

ST. AUGUSTINE'S R.C. HIGH SCHOOL

HEALTH AND SAFETY POLICY

GOVERNORS

GOVERNORS STATEMENT OF HEALTH AND SAFETY

The Governors as employers shall, so far as is reasonably practicable, take all reasonable measures to ensure the health, safety and welfare of staff, pupils and other persons on their premises. in accordance with the Health and Safety at Work Act 1974.

To meet these responsibilities the Governors will pay particular attention to:

- i) The safety of plant equipment, buildings and safe systems of work;
- (ii) Safe arrangements for the use, handling, storage and transport of articles and substances
- (iii) Appropriate information, instructions, training and supervision to assist all staff, pupils and visitors to avoid hazards and contribute positively to their own health and safety whilst on school premises;
- (iv) A safe workplace and safe access and egress;
- (v) A healthy working environment;
- (vi) Procedures for fire evacuation, first aid cover and other emergency situations;
- (vii) Adequate welfare facilities and suitable protective clothing and equipment;
- (viii) Arrangements for the safe introduction of new plant, machinery, substances and procedures.

It is the intention of the Governors that, for Health and Safety purposes, the school will seek to implement the health and safety instructions and advice issued by the Education Authority, subject to their not being in conflict with the Trust Deed/Foundation.

The Governors will ensure that:

- the LEA's HEALTH AND SAFETY POLICY and Codes of Practice are observed and monitored on a regular basis in accordance with the LEA's Monitoring Scheme;
- a school safety policy is produced and that the policy is regularly reviewed;
- a Health and Safety Committee is established or health and safety is included in the terms of reference of an existing Committee , or an individual on the Governing Body is designated with specific health and safety responsibilities;
- the safety Policies will be brought to the notice of all employees;
- their health and safety obligations are properly considered and provision made for meeting those obligations;
- the school's staffing structure appropriately reflects the responsibilities for carrying out the arrangements for health and safety;
- health and safety issues concerning the school are identified and appropriate action taken;

- regular safety reports are provided by the Headteacher so that safety arrangements can be monitored and evaluated;
- appropriate facilities for accredited Union Safety Representatives are provided to enable them to fulfill their duties;
- all reasonable facilities and information are provided to officers of the Education Service, and Church Authorities, Inspectors of the Health and Safety Executive and any other health and safety official.

Signed:

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Chairman of Governors

HEADTEACHER

The Headteacher, as Site Manager, is responsible for the day-to-day implementation and management of health, safety and welfare within the school.

Teaching and non-teaching staff holding posts/positions of responsibility have a general responsibility for the application of the School's Safety Policies within their own area of work and are directly responsible to the Headteacher for the application of all health, safety and welfare measures and procedures within their own department/area of work.

Class teachers have responsibilities for the safety of pupils when they are in their charge.

All employees have a responsibility to take reasonable care of their own health, safety and welfare and that of other persons who may be affected by their acts or omissions while at work. They also have a responsibility to co-operate so that employers can comply with their statutory duties.

More detailed lists of the responsibilities of the Headteacher, teaching and non-teaching staff holding posts of special responsibility, and all employees are set out below.

The Headteacher may wish to delegate some functions to other staff or to reallocate duties to match the staffing structure of the school, but this will not affect the Headteacher's overall responsibility for health, safety and welfare within the school.

Headteacher (Site Manager)

The Headteacher will ensure that

- policies and procedures with regard to health, safety and welfare matters within the school are established in writing, and approved by the Governing Body, and that the policies and procedures are known, understood and followed by all members of staff, including temporary supply staff;
- any health and safety matters raised, and guidance from the LEA are brought to the attention of the Governing Body;

