

St Matthew's RC High School

Health and Safety Policy



Reviewed: March 2017

To be reviewed: March 2018

Statement of Intent

1.0 Introduction

1.1 St Matthew's RC High School is committed to providing a safe and healthy school environment for all employees, students and others who may be affected by the schools activities.

This will be achieved by legal compliance as a minimum standard on all our functions, and the adoption of a culture of continuous improvement and best practice. This will enable us to provide and maintain a safe school environment, safe systems of work and promote more sustainable working practices.

1.2 This statement is issued in accordance with the Health and Safety at Work etc. Act 1974 and the Management of Health and Safety at Work Regulations 1999. These two pieces of legislation set the standards that must be met as a minimum to ensure the health, safety and welfare of all employees and others who may be affected by the work activities. The school will operate in accordance with the legal standards of this legislation and all other relevant regulations introduced under the Health and Safety at Work Act.

1.3 The school will identify and manage foreseeable health and safety risks that may arise from the activities through the process of risk assessment. Suitable control measures, together with safe systems of working, will be developed as a consequence of these risk assessments in order to manage the risk to as low a level as is reasonably practicable. The process will be used to continually develop and improve the schools arrangements and health and safety culture. Our relevant emergency control arrangements will be managed in a similar manner.

1.4 The school will strive to reduce the possible risk of all accidents, injuries and incidences of occupational ill health to staff, students and others.

1.5 The school is dedicated to providing a safe and healthy environment to ensure so far as is reasonably practicable the health, safety and welfare of all persons.

1.6 The Head, governors, senior staff and designated health and safety staff will take all reasonable steps to identify hazards and control risks.

1.7 Staff/others will be provided with information/instruction and training with regard to health and safety to ensure so far as is reasonably practicable the health, safety and welfare of all staff/others.

1.8 The school will support and will actively encourage consultation and communication with all staff on health and safety matters and will implement forums for the discussion and agreement of health and safety issues.

This policy will be communicated to all staff and will be reviewed as required but as a minimum annually.

Headteacher - K Hogan

Health and Safety Governor – Claire Meehan

March 2017

2. Roles and responsibilities

2.1 School Governing Body

- The St Matthew's RC High School Governing Body will do all that is reasonably practicable to ensure that high standards of health, safety and welfare are achieved and maintained for all its employees, students and other non-employees
- The Governing Body and Headteacher will oversee health, safety and welfare matters and will ensure the necessary resources are provided
- The Governing Body have appointed Clare Meehan as the Health and Safety Governor who will ensure health and safety issues are reported to the Governing Body following termly inspections and actions are taken as necessary
- The Governing Body will ensure the school operates within relevant legal requirements to ensure so far as is reasonably practicable the health, safety and welfare all persons affected by the undertaking
- Governors should ensure they are aware of the requirements of the Health and Safety at Work etc. Act 1974 and other relevant statutory provisions

2.2 Headteacher

The Headteacher is responsible and accountable to the Governing Body for the implementation of the health and safety policy. The Headteacher will be responsible for setting up and monitoring systems to ensure that:

- The health and safety policies and procedures are brought to the attention of all staff
- Ensure health and safety information is communicated to relevant staff
- Adequate first aid procedures exist, including the provision of sufficient first aiders and appointed persons, and that all staff is aware of the arrangements
- Accidents, incidents and near misses are reported using the established procedures
- Allow TU representatives to carry out their functions
- Training needs are identified to ensure staff are competent and that appropriate arrangements are made for training
- Fire drills are carried out termly and a fire register is maintained
- Risk Assessments are undertaken of all hazards and risks to health and safety in all departments, including classrooms, office activities, all work areas, off-site visits and trips
- Health and safety matters which cannot be resolved appropriately are raised with the Governing Body

2.3 School Business Manager

The School Business Manager is responsible for:

- To act as Health and Safety Co-ordinator
- To act as the EVC – Educational Visits Co-ordinator
- To ensure that the school site is a safe working environment for staff, students and visitors
- Supervising the site management and site management staff, ensuring they are provided with relevant health and safety information
- Identifying defects and dealing with them in consultation with the Senior Leadership Team as appropriate. Where premises defects cannot be immediately dealt with the Site Manager is responsible for ensuring appropriate interim measures are taken, in order to make the area safe
- All required testing of the fire alarm and other associated systems
- Liaising with building, cleaning and grounds maintenance contractors and monitoring their compliance with required standards;
- Ensuring weekly maintenance checks are carried out on the school minibuses and arrange the servicing of the vehicles when required
- Outside normal hours the member of the site team on duty will act as the Headteachers representative
- Carry out duties safely as required by the Senior Leadership Team

