



SAINT AUGUSTINE'S RC HIGH SCHOOL

Health and Safety Policy

Date approved by Governors: October 2021
Review Date: October 2022

School Mission Statement

At Saint Augustine's we believe that every person is made and loved by God. This is why we respect one another. Within our school community our young people will learn to act justly, love tenderly and recognise God in their lives.

Our school helps families to educate their children in accordance with the principles and teachings of the Catholic Church in an environment which inspires, encourages and supports the development of our pupils through nurturing their gifts and talents.

Our school community will keep alive the memory of Jesus through the Eucharist and through the practice of our Faith. We want everyone at Saint Augustine's to experience the joy of the Gospel in their journey through school and beyond.

Together we will work to make a difference in our community and in the wider world. We follow the example of Saint Augustine by stepping out in faith and celebrating our reasons for living and hoping.

HEALTH AND SAFETY POLICY

Incorporating the Local Health and Safety Arrangements for:

- **St Augustine's RC High School**
- **Category of School: Secondary**
- **School Number: 11109**
- **School Address: Elker Lane, Billington, Clitheroe, BB7 9JA**

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 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 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.

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:

- provide adequate control of the health and safety risks arising from our work activities;
- provide and maintain safe plant and equipment;
- ensure all employees are competent to do their tasks and ensure the provision of adequate training;
- maintain safe and healthy working conditions;
- ensure safe handling and use of substances;
- 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;
- consult with employees on matters affecting their health and safety;
- provide information, instruction and supervision for employees;
- prevent accidents and cases of work-related ill health;
- comply with appropriate directions given by the county council on health and safety requirements;
- act in accordance with the relevant provisions in the Scheme for Financing Schools in Lancashire and the School Teachers Pay and Conditions Document".

Signed: M. Wright	Signed: P. Gunn
	On behalf of the Governing Body
Headteacher: Michael Wright	Chair of Governors: Philip Gunn
Date: 21 st October 2021	Proposed Review date: October 2022

Responsibilities

<p>The responsibility for implementation and management of proper health and safety controls within the school is that of (e.g. Headteacher):</p>	<p><i>Name & Designation</i> Michael Wright - Headteacher</p>
<p>The delegated member of staff with day-to-day responsibility for ensuring this policy is put into practice is (e.g. School Business Manager, Health & Safety Co-ordinator etc):</p>	<p><i>Name & Designation</i> Yasmin Desai – School Business Manager</p>
<p>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:</p>	<p><i>Names & Designations e.g.</i> Premises: David Spear – Site Fire Safety: SLT/SBM/SM Emergency Plans: SLT Educational Visits : HT/DHT Out of Hours: Key Plus Security/ Named Keyholders</p>
<p>The Health & Safety objectives for the school (as identified by accident/incident investigation, consultation, review of risk assessments, health & safety management support and audit visits; advice from the county council etc. or other sources e.g. DfE, Teachers.Net, other schools, the HSE) will be developed and monitored by:</p>	<p><i>Name & Designation</i> Michael Wright – Headteacher Yasmin Desai - SBM</p>
<p>The documented Health & Safety objectives and any associated action plan(s) can be found:</p> <p><u>Note:</u> Any actions arising from those objectives should be documented e.g. as an action plan, and monitored to ensure they are achieved.</p>	<p><i>Location :</i> Health and Safety Committee Meeting / Minutes of the Meeting and reports to the Finance and Staffing Committee of the GB.</p>
<p>All employees within the school have a responsibility to:</p> <ol style="list-style-type: none"> 1. Co-operate with the Headteacher and his/her nominated representatives on all matters relating to health and safety; 2. Not interfere with anything provided to safeguard their health and safety; 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 4. Report all health and safety concerns to an appropriate person (as detailed in this policy statement). 5. Adhere to the School Teachers Pay and Conditions Document which state that teachers' professional duties include maintaining good order and discipline among the pupils 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. 	

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, pupils, contractors, non-employees and anyone else affected by the school's activities.

Risk assessments will be undertaken by:	David Spear – Site Manager Stephen Embley – Site Supervisor Adam Shackleton – Site Supervisor
Risk assessments will be undertaken prior to the introduction of any new work tasks / activities that pose a significant risk to health and safety.	
The significant findings of risk assessments will be reported to:	Michael Wright – Headteacher Yasmin Desai - SBM
Action required to remove/control risks will be approved by:	Michael Wright – Headteacher Yasmin Desai - SBM
The responsibility for ensuring the action required to reduce risks is implemented is that of:	Michael Wright – Headteacher Yasmin Desai - SBM
Checking that implemented actions have removed/reduced the risks is the responsibility of:	Michael Wright – Headteacher Yasmin Desai - SBM
Risk Assessments will be reviewed regularly (at least every 3 years for task risk assessments and the technical aspects of a fire risk assessment; annually for the non-technical aspects of a fire risk assessment and every 5 years for COSHH assessments) or in the event of any significant changes. Responsibility for this rests with:	Task: David Spear – SM Fire: Ezra Safety Group, Preston COSHH: David Spear – SM (Site) Maxim Facilities – Whole School Cleaning Products HOD for Science, Technology, Food Overall – Yasmin Desai-SBM

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, pupils, 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;
- 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; and,
- 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 listed in the table at the end of this Policy document.