- regular reviews of the safe performance of all departments of the school are undertaken with appropriate action when necessary, and are reported to the Governing Body;
- accidents, incidents and dangerous occurrences are reported, investigated and, where appropriate, preventive measures are taken. Also that reports and returns are submitted to the LEA and Church Authorities in accordance with the published procedures;
- adequate first aid provision is made for staff and pupils and other persons, whilst on school premises and when working away from the school, in accordance with the Health & Safety at Work Act 1974;
- training needs are identified and arrange for those needs to be met;
- necessary arrangements are made to ensure that Union Safety Representatives can effectively carry out their functions, and that consideration is given to reports on inspections carried out by safety representatives;
- all parts of the premises, plant and equipment for which the Governors have responsibility for purchase and/or repair, are regularly inspected and maintained in safe working order;
- goods purchased comply with necessary safety standards and that all equipment purchased is safely installed;
- any unsafe items which are the LEA's responsibility are reported to the Education Department and any item which constitutes a health and safety hazard is taken out of use;
- staff and volunteer helpers organising and taking part in visits, journeys and holiday excursions have the necessary knowledge, experience and skills so that they will be aware of and have made arrangements to deal with, any risks involved;
- working arrangements are agreed with contractors working on the premises and are closely monitored to ensure that the working practices do not endanger the health and/or safety of employees, pupils or other persons working on the premises;
- awareness and co-operation amongst staff with regard to health and safety matters is actively encouraged.

LEADERSHIP TEAM

The SLT shall

- ensure that the school is so organised that there is no unacceptable risk to members of staff, students and other users of the property;
- ensure that all staff are properly briefed and trained as part of the general programme of staff development;
- co-operate with the Safety Representatives or recognised trade unions.

TEACHING & NON-TEACHING STAFF HOLDING POSTS OF RESPONSIBILITY

Staff holding posts of special responsibility, i.e. Heads of Department, Finance Manager, Site Supervisor, are responsible for the implementation of the HEALTH AND SAFETY POLICY within their department/area of work. To fulfill their responsibilities they will assist:

- in the monitoring of health and safety by inspecting their area on a regular basis to ensure that safety measures are being maintained and safety instruction and safe working practices are being followed by staff and pupils and for making any necessary changes in practices and procedures;
- by informing their staff of any hazards to health and safety they are likely to meet in the course of their work and ensure that they have the necessary information, instruction and training to carry out their duties without risk to health or safety;
- by ensuring that staff and pupils are aware of emergency procedures. which should be regularly reviewed;
- by ensuring that personal protective clothing and equipment is provided. worn/used and maintained as necessary;
- by ensuring that adequate supervision is maintained at all times;
- by ensuring that all plant and equipment is regularly inspected and maintained in safe working order and that any defective equipment is removed from use immediately.

The Site Supervisor will ensure that health and safety implications are considered in connection with the security, cleaning and maintenance of the building and for monitoring contractors on site to ensure their working procedures do not endanger the health, safety and welfare of staff, students and visitors.

The Finance Manager will, where appropriate, advise on the health and safety implications of the purchase and maintenance of furniture and equipment and for ensuring that the health and safety aspects of the letting of premises arrangements are complied with.

CLASS TEACHERS

Teaching staff timetabled to be in charge of classes have the following responsibility to assist the Headteacher:

- to ensure the safety of pupils in classrooms, laboratories and workshops whilst in their charge;
- to be aware of and adopt safety measures within their own teaching areas;
- to follow safe working procedures personally;
- to request protective clothing, guards, special safe working procedures, etc. where necessary and ensure they are used;
- to make recommendations to the Head of Department on safety equipment or additions or improvements to plant, tools, equipment or machinery which is dangerous or potentially so;
- to be aware of emergency procedures in respect of fire, bomb alert, first aid, accident, etc. and to carry them out.

EMPLOYEES' GENERAL RESPONSIBILITIES

All employees have a general duty under the Health and Safety at Work Act 1974 to:

- take reasonable care of their own safety and that of other persons.
- co-operate with the employer on health and safety matters to enable the employer to carry out its own responsibilities successfully;
- to use correctly any equipment provided for his/her safety;
- report any defective equipment to his/her supervisor or other appropriate person, i.e. Safety Representative;
- report accidents or dangerous occurrences at the earliest possible opportunity;
- be familiar with and observe at all times all safety policies and procedures;
- take reasonable precautions to ensure the safety of all persons in their charge

Compliance Manager

The responsibilities of the Compliance Manager include:

- monitoring and implementing the general safety programme;
- carrying out regular inspections on behalf of the Headteacher with trade union Safety representatives and the Site Supervisor;
- monitoring first aid and emergency fire procedures;
- ensuring that protective clothing and equipment are used in accordance with agreed safety measures;
- holding relevant information on health and safety, and disseminating information to the Heads of Departments.

