily Fluids (urine; blood; faeces; vomit) & Biological Agents		
Catering		
Cleaning/caretaking		
Control of contractors		
Disability access – H&S implications		
Display Screen Equipment and eye tests		
Driving at Work		
Electrical Safety		
Emergency Procedures other than Fire e.g. flood, services failure		
Extended school and community use		
Falling Objects/Safe storage		
Fire Safety		
First Aid		
Gas safety		
Hot surfaces, scalds and burns		
Induction		
Information communication		
Lettings to non school groups		
Management and other Health and Safety responsibilities		
Manual Handling		
Minibuses		
Mobile phones – use of		
Needles and needle stick injuries		
Performance Monitoring		
Personal safety including lone working and violence and aggression		
Play Equipment installations inspections		
Playgrounds and external areas		
Ponds and Water features		
Premises Management		
Pupil moving and handling (Special needs)		
Pregnant employees and nursing mothers		
Reporting of H&S concerns/faults		

Risk Assessment and hazard identification		
Safety Committee		
Safety Representatives		
Shared use of buildings		
Slips and trips		
Stress		
Substances – COSHH		
Swimming pools		
Temporary and supply staff		
Training		
Transporting and storing chemicals		
Vehicle and pedestrian traffic		
Visitor and volunteers safety		
Waste storage and disposal		
Water hygiene (Legionella, lead etc.)		
Work equipment and machinery		
Working at height – ladders, access equipment etc.		
Workplace Inspection		

<b>Curriculum and other non-occupational Health &amp; Safety Topic/Activity</b> (Information and Guidance available in various parts of the <a href="#">Schools Portal</a> )	<b>Applicable (√)</b>	<b>Details of where information about the school's arrangements can be found</b>
Administration of medication		
*Educational Visits		
Food safety and hygiene		
Outdoor activities		
PE Equipment		
Pupil handling and restraint		
Grounds maintenance		
Pupil movement and flow		
School transport		
Science (where not covered by curriculum safety procedures set down in CLEAPSS)		
Smoking		
Special needs of students Health & Safety issues		
Stage and drama activities		
Supervision of students		
Technology rooms and equipment		
Wearing of jewellery		
Work experience		

The school will also take into account the risks, and make health and safety arrangements for, non-routine, out of hours, 'one-off', seasonal or sporadic activities for example special school and community events such as school fetes, etc.

Note: Educational Visits have a separate intranet site on the Schools Portal at [Educational visits](#).



## Consultation with employees

The school recognises and accepts its duty to consult with employees and will do so via a union-appointed safety representative and/or through elected employee representatives where union appointed representatives are not available.

Employee representative(s) for the school are:	Non at present
Consultation with employees is provided via:	Staff meetings

## Safety representatives

The school recognises and accepts that safety representatives must be given the paid time necessary to carry out their functions, and paid time as is necessary to undergo training in those functions, as is reasonable in the circumstances.

Safety Representatives functions are to:-

- Investigate potential hazards and dangerous occurrences at the workplace, and complaints by employees relating to health, safety and welfare at work, and examine the causes of workplace accidents.
- Make representations to the Headteacher/Governing Body on the above investigations, and on general matters affecting the health and safety of the employees they represent.
- Inspect the workplace.
- Represent employees in dealings with health and safety inspectors.
- Attend health and safety committee meetings.

## Safe plant and equipment

The school will ensure that all plant and equipment that requires maintenance is identified, that maintenance is carried out and that new or second-hand plant and equipment meets any required health and safety standards before it is purchased.

Is responsible for identifying all equipment/plant needing maintenance	Mr Damien Callagher/Mrs Andrea Leaver/Mr Paul Fitzgerald
Is responsible for ensuring effective maintenance procedures are drawn up	Mrs Andrea Leaver/Mr Paul Fitzgerald
Is responsible for ensuring that all identified maintenance is carried out	Mrs Andrea Leaver/Mr Paul Fitzgerald
Any problems found with equipment should be reported to	Mrs Andrea Leaver/Mr Paul Fitzgerald
Will check that new equipment meets any required health and safety standards before it is purchased	Mrs Andrea Leaver/Mr Paul Fitzgerald

## Information, instruction and supervision

The Health and Safety Law poster* is displayed at:	Health & Safety Noticeboard Staff Room Main Office School Kitchen
Health and safety advice is available from:	Mrs Andrea Leaver
Induction, supervision of trainees/work placements etc, will be arranged/ undertaken/ monitored by:	Mr Damien Callagher
Health & Safety in shared premises (where applicable)	N/A

\* It is a legal requirement to display the Health & Safety Law poster in a prominent position in each workplace or to give employees a copy of the Health & Safety Law leaflet.

## Competency for tasks and training

The school has arrangements in place to ensure that all new employees are provided with appropriate health and safety induction training when they start work. This will cover basics such as first aid and fire safety. Specific on the job and job specific health and safety training will also be provided if needed to achieve the required competency. Training provision will include regular refresher training where appropriate. Write down your arrangement for training here including arrangements for record keeping.

