



HEALTH & SAFETY POLICY

GOVERNING BODY APPROVAL: Autumn Term 2018-19

**COMMITTEE WITH RESPONSIBILITY FOR MONITORING
& REVIEW:**

[Personnel Committee](#)

NEXT REVIEW DATE: Autumn Term 2019/20

NEWMAN CATHOLIC COLLEGE

Everyone contributes

Everyone counts

Everyone succeeds”

‘Our aim is to build a dynamic Christian community, rooted in Gospel values, and providing purposeful learning and development, as we strive to help each other realise the fullness of our gifts and talents’

HEALTH AND SAFETY POLICY (General)

The aim of the statement is to ensure that all reasonably practical steps are taken to secure the health, welfare and safety of all persons using the premises;

The statement deals with those aspects over which the Head has control and covers safety associated with the building structure, plant, fixed equipment and services for which others also have responsibility; it describes how the Head is discharging his/her responsibilities in respect of pupils, employees, and visitors who are present on school premises, in the internal organisation, management and discipline of the school.

In particular the Health and Safety policy is designed to:-

- a) to establish and maintain a safe and healthy environment throughout the school;
- b) to establish and maintain safe working procedures among staff and pupils;
- c) to make arrangements for ensuring safety and absence of risks to health in connection with the use, handling, storage and transport of articles and substances;

- d) to ensure the provision of sufficient information, instruction and supervision to enable all persons on site, to avoid hazards and contribute positively to their own safety training as and when provided;
- e) to maintain a safe and healthy place of work and safe access and egress from it;
- f) to formulate effective procedures for use in the case of fire and other reasons for evacuating the school premises;
- g) to lay down procedures to be followed in the case of an accident
- h) to provide and maintain adequate welfare facilities

Obligation of all employees

The Health and Safety at Work Act 1974 states;

“It shall be the duty of every employee while at work; to take reasonable care for the health and safety of himself and of any other persons who may be affected by his acts or omissions at work and as regards any duty or requirement imposed on his or any other person by or under any of the relevant statutory provision, to co-operate with him so far as it is necessary to enable that duty or requirement to be performed or complied with”.

The Act also states;

“No person shall intentionally or recklessly interfere with or misuse anything provided in the interests of health and safety or welfare in pursuance of any of the relevant statutory provision.”

Responsibilities and duties in matters concerned with health and safety

The Governing Body

- a) The ultimate responsibility for all school safety organisation and activity rests with the Governing Body.
- b) The Governor with responsibility for health and safety shall receive termly minutes, with recommendations for additions or improvement.

The Head and the Health and Safety Officer.

The day-to-day responsibility for all school health and safety organisation and activity rests with the Head. The Health and Safety officer shall:

- a) be the focal point for day-to-day references on safety and give advice or indicate sources of advice;
- b) co-ordinate the implementation of the approved safety procedures in the school;
- c) maintain contact with outside agencies able to offer expert advice; (Croner Consulting complete and annual review of Health and Safety, the outcomes of which are brought to the attention of the Health and Safety Committee)
- d) report all known hazards and stop any practices or the use of any plant, tools, equipment, machinery, etc., he/she considers to be unsafe, until satisfied as to their safety;
- e) make a termly report to the- the Health and Safety Committee above, following inspecting of the school's health and safety arrangements
- f) make or arrange for investigation of premises, places of work and working practices on a regular basis and ensure that he/she is kept informed of accidents and hazardous situations;
- g) review from time to time
 - i) the provision of first aid in school; ii) the emergency regulations; and make recommendations for improving the procedures laid down;
- h) review regularly the dissemination of safety information concerning the school;
- i) recommend necessary changes and improvements in welfare facilities;

All Staff

- a) Day-to-day management of health and safety in accordance with the health and safety policy
- b) Checking classrooms/work areas are safe
- c) Checking equipment is safe before use
- d) Ensuring safe procedures are followed
- e) Ensuring protective equipment is used, when needed
- f) Participating in inspections and the health and safety committee, if appropriate
- g) Bringing problems to the relevant Line manager's attention
- h) Ensuring risk assessments are conducted according to department policy

Curriculum Leaders

Their main functions are:

- a) Day-to-day management of health and safety in accordance with health and safety policy
- b) Drawing up and reviewing department procedures regularly
- c) Carrying out regular inspections and making reports to the Site Manager
- d) Ensuring action is taken
- e) Arranging for staff training and information
- f) Passing on health and safety information received to appropriate people
- g) Acting on reports from above or below the hierarchy
- h) Carry out risk assessments of their working areas

Title	Area of Responsibility
Curriculum Leader Science	Science Labs and Prep rooms
Curriculum Leader D/T	Workshops, Food Tech and prep rooms
Curriculum Leader Art	Art rooms
Curriculum Leader PE	Gyms, changing areas, sports hall
Curriculum Leader Performing Arts	Drama rooms
Curriculum Leader Music	Music room, Music technology room
Catering Manager	School kitchen
Schoolkeeper	Whole site and premises

Lone Working

Lone working may include:

- a) Late working
- b) Home or site visits
- c) Weekend working
- d) Site manager duties
- e) Site cleaning duties
- f) Working in a single occupancy office

Potentially dangerous activities, such as those where there is a risk of falling from height, will not be undertaken when working alone. If there are any doubts about the task to be performed then the task will be postponed until other staff members are available.