SCHOOL SAFETY COMMITTEE

This group meets as necessary, (at least termly), to formulate safety rules and consider hazards and safety issues throughout the school. These are open meetings and the Minutes are circulated to all staff through the printed Weekly Bulletin and will, in future, go to the Governors via the Health and Safety Committee.

The School Safety Committee comprises the Headteacher, Governors, Finance Manager, Site Staff, Union Representatives, staff from key departments.

The terms of reference of the Committee are:

- to monitor the implementation of Health and Safety Policies and safety procedures throughout the school;
- to review safety measures and to advise the Headteacher and Governing Body of any necessary changes to those measures;
- to advise on arrangements for the dissemination of information on health and safety matters to all staff and pupils;
- to receive reports of accidents and dangerous occurrences and to draw the attention of the Headteacher and Governors to any necessary preventative/remedial action;
- to receive reports from the LEA, safety representatives and external health and safety agencies;
- to advise on arrangements to protect the health, safety and welfare of staff, pupils

and visitors to the school, and to review these as necessary;

- to receive auditing and monitoring reports and advise the Governors and Headteacher of any necessary preventative and/or remedial action arising from those reports;
- to assist in the regular reviews of the School Safety Policy.

FIRE AND EMERGENCY

The Deputy Head responsible for Fire and Emergency procedures and Site Staff will ensure that:

- Fire Action notices giving detailed instructions on the action to be taken in the event of fire or emergency are displayed in all working areas;
- assembly points are clearly identified;
- fire alarms and fire fighting equipment are regularly tested and meet legal requirements;
- all staff are familiar with emergency procedures;
- emergency exits are clear and that smoke doors are effective.

FIRST AID

SERIOUS ACCIDENT OR INJURY

In the event of a serious accident to a child, a member of staff, a First Aider and a member of the Management Team must be sent for immediately if possible. The injury will then be assessed and emergency help will be sent for.

MINOR ACCIDENT OR INJURY

The injured person to be escorted to the Medical Room where first aid will be administered by a First Aider from the Office or by one of the first aiders:

All members of staff should acquaint themselves with the whereabouts of the nearest first aid box and name of nearest qualified first aider (within the limits and constraints of the timetable). The first aiders who are called upon may be expected to:

- *provide an on the spot treatment service for minor injuries and advise possible appropriate action to be taken;*
- *advise on the immediate supervision of accidents and to ensure that specialist help is obtained as necessary;*
- *inform the Head of Department or request further assistance where necessary;*
- *ensure the completion of an accident form;*
- *inform the Office to notify parents or guardians of the accident and of any follow-up action taken.*

HEALTH CARE PLANS

All staff must be aware that a number of pupils in school now have very specific health care needs and requirements.

BANDAGING

Neither the School Nurse nor any of the Office staff will apply bandages on cuts, bruises or sprains, as this is discouraged according to the procedures laid down by St. John's Ambulance. However, they will apply dressings, triangular bandages (slings) and Elastoplast. Elastic bandages and tubigrip will not be used and are not held in stock.

PARACETAMOL

Under no circumstances will the Office provide pupils with paracetamol or any other medication without prior parental consent. Medicines brought into school should be deposited with the Office up until such time as they are required.

USE OF MEDICAL ROOM

Please could colleagues refrain from sending children to the Medical Room unless they are clearly in some pain or discomfort. Sometimes four or five pupils are in the Medical Room at the same time unattended with minor headaches or tummy aches. It may be preferable to let a child put their head down for a while on the desk if they have a headache. Pupils must be made aware that they should report to their teacher if they are unwell and not direct to the Office.

COPING WITH ASTHMA

Under no circumstances should a pupil undergoing an asthma attack be left by themselves. Pupils with asthma must also deposit a spare inhaler labeled with their name with the Office. Annual staff training updates are given at the start of the academic year.