Induction training will be provided for all employees by:	Senior Leadership Team
Job specific training will be provided by:	LCC H&S
Jobs requiring specific health & safety training are:	LCC H&S
Training records are kept at/by:	Mrs Andrea Leaver
Training will be identified, arranged and monitored by:	Line Managers/Mrs Andrea Leaver

## Accidents, first aid and work-related ill health

The school acknowledges the legal requirement to:

- Ensure that there is a recognised system in place to deal with the reporting, recording and investigation of incidents and accidents.
- Ensure that there is a recognised system in place for reporting work related injuries, diseases and dangerous occurrences under the RIDDOR Regulations.
- Provide appropriate first aid arrangements for employees and anyone attending the premises that may be affected by the school's activities.
- Provide health surveillance for any employees who may be **at** risk of ill-health as a direct result of work activities, and has made appropriate arrangements to deal with this issue.

The first aid box(es) is/are available:	<i>Main Office/Food Tech/Room 25/Science Prep/Minibus/CLC</i>
The first aider(s) and appointed person(s) is/are:	Mrs Sylvia Tiller, Mrs Janet Dockray, Mr Dave Clarkson, Mr Rob Day, Mr Ben Jackson, Mrs Vicky Willacy, Mrs Sandra Newton, Mr Bryan Woodcock.
All accidents and cases of work-related ill health are to be reported to:	Mrs Andrea Leaver
Health surveillance* is required for employees doing the following jobs within the school:	Any pregnant employee will require a specific Risk Assessment to be completed and their duties may need to be modified to take account of their changing capabilities:
Health surveillance will be arranged by:	Mrs Andrea Leaver
Health surveillance/records will be kept by/at:	Mrs Andrea Leaver

\* e.g. DSE user with a history of upper limb disorder, CDT technician working with wood with history of chest problems

## Performance Monitoring

The school acknowledges its requirement to monitor the health and safety of employees and anyone who may be affected by its work activities and has appropriate arrangements in place to fulfil this requirement.

<p>To check our working conditions, and ensure our safe working practices are being followed, we will:</p> <p>Conduct workplace inspections. These are carried out by:</p> <p>Review all risk assessments regularly (three yearly is recommended for task risk assessments and 5 yearly for COSHH assessments) and in the event of any significant changes.</p> <p>This function is carried out by:</p>	<p>Governors/Mrs Andrea Leaver/Mr Paul Fitzgerald</p> <p>Mrs Andrea Leaver/Mr Paul Fitzgerald</p>
<p>Is/are responsible for investigating accidents - e.g. road traffic accidents, slips, trips and/or falls accidents etc. before requesting assistance from the corporate Health, Safety and Wellbeing Team if necessary</p>	<p>Mr Damien Callagher/Mrs Andrea Leaver</p>
<p>Is/are responsible for investigating work-related causes of sickness absences.</p>	<p>Mr Damien Callagher/Mrs Andrea Leaver</p>
<p>Is/are responsible for acting on investigation findings to prevent recurrences.</p>	<p>Mr Damien Callagher/Mrs Andrea Leaver</p>
<p>Is/are responsible for the monitoring of any trends in accidents, incidents and sickness absence.</p>	<p>Mr Damien Callagher/Mrs Andrea Leaver</p>

## Emergency procedures - fire and evacuation

The school acknowledges its responsibility for ensuring that appropriate emergency procedures are in place and that these are communicated to all concerned, including other users of the premises, and monitored on a regular basis.

<p>Responsibility for ensuring the fire risk assessment is undertaken and implemented rests with:</p>	<p>Mr Damien Callagher/Mrs Andrea Leaver</p>
<p>Escape routes are checked by/every:</p>	<p><i>Mr Paul Fitzgerald - weekly</i></p>
<p>Fire extinguishers are maintained and checked by/every:</p>	<p>Annually - Chubb</p>
<p>Alarms are tested by/every:</p>	<p>Twice yearly – Westmorland</p> <p>Weekly on rotation – Mr Paul Fitzgerald</p>
<p>The emergency evacuation procedure is tested every:</p>	<p>Termly</p>
<p>Responsibility for ensuring arrangements are in place to deal with other emergency situations e.g. bomb threat, flood etc.</p>	<p>Mr Damien Callagher/Mrs Andrea Leaver</p>

## FIRE SAFETY POLICY STATEMENT

As far as is reasonably practical, all steps shall be taken by Christ the King Catholic High School to prevent or minimise the probability of all causes of fire.

The completion and regular review of a suitable and sufficient fire risk assessment will be carried out by competent persons to assist with the ongoing management of fire safety and to ensure that all known hazards are suitably controlled.

Christ the King Catholic High School acknowledges that despite these measures it cannot be assumed that fire will never break out. Therefore systems will be put in place to deal with this eventuality and these will be subject to periodic tests, maintenance and servicing to ensure that they are adequate, see contents of Premises Fire Safety Log Book (PFSLB) e.g. training, fire drills, inspection of means of escape and routes, fire fighting and warning equipment/inspections.

To this end all employees shall be given suitable instruction in basic fire prevention measures. Any employees involved in the process or activities that give rise to specific responsibilities and fire hazards will be provided with appropriate fire safety training.

Christ the King Catholic High School also has a duty to look after visitors including members of the public, contractors etc, where necessary safe systems of work will be introduced to help control the risk associated with those who introduce additional risks to the premises and activities therein.

Suitable arrangements will be made between Christ the King Catholic High School and any hirers or persons wishing to use/lease a part of the premises/site. Specific fire safety responsibilities will be established as part of the contract/hire/lease agreements.

All employees should report any concerns they have about fire safety to a designated person, so that Christ the King Catholic High School can take the appropriate measures to eliminate the problem. The responsible person for the implementation of this policy on a daily basis is Andrea Leaver (School Business manager). Overall responsibility is that of the Headteacher – Damien Callagher.