

# HEALTH AND SAFETY POLICY

**THIS POLICY LINKS WITH:**

- **TRIPS POLICY**
- **EXPEDITION POLICY**
- **FIRE POLICY**
- **FIRST AID AND MEDICAL NEEDS POLICY**
- **DRUGS AND ALCOHOL POLICY**

<b>Date of Latest Update:</b>	May 2015
<b>Next Review Date:</b>	May 2017
<b>Policy Available for Staff at:</b>	VLE
<b>Policy Available for Parents at:</b>	Main office
<b>Headteacher:</b>	Ms M Roberts

St Joseph's College – Stoke on Trent  
**HEALTH AND SAFETY POLICY**

This statement is issued in accordance with the Health and Safety at Work Act (1974). It supplements the Generic statements which have been written by Stoke on Trent Education Department. The general aims of these policy statements are accepted and the arrangements set out below are designed to implement the general aims of St Joseph's College.

St Joseph's College is committed to pursuing excellence in everything it does and this includes the management of Health and Safety.

**GENERAL PRINCIPLES:**

1. St Joseph's College is committed to giving health and safety the highest priority in all of its activities.
2. St Joseph's College expect staff, students, visitors, contractors and other employers who work at St Joseph's College to share this commitment by complying with the policies and, where appropriate, the procedures and to understand that they too have legal and moral obligations to themselves and to one another.
3. St Joseph's College is dedicated to ensuring the health and safety of all persons who may be affected by our activities by:
  - a Providing, managing and maintaining a work environment, as well as sport and leisure facilities, which are, so far as reasonably practicable, safe and in which risks to health are controlled.
  - b Providing adequate and appropriate facilities and arrangements for welfare at work.
  - c Providing, managing and maintaining the workplaces, grounds and properties so that they are, so far as reasonably practicable, safe and that any risk to health is controlled.
  - d Providing, managing and maintaining plant and equipment so that it is, so far as reasonably practicable, safe and that risks to health are controlled.
  - e Ensuring that the use, handling, storage and transport of items and substances are carried out safely and that risks to health are controlled.
  - f Implementing safe systems of work where risks to health are controlled.
  - g Providing the necessary organisation, expertise and resource, including communication and consultation, planning, monitoring, inspection and auditing procedures to ensure that there is effective management of health and safety throughout St Joseph's College.
  - h Ensuring that the staff and any Contractors employed are competent and carry out risk assessments for all the work they undertake.
  - i Providing information, instruction, training and supervision at all levels necessary to ensure that staff and students are aware of the hazards within the workplace, together with the appropriate measures to be taken to protect against these hazards.
  - j Giving adequate information on relevant hazards to any persons whose health and safety might be affected by them.
  - k Monitoring the safety performance of contractors who work for St. Joseph's College.
  - l Keep up to date with best practice in relation to health and safety and complying with all relevant legislation and authoritative guidance.
  - m Consulting with and involving staff and students in matters relating to their own health and safety.

Where there are no existing College policies or guidance, we expect our staff, students and contractors to meet the highest relevant standards and to comply with relevant legislation.

Where no standards exist, St. Joseph's College will work with staff to develop systems which comply with best practice and eliminate or minimise the risks so far as reasonably practicable. It is the stated intention to educate our students in health and safety management by incorporating the basic principles into all appropriate courses where required. Wherever possible, information on the

legislation and standards applicable to their course will also be included. In areas of work or research which are highly regulated, staff will be expected to attend certain courses as a mandatory requirement.

St Joseph's College has several areas and operates on other sites. Some of its buildings are shared between more than one Department and/or, in some cases, external organisations. In such circumstances we will establish clear lines of responsibility for the effective co-ordination of health and safety between users.

