



Whole School Health and Safety at Work Policy

St Joseph's School places the greatest importance on health and safety matters and undertakes to conduct its operations in such a way as to ensure the health and safety of all its pupils, employees, visitors and the general public. The school acknowledges in line with the ISSRs that the primary regulator for health and safety is the Health and Safety Executive (HSE) and is aware of the guidance offered in the non-statutory DfE publication *Health and Safety: responsibilities and duties for schools (2018)* available on the DfE website.

The Bursar is responsible for health and safety at the school having been designated the competent person to ensure health and safety duties are met. Together with the Senior Management Team these responsibilities are delegated by the Governing Body who have statutory responsibility for the Health and Safety of school staff and pupils under the Health and Safety at Work Act 1974.

We are confident that all employees will comply with their obligation to act in a safe manner and will fully co-operate with the School's Governing Body in matters of health, safety and welfare. Employees also have a duty to look after their own and others' health and safety. Employers, school staff and others also have a duty under the common law to take care of pupils in the same way that a prudent parent would do so.

Health and Safety at Work Act 1974

General

The Governors recognise their duty as employers to ensure, so far as is reasonably practical, the health, safety and welfare at work of all their employees, pupils and any visitors to the school.

It is the Governor's policy, through the organisation outlined in the 'Organisation' section below:

- To pay particular attention to the provision and maintenance of buildings, plant and equipment and to the arrangements for the use, handling, storage, transport and statutory testing of any articles or substances associated therewith.
- To seek expert advice and to ensure that hazards are identified, assessed and either removed, or if this is not possible, to ensure firstly that employees, pupils and visitors are made aware of risks; and secondly to ensure that any recommended safety precautions to minimise the risks are well publicised.
- To provide training for staff and pupils in relevant safety procedures and to maintain systems for recording details of accidents and test results.
- to establish clear lines of responsibility and effective methods of communicating safety information to appropriate personnel; to ensure that Heads of Department and others involved in particular risks receive, and act upon, relevant Regulations and Codes of Practice published by the Health and Safety Commission or other expert bodies.
- To keep this statement of policy up to date by regular review and to ensure that it is brought to the attention of all concerned and that copies of it are readily available to them.
- The Governors remind all employees, pupils and visitors of their own duties under section 7 of the Health and Safety at Work Act 1974, to take care for their own safety and for that of others to co-operate with those whose duty it is to implement specific safety measures.

Organisation

The Bursar is responsible for the implementation of this policy and he is nominated Fire and Safety Officer. He is assisted by a Safety Committee, which comprises:

Appointed Governor (Chairman)
The Bursar
The Estate Manager

The Health and Safety Committee will meet termly or more frequently if required and may co-opt other persons as appropriate to conduct its business.

The Estate Manager is responsible for implementing policies within his own department.

The Head of Science, Head of PE, DT teacher/Head of DT and other Heads of Departments are responsible for implementing policies within their own departments. Staff have a duty to report, in writing via email, Health and Safety concerns in a timely and appropriate manner to the Bursar cc'ing either the Deputy Head (Senior School) or Head of Juniors (Junior School) who will ensure the Headteacher is informed of any significant concerns.

Heads of Department generally will be responsible for keeping under constant review any safe working practices within their departments and for identifying and assessing any new hazards which may become apparent for time to time and for reporting them to the Bursar and the Health and Safety Committee.

First Aid and Accident Reporting

Please refer to the First Aid, Illness and Medication Policy. Accidents must be reported to RIDDOR if they are reportable incidents (refer to RIDDOR website www.hse.gov.uk/riddor/) within 10 days. For accidents resulting in the over-seven-day incapacitation of a worker, we must notify the enforcing authority within 15 days of the incident, using the appropriate online form.

Discovering a Fire

Please refer to the Fire Policy this includes testing of alarms and evacuation procedures.

Code of Safe Conduct

- Conform to the health and safety at work policy, all health and safety rules and signs, fire precautions and emergency procedures.
- Ensure that you understand and follow the safe operation of your duties; it is incumbent on staff to ask if you do not understand any aspect of these.
- Report all accidents, near misses, potential hazards and damage immediately.
- In the event that personal protective equipment or clothing is provided, it must be used and properly looked after.
- Do not interfere with or misuse anything provided for the health and safety of employees.
- Do not act in a way that could endanger yourself or others; do not play practical jokes.

- Do not run, especially on stairs or steps. Use handrails; never read while walking.
- Keep your work area tidy and clear of obstructions; do not leave things lying around.
- Clean up any spilt liquids, tracked in rain etc. immediately.
- In the event of your being called upon to handle bulky or heavy objects, only lift or move what you can easily manage; always bend your knees and keep your back straight – take the stress in your legs, not your back. GET ASSISTANCE if in doubt. Do not overreach; do not climb on anything not meant for the purpose; use a ladder, ensuring that it is good condition.
- Electrical equipment is regularly checked and is normally safe when properly used, BUT:
 - never touch electrical equipment with wet hands
 - always disconnect electrical equipment before moving it
 - never attempt electrical repairs unless authorised
 - always keep electrical supply cables and wires away from wet areas or from where they could be walked over etc.
 - always switch off equipment if not in use; disconnect from the mains outside normal working hours unless instructed otherwise
- Information on any specific hazards and precautions (e.g. COSHH, DSE) will be issued as appropriate and is available from the executive responsible for health and safety. Training in dealing with hazards will be conducted as appropriate.
- Any provided H&S or maintenance logs must be completed as directed by the Bursar / H&S committee and are the responsibility of the subject specialist in the first instance.