2.4 Senior Leadership Team

- Are responsible for ensuring the Headteacher's and the Health and Safety Co-ordinator's duties are met on a day-to-day basis
- In the event of the absence of either of the Headteacher or School Business Manager then the senior member of the SLT present is responsible for carrying out their duties in their absence

2.5 Heads of Departments

Heads of Departments are responsible for implementing the safety policy within their department. In particular, they are responsible for:

- Ensuring that activities under their control are carried out, so far as is reasonably practicable, safely and without risk to health by ensuring departmental risk assessments are completed and acted on
- Monitoring the workplace by carrying out informal inspections of the workplace and equipment. In addition, to regular informal inspections Heads of Department will carry out a formal recorded inspection of their Department once per year
- Ensuring all work equipment is suitable for purpose and maintained in a safe condition at all times
- Ensuring substances/products are suitable for purpose and are safely used and stored in an appropriate manner
- Ensuring the competence of staff under their control by identifying training needs, arranging for the necessary information, instruction and ensuring adequate supervision
- Bringing to the attention of the next level of management any safety issues that cannot be resolved at a local level
- Ensuring all accidents and incidents are reported within their areas of control

2.6 Teaching Staff

The safety of students/people in classrooms, laboratories, workshops, gymnasium, sports hall, and sports field are the responsibility of the class teacher. Teaching Staff are expected to:

- Know and act on the emergency procedures in respect of fire and first aid and any special safety measures (e.g. management of a person who experiences a disability or illness) to be adopted in his/her own teaching areas and to ensure that they are applied
- Exercise effective supervision of students and others in the work area to promote and maintain safe working, teaching and learning practices
- Ensure students' and other peoples' coats, bags and cases are safely stowed away
- Integrate all relevant aspects of safety into the teaching process and if necessary give special lessons on safety
- Follow safe working procedures personally
- Use protective clothing, guards, special safe working procedures etc. when necessary
- Make recommendations on safety matters to the Heads of Department
- Record safety arrangements as part of the lesson plan
- Be familiar with risk assessments and safe systems of working for the work activity

2.7 Health and Safety Co-ordinator - SBM

The Health and Safety Co-ordinator specific duties include:

- Dissemination of health and safety information to staff
- The receipt of accident, incident and near miss forms and checking that they are fully completed
- Investigating all RIDDOR accidents
- Ensuring all health and safety policies, procedures and forms remain valid and up-to-date and are used appropriately
- Ensuring defects, unsafe conditions, unsafe acts, hazards and dangerous occurrences are promptly dealt with and as necessary discussed with the Headteacher

2.8 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 Health and Safety policy and procedures at all times, in particular procedures for accident and incident reporting, fire, first aid and other emergencies
- Each employee has a responsibility to read the health, safety and welfare policies, procedures and risk assessments relevant with their area and activity of work
- Co-operate with the schools management in complying with relevant health and safety law and act in accordance with any health and safety information received
- Use all work equipment and substances in accordance with instruction, training and information received
- Concerns about students' health, safety and welfare should be reported to the relevant Head of Department
- Concerns about health and safety related to the curriculum should be raised with your line manager
- Inform your Line Manager, or Health and Safety Coordinator of what you consider the shortcomings to be in the schools health and safety arrangements, or concerns with any suggestions for improvement
- Report to their immediate Line Manager, or the Business Manager any hazard concerns and defects in equipment found in their work places, via the schools defect reporting system facilities@smrchs.com and if an urgent health and safety issue to contact reception (e.g. someone has been sick)
- Report all accidents, incidents (e.g. damage to equipment, property and vehicles) and near misses (i.e. where someone was nearly harmed but not injured)
- Exercise good standards of orderliness and cleanliness whilst conducting your work activities; School or other mobile telephones should not be used when driving a motor vehicle
- Staff and visitors should observe the 5mph speed limit in the school grounds. The clockwise gyratory system should be observed in the car park (Waggons cannot always follow this due to their size). Parking should be within the marked bays. The give way and pedestrian crossing should be observed
- All staff should ensure the emergency vehicle parking bay is kept clear for access/use of emergency vehicles
- All staff should note that smoking is strictly forbidden on the site and in all vehicles used for school business. Smoking includes the use of electronic cigarettes.