If lone working is to be undertaken, a colleague, friend or family member will be informed about where the member of staff is and when they are likely to return.

The lone worker will ensure that they are medically fit to work alone.

Pupils

The pupils are expected:

- a) To exercise personal responsibility for the safety of themselves and classmates.
- b) To observe standards of dress consistent with safety and/or hygiene (this would preclude unsuitable footwear, knives, weapons and other items considered dangerous).
- c) To observe all the safety rules of the school and in particular the instructions of teaching staff in an emergency.
- d) To use and not wilfully misuse, neglect or interfere with things provided for safety.
- e) To observe the school code of conduct.

These expectations will be communicated to pupils in assemblies, ECM days and through form tutors.

Visitors

Regular visitors and other users of the premises, (e.g. delivery operatives from specific companies), are required to observe the safety rules of the school. In particular parents helping out at school should be made aware of the health and safety arrangements applicable to them through the teacher to whom they are assigned.

All visitors must report to Reception and will be provided with an identification label and made aware of the emergency evacuation procedures. The identification label should be returned to Reception when the visitor leaves the school. Visitors not wearing an identification label should be asked to report to the school office. Staff are asked to report the presence of any intruders to reception immediately.

Supervision of Pupils

- a) Teachers are expected to accept responsibility for pupils on the premises for ten minutes either side of the commencement and end of the school day.
- b) During morning break, which is for pupils, all staff are legally on duty.
- c) During the lunch break senior staff have the responsibility of being on duty. Staff are asked to report any Health & Safety Hazards they notice while on duty on the appropriate Health and Safety Report form kept in the staff room and return them to their duty team leaders.

Accidents and other allied emergencies

The action to be taken if a pupil has had an accident or is taken ill in school will obviously vary considerably according to the circumstances but whatever the circumstances parents/carers should be informed immediately and told what action has been taken.

First Aid

If anyone should become ill or suffer as a result of an accident the procedures below should be followed:

- a) First aid should be rendered, only as far as knowledge and skills admit.
- b) The patient should be given all possible reassurances.
- c) A trained first aider should be contacted. Only a trained first aider may administer first aid. A list of trained first aiders may be found in the reception office.

General advice for staff present at an accident involving a pupil

- a) In all cases of serious accident injury or illness, get help immediately and inform the school office and a senior member of staff on call if help is needed. The decision to call an ambulance would normally be made by the first aider or a senior member of staff but in the case of a very serious accident or illness any member of staff should make a call via any phone and should then inform the school office.
- b) Always keep the school office informed, as they will have to direct the ambulance and deal with parental enquiries
- c) At least one member of Staff should remain with the patient.
- d) When the ambulance arrives always ask which hospital the patient is to be taken to and inform the office. An adult must accompany all pupils to hospital if the parent or guardian is not present.
- e) Under normal circumstances a senior member of staff will decide who is to accompany the person. But in an emergency any member of staff should travel in the ambulance and the office should be informed so that cover can be provided.
- f) All accidents must be recorded in the accident books, where a student is taken off site to hospital the Health and Safety executive will be contacted by phone and a RIDDOR report completed. A reference number will be recorded and a copy of the email reply will be kept in the RIDDOR folder kept in the reception office.

Health and Safety Statement for Departments

Each department should have a written statement of health and safety procedures, which addresses the special circumstances, found in their area. All activities should undergo a **RISK ASSESSMENT**, which is agreed and written down. Any **Hazard** should be identified (i.e. something with potential to cause harm).

The **RISK** is the likelihood of that potential being realised. This assessment should be carried out by a competent person.

The risk should be identified as **HIGH, MEDIUM** or **LOW** and the risk either eliminated or controlled.

An internet safety policy will be displayed in all rooms that have computers used by students. Parents will be provided with advice on internet safety and responsible internet use.

Gas Leak Emergency Procedures

If you suspect a gas leak:

- a) If possible switch off the gas supply at the main source.
- b) If working with machinery switch off or make safe the machinery.
- c) Do not search for the leak using a naked flame.
- d) Do not switch on lights or any other electrical device.
- e) Open windows.
- f) Ask all persons in the affected area to leave immediately then leave the affected area yourself.
- g) Notify the Caretaking staff, the main school office and a member of the senior leadership.
- h) Assemble pupils in the main playground to await further instructions.

Next Stage:

- a) Whoever from the Caretaking staff, the main school office staff or the senior leadership first receives news of the leak must contact the gas emergency services and fully brief them on the situation.
- b) Caretaking staff close off the affected area with hazard tapes and prepare for the arrival of the emergency service.

Gas Emergency Service: **0800 111 999**

This policy will be reviewed annually.