Display Screen Equipment – Precautions

- Adapt the furniture to fit your body. The lower back needs support; adjust the backrest if necessary. Place feet flat on the floor or use a footrest and use a document holder if necessary.
- Adjust the VDU to increase your comfort. The top should be just below eye level. Contrast and brightness may be adjusted for your individual preference. Position the VDU at a 90° angle to windows if possible.
- Dim the lights or adjust blinds/curtains if necessary but do not make the room too dark.
- Avoid wearing light coloured clothing, which can reflect light on to the screen.
- Look into the distance periodically – at something at least 20 feet away.
- Vary your routine. Take a few minutes away at regular intervals to organise materials or files or to deliver completed work.
- Do some stretching exercises during the day (neck, shoulder, back, wrists, hands and fingers)

Information and Training

New Employees

On joining the school, all employees will be informed of the general health and safety aspects of their employment and of any specific information appropriate to them.

All Employees

All employees will be informed about, and trained in, health and safety matters as appropriate including exposure to any identified risks. Such information and training will be given in the event of there being a change in circumstances affecting health and safety, and otherwise will be adapted and repeated periodically where appropriate. Training will be conducted during working hours.

Risk Assessment

Regular and systematic inspections and risk assessments of all potential hazardous substances and work activities will be made by, or under the authority of, the executive responsible for health and safety and will take into account all the relevant regulations and code of practice. Specialist advice will be obtained if necessary and the risk assessment will be reviewed periodically. The significant findings will be recorded and appropriate preventative and/or protective measures taken as necessary. Staff are required to conduct essential risk assessments of the rooms on an annual basis and these are to be overseen by the Bursary.

Temporary Staff, Contractors and Visitors

Temporary staff, contractors and visitors will be required to conform to all health and safety requirements whilst on the school's premises. They will EITHER be accompanied by a responsible permanent employee at all times OR will be issued with the relevant rules, procedures and specific hazard information [e.g. on back of security badge or on a card to carry with them].

Occupational Health

It is the school's policy to protect its employees as far as practicable from any health risk, which may arise from work or the working environment by:

- Developing occupational health procedures and ensuring that policies are current and relate to the school's needs.
- Providing pre-employment screening and regular health supervision of all employees.
- Establishing and maintaining appropriate standards for health and hygiene relevant to each employee.
- Identifying possible health hazards within the working environment.
- Advising on the prevention of occupationally induced health problems with a view to improving employee health and performance.
- Providing an efficient first aid service.
- Ensuring that occupational health provisions are within, and assist, school health and safety policies and that they comply with all relevant legal and statutory obligations.

It should be noted that the occupational health service, including health supervision of individual employees at work, is complementary to, and not a substitute for, the relationship between the employee and the National Health Service/General Practitioner.

Appropriate oversight for Health and Safety:

- Line management is Governing Body <> Health and Safety Committee <> Bursar (with SMT) <> Heads of Department <> Classroom teachers

- Arrangements for periodic site inspections as required are made by the Health and Safety Committee, the Bursar and the Estate Manager. This includes oversight for good estate management; school building design and maintenance (and, where necessary examination and testing) of plant and equipment (such as electrical equipment, local exhaust ventilation, pressure systems, gas appliances, lifting equipment and glazing safety)
- Training of staff in health and safety, including in assessment of risk, is managed by the Health and Safety committee and Bursary staff.
- Staff are to be consulted and involved in Health and Safety as appropriate. The school encourages an openness of approach and all staff are encouraged to speak with any member of the Senior Management Team to raise any suggestions as to the improvement of Health and Safety at St Joseph's – something that is everyone's responsibility.

Staff are to seek advice from the Bursar or Estate Manager prior to any activity which carries a reasonable degree of risk. This would include, but is not limited to,

- workplace safety for staff, pupils and visitors
- school security
- violence to staff (cross-refer to behaviour policy)
- manual handling
- slips and trips
- on-site vehicle movements
- managing asbestos
- control of hazardous substances, including use and storage of chemicals
- work at height

Investigation of accidents and incidents:

The school will endeavour to investigate all accidents and incidents in order to understand their causes. This will be done with the classroom teacher and a member of the Senior Management team designated by the Bursar and reporting to both the Bursar and the H&S committee. As appropriate records will be kept in order to improve practice, and outside agencies will be informed as appropriate and in line with current legislation. The monitoring and report reporting of the performance and effectiveness of the health and safety policy will occur during Health and Safety committee meetings.

Smoking

This is a non-smoking site.

Authorised by:	Health and Safety Committee
Reviewed by:	Admin & Bursar / Headteacher
Review:	January 2020



Effective from:	January 2020
Next review:	June 2021
Method of Communication:	School Intranet / Available from school office