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:	Stephen Nolan – Union Rep Anthony Fahey – Staff Rep
Consultation with employees is provided via:	Bulletins/Emails/Staff Meetings/ Department 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.

Responsible person(s) for identifying all equipment/plant needing maintenance:	David Spear – SM Yasmin Desai - SBM
Responsible person(s) for ensuring effective maintenance procedures are drawn up:	David Spear – SM Yasmin Desai - SBM
Responsible person(s) for ensuring that all identified maintenance is carried out:	David Spear – SM Yasmin Desai - SBM
Any problems found with equipment should be reported to:	David Spear – SM Yasmin Desai – SBM (Ticket should be raised on the Site Helpdesk)
Responsible person(s) to check that new equipment meets any required health and safety standards before it is purchased:	David Spear – SM Yasmin Desai - SBM

Information, Instruction and Supervision

<p>The Health and Safety Law poster is displayed at:</p> <p><u>Note:</u> It is a legal requirement to display the Health & Safety Law Poster in a prominent position in each workplace e.g. in the school's Reception area, or to give employees a copy of the Health & Safety Law leaflet.</p>	<p>Main School Building, Reception Area under the Fire Alarm Panel</p>
<p>Health and safety advice is available from:</p>	<p>Michael Wright – Headteacher Yasmin Desai – SBM David Spear - SM</p>
<p>Induction, supervision of trainees/work placements etc. will be arranged/ undertaken / monitored by:</p>	<p>Beverley Bury – Assistant Headteacher</p>

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 arrangements for training here including arrangements for record keeping.

<p>Induction training will be provided for all employees by:</p>	<p>Yasmin Desai - SBM</p>
<p>Job specific training will be provided by:</p>	<p>David Spear – SM Yasmin Desai - SBM</p>
<p>Jobs requiring specific health & safety training are:</p>	<p><i>List the training and method of provision</i> Asbestos Inspection & Awareness – H&S Team & on the job training Legionella & Water Monitoring – H&S Team & on the job training COSHH – H&S Team & on the job training Management of Contractors – H&S eLearning & on-the-job training DSE – H&S eLearning Working at Height – H&S eLearning & on-the-job training</p>

	Manual Handling of people - H&S Team & on-the-job training
Training records are kept at/by:	Yasmin Desai - SBM
Training will be identified, arranged and monitored by:	Yasmin Desai – SBM David Spear - SM

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:	Front Reception Minibuses (3 no.) Kitchen (Catering Manager's Office)
The first aider(s) and appointed person(s) is/are:	Cheryl Shackleton – Enhanced First Aider Various Members of Staff are trained and the list of First Aiders are signposted on walls around the school
All accidents and cases of work-related ill health are to be reported to:	In the First instance to Front Reception who in turn will notify Michael Wright, Yasmin Desai, Members of SLT
Health surveillance is not currently required for any roles within the school.	Any work related or ill-health problems are referred to Occupational Health and nominated LCC HR Manager (Alison Burns)
Health surveillance will be arranged by:	Yasmin Desai - SBM

Health surveillance/records will be kept by/at:	Individual Personnel Records kept in a locked filing cabinet in Headteacher's office
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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 and to keep records.

To check our working conditions and ensure our safe working practices are being followed, we will: - Conduct workplace inspections. These are carried out by:	David Spear – SM Yasmin Desai - SBM
Review all risk assessments regularly (at least every 3 years for task risk assessments and the technical aspects of a fire risk assessment; annually for the non-technical aspects of a fire risk assessment and every 5 years for COSHH assessments) or in the event of any significant changes.	See Section: Health and Safety Risks Arising from Work Activities for responsibility details
Responsible person(s) for investigating accidents - e.g. road traffic accidents, slips, trips and/or falls accidents etc. before requesting assistance from the Health, Safety and Quality Team if necessary:	Michael Wright – Headteacher Yasmin Desai – SBM David Spear – SM SLT
Responsible person(s) for investigating work-related causes of sickness absences:	Michael Wright – Headteacher Yasmin Desai - SBM
Responsible person(s) for acting on investigation findings to prevent recurrences:	Michael Wright – Headteacher Yasmin Desai - SBM
Responsible person(s) for the monitoring of any trends in accidents, incidents and sickness absence:	Michael Wright – Headteacher Yasmin Desai - SBM

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.