#### **DUTIES OF THE PERSON DELEGATED TO ASSIST IN THE MANAGEMENT OF HEALTH AND SAFETY:**

The Estate Manager shall:

- 1 Assist the Headteacher in the implementation, monitoring and development of the safety policy within the school.
- 2 Monitor general advice on safety matters given by the Authority and other relevant bodies and advise on its application to the school.
- 3 Co-ordinate arrangements for the design and implementation of safe working practices within the school.
- 4 Investigate any specific health and safety problem identified within the school and take or recommend (as appropriate) remedial action
- 5 Report incidents/developments to SLT in the first instance and the safeguarding sub-committee of the governing body as part of the reporting schedule.
- 6 Order that a method of working ceases on health and safety grounds on a temporary basis subject to further consideration by the Governors and Headteacher.
- 7 Assist in carrying out regular safety inspections of the school and its activities and make recommendations on methods of resolving any problems identified.
- 8 Ensure that staff with control of resources (both financial and other) give due regard to safety.
- 9 Co-ordinate arrangements for Inspections and keep a record of inspections.
- 10 Conduct an annual review of injuries/incidents to identify areas of potential harm.
- 11 Assist in the induction of new staff in fire and safety procedures as part of the staff induction program.

#### **RESPONSIBILITIES OF SUBJECT LEADERS:**

1. All Subject Leaders shall be responsible, if applicable, for the safe use of machinery in their department including the removal of any keys from safety stop switches or interlocks when machinery is not in use.
2. Ensure that any interlocks or key switch faults are immediately reported to the H&S Co-ordinator.
3. Subject Leaders should ensure that H&S Induction training for students is included within lessons.
4. Ensure personal protective equipment is used by staff and students where hazards are identified.
5. All subject leaders have a responsibility to report any hazards to the Estate Manager; health and safety issues should be a standing item at all department meetings.

#### **SCIENCE & DESIGN TECHNOLOGY SUBJECT LEADERS:**

1. Ensure that the department's Health & Safety Policy is up to date and fully understood by those within the department.
2. Ensure Technicians are fully trained in Health & Safety procedures: records are to be kept in personnel files.
3. Ensure that risk assessments are in place for planned activities where there are implications for Health & Safety according to guidelines - eg COSHH & CLEAPSS.
4. Monitor regularly, updates from health and safety regulators through CLEAPSS

#### **RESPONSIBILITIES OF ALL EMPLOYEES:**

All employees have a duty of care to each other and a responsibility under the (Health and Safety at Work Act 1974) to *“Take reasonable care for the Health and Safety of themselves and of any person who might be affected by their acts or omissions at work”*

1. Co-operate with the Local Authority and others in meeting Statutory Requirements, and not interfere with, misuse or remove anything provided in the interests of health, safety and welfare.
2. Make themselves aware of all safety rules, procedures and safe working practices applicable to their posts or lesson; where in doubt they must seek immediate clarification from the Subject Leader
3. Ensure that tools and equipment are in good condition and report any defects.
4. Use protective clothing and safety equipment provided and ensure that these are kept in good condition.
5. Ensure that offices, general accommodation and vehicles are kept tidy.
6. Ensure that any accidents or incidents, whether or not an injury occurs, and potential hazards are reported to the Estates Manager.

### RESPONSIBILITIES OF STUDENTS

All students are expected, within their expertise and ability, to:

1. Exercise personal responsibility for the safety of themselves and their fellow students
2. Observe standards of dress consistent with safety and/or hygiene (this would preclude unsuitable footwear and items considered dangerous)
3. Observe all the safety rules of the college and in particular the instructions of the teaching staff in the event of an emergency.
4. Use and not willfully misuse, neglect or interfere/remove any equipment that is provided for safety purposes, and report any tools and equipment that are defective to the Teacher at the time of the lesson.
5. Use personal protective equipment where hazards are involved.

NB: The Governors, Headteacher and Teachers will make students (and where appropriate the parents) aware of these responsibilities through direct instruction, notices and the School Handbook.

### FIRE AND EMERGENCY EVACUATION PROCEDURES

1. The school's procedures for fire and emergency evacuation are posted around all sites
2. These procedures will be updated as and when required.
3. The log book for the recording and evaluation of practice and evacuation drills is available.
4. The record of fire alarm tests and emergency lighting is available.

### FIRE PREVENTION EQUIPMENT AND EMERGENCY LIGHTING:

Arrangements are made to regularly monitor the condition of all fire prevention equipment and emergency lighting. This would include the regular visual inspection of fire extinguishers and the fire alarm system.

### FIRST AID AND ACCIDENT REPORTING PROCEDURES:

First Aid is available at the Pupil Information Point in the Main Building, The Brothers' House, the Fideliter Building and at Reception at Stone House. Additional first aid boxes are in the Fortiter Building, Design Technology, Food Technology, Textiles and the Sports' Pavilion. **The names of the Appointed First Aiders are displayed around school. These persons will be situated in PIP, The Brothers' House the Fideliter Building and Stone House Reception.**

1. The person responsible for administering the accident reporting procedure to the Local Authority, the notification of serious accidents causing death or major injury and dangerous occurrences is the Headteacher.

2. The arrangements for first aid for sports, outdoor pursuits and educational trips are the responsibility of the supervising staff at that time.
3. Any employee or First Aider rendering to the best of their ability is indemnified by the school's insurance.
4. A record of all first aid training is kept as an appendix to the Safeguarding Register.

The reporting procedure is in Appendices 1

#### **TRIPS:**

All off site visits / activities are classed as trips and should follow the trips policy and procedures.

A separate Trips Policy is located in the 'Trips' folder on the Learning Gateway, which outlines the procedures when organizing a trip, together with the responsibilities of staff, students and parents.

#### **DUTIES:**

The Deputy Headteacher will publish and maintain a schedule of duties. This will provide supervision of students at lunch time and break time. The Deputy Headteacher and the Senior Leadership team will monitor duties. Staff should arrange to swap duties in the instance of a known absence. Whilst on Duty, staff should ensure that the Health & safety policy outlined above is upheld.

#### **DRUGS/ALCOHOL POLICY:**

St Joseph's College has a separate policy for Drugs/Alcohol incidents. This outlines managing a drugs incident taking account of Health and safety considerations. More details are in the Drugs/Alcohol policy

#### **KITCHEN:**

A separate Food Safety Management system is held in the kitchen which is read by all Catering Staff on appointment, and is adhered to, and updated as required. A record of Catering Staff Hygiene Training is kept in this system.

Individual Risk Assessments for all activities in the kitchen are held by the Estates Manager

#### **TRAINING POLICY:**

St Joseph's College recognises that its most important resource is its employees It is committed to the training and development of its entire workforce so that they will gain the necessary skills to reach their full potential. This will assist in enabling the school to achieve its aims and objectives which are: *to provide a safe environment to vulnerable people through a well trained and supported working team. By increasing the skills and knowledge of its staff, the school will produce confident, highly qualified staff working as an effective and efficient team.* The individual training and development needs will be identified through annual performance appraisals and development plans.

All Staff are fully trained for their job description, the college endeavours to update staff with refresher courses and retraining where necessary. Training records of individuals are kept with their personal files with the HR manager. This policy respects equal opportunities and applies to all employees.

#### **PAT TESTING:**

Arrangements are made for Portable Appliance Tests to be carried out in accordance with the (The Health and Safety at Work Act 1974, The Electricity at Work Regulations 1999, The Provision & Use of Work Equipment Regulations 1998, The Management of the Health and Safety at Work Regulations 1999 and The Workplace (Health, Safety & Welfare) Regulations 1992.

**WATER HYGIENE:**

Arrangements are made to regularly monitor the condition of all water on all three sites to comply with HSE'S L8 ACoP The control of Legionella bacteria in water systems - (Control of Substances Hazardous to Health Regulations 1999, Regulation 6)

**VISITORS & CONTRACTORS:**

Regular visitors and other users of the premises (e.g. Contractors and Delivery persons) are expected, as far as reasonably possible, to observe the safety rules of the school. They are logged at reception and expected to stay with their host at all times where reasonably practical **Photographs of children or the site** are not allowed without strict permission from the Head Teacher or acting Head.

PEEPs are available on request from PiP on main site and reception at Stone House.

**GENERAL:**

St Joseph's College Safeguarding Committee undertakes to continually review and develop our Safety Management Systems, with the aim of conducting our activities in a manner which does not affect the health and safety of any staff, students, contractors, visitors or members of the public.

St Joseph's College is committed to this Policy and to the implementation and maintenance of the highest standards of health, safety and welfare within the College environment.

St Joseph's College expect all staff members to share this commitment and to work together to achieve it.

**Signature:** ..... (Headteacher)

**Signature:** ..... (Chair of Governors)

**Dated:** .....

**DATE OF NEXT REVIEW** .....