2.9 Students

Students have no particular responsibility in the implementation of the School Health and Safety Policy, however 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
- Report any accidents, incidents to a member of the teaching staff, or their pastoral manager

2.10 Health and Safety Representatives

Health and Safety Representatives appointed by a recognised Trade Union

- Health and Safety Trade Union (“TU”) Representatives will be allowed to investigate all accidents and potential hazards, pursue employee complaints and carry out school inspections within directed time but wherever practicable, outside teaching time.

2.11 Occupational Health

Arrangements’ for occupational health and health surveillance are managed by the Headteacher and the Business Manager. This includes welfare support, return to work interviews, counselling, ergonomic assistance, pregnancy risk assessments and stress management.

2.12 First Aiders

First Aider duties are:

- To attend initial and refresher training to ensure their competence remains up to date
- To administer first aid treatment in accordance with the training provided
- To conduct weekly checks on the contents of first aid boxes and replenish as necessary
- To record all treatment administered in the first aid treatment record book

St Matthew's RC High School Organisational Structure



3. Arrangements

3.1 Training

The school will ensure that all new members of staff or visitors are given appropriate training so that all relevant health and safety requirements are understood and followed.

All staff are expected to be aware of the schools surroundings and to exercise personal precautions to mitigate any possible injury to themselves and others.

The school will ensure all staff/students receive health and safety training/instruction as necessary.

3.2 Lettings and Extended Schools

In cases where the schools equipment, grounds or buildings are to be let the Governors and Head will ensure that;

- a) All areas of access/egress are safe for the use of the hirers;
- b) Any equipment to be used by the hirers is safe and any operating instructions are clearly identified
- c) All emergency doors are clearly identified and the fire drill/evacuation procedures are understood
- d) Telephones, alarms, fire-fighting equipment and other safety equipment are pointed out and users are able to use them if required
- e) After the hirers have vacated the premises a full security check of the site including any equipment used is completed and any faults/defects are reported/recorded
- f) All statutory health and safety signs are in place and building users understand the requirements/information
- g) There is a contact person available for the hirers should there be any issues which require attention

3.3 Specific Procedures

The school has developed a set of specific health and safety procedures. All staff should operate in accordance with the procedures at all times.

4 Review

The Governors and the Headteacher will review this policy on an annual basis and update, modify or amend as necessary.

5 Designated Staff

Everyone at St Matthews High School has some degree of responsibility for Health and Safety. The overall responsibility rests with the chair, board of governors and the head teacher. All individuals at every level have to accept some degree of responsibility under the Health and Safety legislation.

The following personnel are responsible, so far as is reasonably practical, for ensuring that the requirements detailed in this policy are being carried out.

Health and Safety Co-ordinator – the School Business Manager - Ms P Bentley. In the event of her absence this responsibility will pass to the Deputy Head – Mrs A Ager or in her stead a member of the SLT or failing any of these the senior member of staff on site.

The following listed members of staff are responsible for Health and Safety matters in particular areas:

IT Department	Dept Head	D Russell
Technology Department	Dept Head	T Tilby
Science Department	Dept Director	J Moore
PE Department	Dept Head	M Blair
Art Department	Dept Head	C Hardy
Music	Dept Head	S Millington
Drama department	Dept Head	V O'Brien
Facilities	Site Manager	H Kennedy
Cleaning	Cleaning Manager	L Doran
Library	Librarian	C Wall
Kitchen	Catering Manager	M Brown
Atrium Hall in dining mode	Catering Manager	M Brown
Business Support	Office Manager	S Freakes
Outside Contractors	Site Manager	H Kennedy
RE and Chapel	Dept Director	J Cartwright
SEN Department	SEN Director	L Yates
English Department	Dept Director	M Hewitt
Humanities Department	Dept Head	R Russell
Maths Department	Dept Director	C Nelson
Leisure and Community Manager		N Radcliffe
Extended Schools	Assist Head	R Walsh
School Minibuses	Office Manager	S Freakes

The responsibilities belong to the post holder and move, if the post holder changes, to the new post holder. (The named individuals are correct at 1st March 2017).

7 Ratification and Signatures

This policy is required under the Health and Safety at Work etc. Work 1974.

Employees are reminded that they have duties under the Act and associated Regulations and Approved Codes of Practice.

Any breaches of those duties could lead to prosecution of the Governing Body or individual employees.

Failure to comply with safety requirements could also lead to disciplinary action.

Chair of Governors

Signature:

I Worrall

Date:

Headteacher

Signature:

Print Name: K Hogan

Date: