



St. Catherine's Catholic School

Health, Safety and Welfare Policy

Policy Agreed by	Governing Body
Policy Reviewed by	Paul Kershaw
Date	October 2018
Review Cycle	Annual
Review	October 2019



ST CATHERINE'S CATHOLIC SCHOOL
MISSION STATEMENT



ST CATHERINE'S
CATHOLIC
SCHOOL
aims to:

Be a vibrant, inclusive, Catholic community where there is mutual love, service and respect.

Offer opportunities to everyone on their unique journey to nurture their strengths and potential.

Encourage everyone to positively serve our society and the world by living our Gospel values.

Celebrate and empower women of the future.



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St Catherine's Catholic School for Girls Statement of Policy on Health and Safety at Work

This Health, Safety and Welfare Policy statement and the following full policy was approved by the Governing Body on the date below and shows the expected standards and commitment to health, safety and welfare required throughout the whole of St Catherine's Catholic School.

The Governors of the School accept these duties and it will continue to be their policy to promote standards of health, safety and welfare. They will comply fully with the terms and requirements of the Health and Safety at Work etc Act 1974. Regulations made under the Act and approved codes of practice, showing regard to the DfE Guidance *Health and Safety: Responsibilities and Powers*. It is considered by the Governors of the School that health and safety is a responsibility at least equal in importance to that of any other function of the School.

Whilst a statutory duty exists to comply with the Health and Safety at Work etc Act 1974 and all subsequent and relevant legislation and regulations pertaining thereto, this shall be regarded as the minimum standard expected.

The Head Teacher has ultimate responsibility for ensuring the implementation of this policy throughout the school. However, ensuring good standards of, health, safety and welfare are the responsibility of all employees and as such all St Catherine's Catholic School employees have an important part to play in the successful implementation of this policy.

Every line manager is responsible for implementing the policy in his or her area of activity. Every employee must comply with the policy and co-operate with colleagues to achieve high standards of health and safety.

Responsibilities of employees are outlined in the main policy document.

This Policy is required under the Health and Safety at Work etc Act 1974. Employees are reminded that they have duties under the act, and regulations made under it and a breach of these duties could lead to prosecution of the Governors as the employers or of individual employees. Failure to comply with safety requirements could also lead to disciplinary action.



ST CATHERINE'S CATHOLIC SCHOOL
MISSION STATEMENT



1. Aims

The Governors of St Catherine's Catholic School will do all that is reasonably practicable to establish and maintain high standards of health, safety and welfare for all its employees.

The Governing Body will ensure, so far as is reasonably practicable, that the health, safety and welfare of pupils and other non-employees who may be affected by its activities are not put at risk .

The responsibility for implementing this policy lies directly and personally with line management from the Headteacher of the School, Deputy Head, Health and Safety Coordinator, Heads of Department, Support Staff line managers, through to every employee.

2. Purpose

To implement the policy, the Governors' objectives are to:

- Ensure that all School activities are being carried out safely, without risk to health, safety and welfare, so far as is reasonably practicable.
- Ensure there are policies Risk Assessments and arrangements with regard to health, safety and welfare covering all activities and work carried out within St Catherine's Catholic School and its estate including Educational visits.
- Ensure all employees are aware of and actively support the responsibilities of the Governors and accept their own personal responsibilities regarding health, safety and welfare.
- Ensure that all new employees are aware of the School's Health, Safety and Welfare Policy and the required health, safety and welfare procedures risk assessments and arrangements through induction training.
- Ensure all visitors, contractors and suppliers of goods and services are informed of and comply with the relevant health, safety and welfare arrangements and requirements of the School.
- Ensure that there are clear procedures and arrangements for consultation with and the involvement and commitment of employees and their representatives.
- Promote awareness of health, safety and welfare issues throughout the School.
- Provide specialist professional support to line managers on all health, safety and welfare matters.
- Provide access to detailed health, safety and welfare information, which may be required about or result from UK legislation, Approved Codes of Practice, British Standards or other authoritative sources.
- Provide access to detailed health, safety and welfare information, as may be required about substances, materials, articles, processes, plant and equipment used by or within St Catherine's Catholic School.
- To ensure suitable and sufficient risk assessments are carried out of the hazards and risks to the health, safety and welfare of employees, pupils and others and that appropriate control measures have been put in place to reduce those risks as far as reasonably practicable to an acceptable level.
- To keep this policy under review and revise it as required but as a minimum annually.
To monitor the implementation of the Health, Safety and Welfare Policy through audits, inspections and reports from the Head Teacher, the Health and Safety Coordinator, the external Health and Safety consultant as required and the School's Governing Body Premises Committee.