Responsibility for ensuring the fire risk assessment is undertaken and implemented rests with:	David Spear – SM Yasmin Desai - SBM
Escape routes are checked by/every:	David Spear – SM

	Stephen Embley – SS Adam Shackleton - SS:
Fire extinguishers are maintained and checked by/every:	Churches Fire and Security and are serviced once a year in August
Alarms are tested by/every:	David Spear – SM and call points are tested weekly on a rota basis.
The emergency evacuation procedure is tested by/every:	Termly, Senior Leadership Team
Responsibility for ensuring arrangements are in place to deal with other emergency situations e.g. bomb threat, flood, etc. rests with:	Michael Wright – Headteacher SLT

Table of Occupational Health & Safety Topics/Activities that apply

Occupational Health & Safety Topic/Activity (This is not a comprehensive list. Please add any further topics/activities relevant to the school). Information and Guidance is available on the web site, link below: Health, Safety & Quality web site	Applicable (√)	Details of where information about the school's arrangements can be found
Accident Reporting, Recording and Investigation		Front Office
Asbestos Management Plan		Foyer and SBM Office
Bodily Fluids (urine; blood; faeces; vomit) & Biological Agents		RA – H&S Folder on Shared Drive
Cleaning/caretaking tasks		RA – H&S Folder on Shared Drive
Control of contractors		Site Office/SBM Office
Control of Substances Hazardous to Health (COSHH)		RA – H&S Folder on Shared Drive Maxim – File with Data Sheets
Disability access (health & safety implications)		SEND Office
Display Screen Equipment and Eye Tests		SBM Office
Driving at Work		Minibus Folder with Stephen Nolan
Electrical Safety e.g. installations, PAT tests, visual checks, local policy on bringing electrical items into school etc.		Site Office
Emergency Procedures other than Fire e.g. flood, services failure		Headteacher's Office
Extended school and community use		N/A
Fire Safety		Noticeboards around the school
First Aid		Front Office/Notice Boards around the school
Gas safety e.g. installations, servicing, tests, visual checks, local policy on use of gas items in school etc.		Site Office
Health & Safety Induction (checklist available on web site)		Beverley Bury/SBM's office
Infection Control including needles and needle stick injuries		RA – H&S Folder on Shared Drive
Lettings to non-school groups		SBM – Lettings Application Form
Manual Handling		RA – H&S Folder on Shared Drive
Minibuses		File with Stephen Nolan
Mobile phones (the use of)		Whole School policy

Occupational Health & Safety Topic/Activity (This is not a comprehensive list. Please add any further topics/activities relevant to the school). Information and Guidance is available on the web site, link below: Health, Safety & Quality web site	Applicable (√)	Details of where information about the school's arrangements can be found
Personal safety including lone working and violence and aggression		RA – H&S Folder on Shared Drive
Play Equipment installations inspections		n/a
Playgrounds and external areas		n/a
Ponds and Water features		n/a
Premises Management (see Premises Management Guidance & Records on Health & Safety web site)		Site Office/SBM Office
Pupil moving and handling (special needs)		SEND Department
Pregnant employees and nursing mothers		SBM Office
Reporting of health & safety concerns/faults		Site Helpdesk/Front Office
Severe Weather including winter gritting		RA – H&S Folder on Shared Drive
Shared use of buildings		n/a
Sharps e.g. broken glass either in school building or external grounds		RA – H&S Folder on Shared Drive
Stress		Employee Assistance Programme
Swimming pools		n/a
Transport Safety/Vehicle Movement – arrangements for vehicle movement, car parking and vehicle/pedestrian segregation on site		Front Office
Visitor and volunteers safety		Front Office
Waste storage and disposal		Site Office
Water hygiene (Legionella, lead etc.) – a Legionella Risk Assessment should be in place as part of your premises management arrangements		RA – H&S Folder on Shared Drive
Work equipment and machinery		Site Office
Working at height – ladders, access equipment etc.		RA – H&S Folder on Shared Drive/Site Office
Workplace Inspection		Site Office

Occupational Health & Safety Topic/Activity (This is not a comprehensive list. Please add any further topics/activities relevant to the school). Information and Guidance is available on the web site, link below: Health, Safety & Quality web site	Applicable (√)	Details of where information about the school's arrangements can be found

Table of Non-Occupational Health & Safety Topics/Activities that apply

Curriculum and other non-occupational activities (information and guidance is available in various parts of the Schools Portal)	Applicable (√)	Details of where information about the school's arrangements can be found
Administration of medication		School Policy/Front Office/SEND Dept
*Educational Visits		DH Office and Admin Office
Food safety and hygiene		Catering Manager's Office
Outdoor activities		PE Office
PE Equipment		PE Office
Pupil handling and restraint		SEND Department
Grounds maintenance activities		Site Office
Pupil movement and flow		Front Office/Pupil Information Booklet
School transport		Pupils Information Booklet
Science (only where not covered by curriculum safety procedures set down in CLEAPSS)		Science Prep Room
Smoking		School Policy
Special needs of pupils health & safety issues		SEND Department
Stage and drama activities		Drama Department
Supervision of pupils		SLT/Duty Staff/SEND Department
Technology rooms and equipment		Head of Technology
Wearing of jewellery		School Policy
Work experience		Work Experience Co-ordinator

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](#).