EMERGENCY PHONE NUMBERS

Form Teachers should check that every pupil in their form has provided us with at least two sets of phone numbers so that we can contact a relative or neighbour in case of emergency.

FIRST AID COURSES

County First Aid courses are available and staff are encouraged to keep these up to date through consultation with the INSET Co-ordinator, who will also disseminate information to

staff regarding first aid courses.

RISK ASSESSMENT

If a problem or hazard occurs or **appears likely to occur**, it should be brought immediately to the attention of the Head of Department. If there is immediate risk then staff and pupils must be informed and appropriate reasonable action taken, if possible, to eliminate the risk.

When a possible risk is identified, it should be reported to the Head of Department. If the matter cannot be resolved, it should be reported to the Health and Safety meeting for review.

SCHOOL TRIPS

- **The Trip Co-ordinator/Teacher in Charge will provide the Educational Visits Co-ordinator (EVC) with details of the trip.**
- **The Trip Co-ordinator/Teacher in Charge must be familiar with the revised Policy and procedures which are now MANDATORY and provide for APPROVAL, Outgoings and Trip Checklists, Health and Safety Risk Assessment, together with guidance notes from a PRE-VISIT. A PRE-VISIT must be made in ALL CASES. Annual trips, for example, to Alton Castle, may do with information from previous year, but no more than 12 months must elapse. For certain categories of visits (Type B visits), the EVC will seek to obtain approval from the LEA. For other types of visits (Type A visits) responsibility for approval will rest with the Governing Body. Plan trips early to allow for approval.**
- All members of staff taking part and supervising the trip will be familiarised with rules and regulations, meeting points, leaving times, etc. for the day of the trip by the Trip Co-ordinator/Teacher in Charge.
- All pupils will be briefed with guidance details, timetable for the day, meeting points, etc. by the Trip Co-ordinator/Teacher in Charge.
- A ratio of staff to pupils will be assessed according to risk and the appropriate number of staff will accompany the trip - including at least one member of staff qualified in First Aid. A higher ratio of staff is required for pupils with Special Educational Needs or medical needs.
- A contact person will be agreed with the Trip Co-ordinator who will be available at an agreed phone number for the duration of the school visit.
- One copy of party lists, which will include the name of Parent/Guardian and phone number, will be left with the Office.
- A mobile telephone will be taken by the Trip Co-ordinator.

SCHOOL MINIBUSES

There is separate documentation covering the Health and Safety issues involved in the running of the school minibuses. A member of school staff will co-ordinate all rules, regulations, up to date legislation, insurance, Ministry of Transport Certification and general maintenance of the vehicles.

Although this is a summary of the Health & Safety Policy, St. Augustine's adheres to and follows the Lancashire County Council Health & Safety guidelines.

WORKING ALONE ON SITE

ALL STAFF

- 1. ALL OPERATIVES MUST CARRY A FULLY CHARGED MOBILE PHONE AT ALL TIMES**
- 2. ALWAYS INFORM NEXT OF KIN OF EXPECTED RETURN HOME TIMES (IF NO RETURN OR CONTACT NEXT OF KIN TO MAKE CONTACT WITH OPERATIVE/ EMERGENCY SERVICES)**
- 3. IN CASE OF EMERGENCY CONTACT SUPERVISOR BY PHONE – HOME /MOBILE**
- 4. NEVER CHALLENGE INTRUDERS ON SITE - IF ANY PROBLEMS CONTACT LOCAL POLICE**
- 5. ALWAYS CARRY EMERGENCY PHONE NUMBERS – IN MOBILE UNDER “ICE”**
- 6. ENSURE ALL EXITS AND ENTRANCES ARE SECURE AND LOCKED WHERE APPLICABLE (INCLUDING MAIN DOOR FROM 5PM)**
- 7. ALWAYS WORK IN A SAFE MANNER ON SITE**
- 8. NEVER TRY AND CARRY OUT TASKS THAT REQUIRE MORE THAN ONE OPERATIVE – IF AN EMERGENCY CONTACT ASSISTANCE FROM OTHER SITE STAFF**