3. Organisation and Responsibilities

The Governing Body

The Governing Body will ensure that appropriate resources and time are allocated through the Head teacher, the Deputy Head and the Health & Safety Coordinator. The Governing Body will monitor the implementation of the policy by requiring an annual report based on the monitoring checklist and reports and inspections as detailed in section 5.4

The Headteacher

The Headteacher of the School is accountable to the Governors for the implementation of this Health, Safety and Welfare Policy. They will also discharge the Governors' overall duty as the employer. The discharge of these duties will be through line managers. The Headteacher will be responsible, in particular, for ensuring that:

- this Policy Statement and its arrangements are brought to the attention of all employees
- appropriate policy standards, Risk Assessments and arrangements are available for each work activity carried out in the School and that a copy of each is kept on the school's O:Drive and that other copies are distributed to relevant departments and employees as required and a record of distribution is maintained, updated and reviewed annually
- other health, safety and welfare information is communicated to relevant employees as required
- adequate first aid procedures exist (including sufficient numbers of trained first aiders and appointed persons) and that all employees are aware of those procedures and arrangements. This will also include educational visits, extra-curricular activities and occasions on which pupils are present outside normal School hours
- accidents are reported using the established School procedures including where necessary reporting to the Health and Safety Executive (HSE) under the Reporting Injuries Diseases Dangerous Occurrences Regulations (RIDDOR)
- employee Safety Representatives can carry out their functions; and, where appropriate, that consultation takes place with those representatives. Where they require additional information about, for example, procedures, arrangements will be made for communicating such additional information. The existence of School policies, standards and other health, safety and welfare information will be drawn to the attention of representatives and access provided on request
- reports from external consultants are dealt with in a suitable manner and within suitable time scales
- a fire risk assessment has been completed, fire drills are carried out termly and a fire register is maintained
- Health and Safety training needs for all employees are identified and appropriate arrangements made for the provision thereof
- risk assessments are undertaken of all risks to health, safety and welfare as required by the Management of Health, Safety and Welfare at Work Regulations 2006 and other legislation and that those with significant findings are recorded and appropriate control measures put in place to reduce the risk to an acceptable level
- new employees receive appropriate Induction in health, safety and welfare information including details of the safety policy, School standards, fire drill procedures, first aid arrangements and other safety related procedures
- the overall procedures for security and safety are monitored and reported annually to the governing body
- A copy of Appendix 1 to this policy is completed, posted on notice boards in a prominent position and updated at regular intervals.
- Health, safety and welfare matters that cannot be resolved appropriately are raised with the Governing Body within a suitable time frame

Deputy Headteacher

In the absence of the Headteacher the Deputy Headteacher assumes the responsibility with regards to the management of Health, Safety and Welfare in the school.

The Assistant Headteacher (Health and Safety Coordinator)

The Assistant Headteacher will act as the School Health, Safety and Welfare Coordinator. Specific duties include:

- the dissemination of health, safety and welfare information to all School employees
- ensuring the school has appropriate first aid arrangements in place with the support of the Deputy Head
- ensuring that accident reporting is carried out using the school accident report form
- ensuring that appropriate emergency evacuation procedures are in place for the School
- ensuring accidents and incidents are properly investigated with the support of the Deputy Head
- ensuring health, safety and welfare matters raised by employees are dealt with in an appropriate time scale
- coordinating all aspects of the Health, Safety and Welfare Policy
- ensuring premises defects (which affect health, safety and welfare) and other health, safety and welfare matters are dealt with or, if this is not possible, for ensuring they are raised with the Headteacher (ensuring that the implementation of this policy is carried out and monitored with the support of the Deputy Head and Heads of Department)
- Act as the EVC reference the administration of school trips and visits
- Providing regular reports on Health, safety and welfare to and attendance at, Governing Body Premises Committee meetings

Facilities Manager

The Facilities Manager reports to the School Business Manager and is directly responsible for supervising the following areas and activities:

- Caretaking
- Maintenance Team
- Gardening and Grounds maintenance

In addition, they are responsible for:

- providing liaison with contractors and in particular for:
- ensuring that all reasonable steps are taken to inform contractors of risks to their employees arising out of or in connection with the normal activities within the School
- ensuring that contractors are aware of any special risks to pupils, which might arise out of their work
- liaising with contractors and monitoring their compliance with appropriate standards and that they follow the School health, safety and welfare arrangements
- Acting as Fire Coordinator
- drawing the Headteacher and the Health & Safety Coordinator's attention to premises defects and hazards, which may present a health and safety risk
- carrying out the necessary repairs as designated
- carrying out Premises Risk Assessments, as necessary, or as designated by the Health & Safety Coordinator.
- carrying out routine testing of the fire alarm system and keeping a record of the results of the test (The record should be available for inspection)
- maintenance of the asbestos register and ensuring this is brought to the attention of any contractors or staff that may disturb the fabric of the building during the course of their work
- ensuring appropriate measures are in place for the control of Legionella
- Providing regular reports on Health, safety and welfare to and attendance at, Governing Body Premises Committee meetings

The Facilities Manager is responsible for ensuring the School's health, safety and welfare procedures are implemented within the Premises Team and that appropriate standards of health and safety are maintained. Specific areas within the maintenance department include:

- supervising maintenance staff and monitoring health and safety standards in their area of activity, including the premises team's office and workshop area
- ensuring adequate arrangements are in place with regards to fire management
- ensuring adequate arrangements are in place with regards to First Aid
- ensuring the premises team are identifying premises defects and dealing with them as appropriate (where they cannot be dealt with, ensuring the area is made safe and the defect is reported to the Facilities Premises Manager immediately)
- supervising the Maintenance Team working area and ensuring it is maintained in a suitable manner
- Manage the cleaners and ensure suitable CoSHH risk assessments have been completed.

Heads of Department

Heads of Department are responsible, so far as is reasonably practicable, for the implementation of the Health, Safety and Welfare policy within their areas of responsibility.

Heads of Department can, if they so wish, produce subject area specific Health and Safety arrangements and procedures in order to clarify subject area matters derived from the School policy. Although this is not mandatory, the Health and Safety Coordinator may require particular subject areas to produce subject area arrangements and procedures.

In particular they are responsible for ensuring that:

- the activities under their control are carried out, so far as is reasonably practical, safely and without risk to health
- the implementation of the Health, Safety and Welfare Policy is properly monitored in their area of responsibility by carrying out inspections of the workplace and equipment
- individual employees within their subject area are made aware of their responsibilities for health, safety and welfare
- employees under their control are adequately trained, informed, instructed and supervised
- School policies and arrangements appropriate to their areas of responsibility are brought to the attention of all employees within that area
- School policies risk assessments and arrangements are complied with and where required appropriate safety signs or notices are displayed.
- relevant health, safety and welfare information is communicated to employees
- School First Aid procedures and arrangements are complied with
- all accidents occurring in the subject area are reported and an accident report form is completed
- training needs of employees within the department are identified and prioritised appropriately in consultation with the Health and Safety Coordinator
- employees are aware of fire procedures and where required have received appropriate training from the health and safety coordinator
- as part of the School's induction process all new employees receive appropriate health, safety and welfare information and training including departmental safety procedures and arrangements.
- Risk assessments are undertaken of risks to health, safety and welfare as required by the Management of Health and Safety at Work Regulations 2006 and other legislation and that the significant findings are recorded and appropriate control measures put in place to reduce those risks to an acceptable level
- departmental policies and arrangements take account of health, safety and welfare issues within their departments and that all reasonable steps are taken to reduce any residual risks

to an acceptable level

- that teaching staff are adequately assessing risks and hazards where there are no existing risk assessments and, if required, adapting generic risk assessments to take into account local circumstances (e.g. pupil behaviour)
- where technician staff work within the subject area they follow CLEAPSS procedures risk assessments and arrangements where appropriate (this will only apply to DT, Art and Science)

Teaching Staff

The first priority of all teachers is the safety and well-being of all students in their charge. This also applies to student teachers who must be made aware of their responsibilities by their Professional School Mentor.

Teaching Staff must:

- know the School emergency procedures for both fire and first-aid and the special safety measures to be adopted in their own teaching areas and ensure that they are applied as required by the School
- exercise effective supervision of pupils and ensure that they know of the general emergency procedures in respect of fire and first-aid and the special safety measures of the teaching area
- give clear instructions and warnings as often as necessary (notices, posters, hand-outs are not considered enough)
- ensure that students' coats, bags, cases etc. do not obstruct exits/gangways etc.
- integrate all relevant aspects of health and safety into the teaching process and if necessary give special lessons on health and safety
- follow the School's safe working procedures personally
- ensure that personal protective clothing, guards, special safe working procedures etc are used when necessary and or required by risk assessments
- make recommendations on health and safety matters to the head of department
- be familiar with the St Catherine's School policies risk assessments and arrangements appropriate to the work area
- be familiar with Risk Assessments appropriate to the work activity

Catering Manager

Catering at St Catherine's school is outsourced to a catering company (Cucina). The Contract catering company Manager is responsible for ensuring the School's health, safety and welfare procedures are implemented by catering staff and that appropriate standards of health and safety are maintained. Specific responsibilities include:

- supervising catering staff and monitoring health and safety standards in their area of activity
- ensuring adequate arrangements are in place with regards to fire management
- ensuring adequate arrangements are in place with regards to First Aid
- all food hygiene issues within the catering area
- ensuring that suitable risk assessments are carried out for the catering department
- All issues raised by an Environmental Health Officers (EHO) visit are raised with the Headteacher and or School Business manager
- Reporting to the School Business Manager

Duty Staff AND Mid Day Supervisors

Staff who are responsible for the supervision of students during the morning and lunch breaks must exercise effective supervision of students and know the procedures and arrangements in respect of fire evacuation and first aid, and liaise with their Deputy Headteacher line manager

All Employees and students

Although responsibility for health, safety and welfare within the School rests with the Governing Body, all employees and students have responsibilities, including:

- taking reasonable care of their own health and safety and that of all persons who may be affected by their acts and or omissions
- using work equipment provided correctly in accordance with instructions and training
- informing staff or line managers of any situations which present a serious and immediate danger to health and safety
- ensure that personal protective clothing, guards, special safe working procedures etc are used when necessary and or required by risk assessments

All employees and students are reminded of the need to report all accidents and incidents including near misses. Employees who fail to do so may experience difficulties when claiming industrial injury benefit. Employees who, during the course of their duties are required to visit premises other than their normal place of work, must comply with those health, safety and welfare instructions in force at individual establishments.

Students are also reminded that they must comply with those health, safety and welfare instructions in force at individual establishments they visit whilst on school trips.

4. External Consultant (Health, Safety and Welfare advice)

The Governors will provide for effective joint consultation on health, safety and welfare matters. This function will be provided through the Health and Safety Coordinator. An external consultant has been appointed (HE Health and Safety Consultants) to provide assistance as required, and will be used to conduct visits normally on a monthly basis in relation to this Policy and its arrangements.

5. General Arrangements for Health, Safety and Welfare

Accident Reporting:

Employees are reminded that all accidents and incidents, within St Catherine's Catholic school and its estate must be recorded on an accident form so that accidents and incidents can be monitored and action taken to prevent reoccurrence.

General Arrangements:

The Appendix 1 to this policy indicates general arrangements for implementing this Health, Safety and Welfare Policy.

Risk Assessment:

Under the Management of Health, Safety and Welfare at Work Regulations there is a requirement for all risks and hazards to health, safety and welfare to be assessed and for significant findings to be recorded. For most existing activities St Catherine's Catholic School policies and arrangements indicate the 'preventive and protective' measures required. Where present arrangements do not cover the specific issue it will be necessary for individual risk assessments to be completed.

Health and Safety Monitoring:

On-going monitoring of health, safety and welfare matters will take place through the following procedures:

- Inspections for health, safety and welfare defects will be carried out as required but at least on a termly basis by the Facilities Manager with the Health and Safety Coordinator. Inspections may be of subject areas/administrative and technical areas, or of the whole School as directed by the Health and Safety Coordinator. This will provide an overview of the how the School is managing health, safety and welfare
- An internal review of health, safety and welfare arrangements and procedures will be carried out annually by the health and safety Coordinator and external retained Health and Safety consultant. A report will be made to the Governing Body.
- All accidents will be investigated as appropriate to identify any failures in the management of

health, safety and welfare. Where necessary reports will be submitted to the Governing Body.

- An annual first aid box audit will be conducted.
- Routine inspections are to be carried out by a specialist on the following equipment:
 - PE equipment
 - fire extinguishers
 - portable electrical equipment
 - fire alarms
 - emergency lighting
 - lightning conductors
 - heating appliances
 - science Equipment
 - Design & technology equipment
 - external fixtures and fittings/equipment
 - hot and cold water systems
 - Lifts

St Catherine's School Health Safety and Welfare arrangements

1.	Name of Senior Member of Staff with responsibility for the Health, Safety & Welfare Policy and its implementation:	Yvonne Connolly (Headteacher)
2.	Nominated Senior Member of Staff to deputise for the Headteacher:	Alexa Almeder (Deputy Headteacher)
3.	Name of Senior Member of Staff with Responsibility for Coordinating Health and Safety:	Paul Kershaw (Assistant Headteacher)
4.	Location of Files on Health and Safety Guidance and policies for staff:	Staff Access O Drive School Website Staff Room Noticeboard
5.	Location of Fire Register:	with the Facilities Manager
6.	Location of School Fire Management File:	with the Facilities Manager
7.	Location of Accident Book:	Main Office
8.	Location of central file of Health, safety and welfare	HT PA, Assistant Headteacher Office, School Business Manager Office, O Drive Staff Documents
9.	Designated member of staff responsible for recording accidents and contacting HSE (RIDDOR):	Facilities Manager
10.	School's Health and Safety Committee	GB Premises Committee

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