

HEALTH AND SAFETY POLICY

Statement

This statement is issued by the Governing Body in accordance with the Health and Safety at Work Act (1974). It supplements the statements on health and safety policy issued by Slough Borough Council and the DFE. The general aims of these policy statements are accepted and the organisation and arrangements set out below are designed to implement these aims at St Bernard's.

General Policy

It is the policy of the Governing Body, so far as is reasonably practicable, to:

1. Establish and maintain a safe and healthy environment throughout the school.
2. Establish and maintain safe working procedures among staff and students.
3. Make arrangements for ensuring safety and absence of risks to health in connection with the use, handling, storage and transport of articles and substances.
4. Ensure the provision of sufficient information, instruction and supervision to enable all employees and students to avoid hazards and contribute positively to their own health and safety at work; in addition, to ensure that they have access to health and safety training as appropriate.
5. Maintain any place of work under the control of the Governors in a condition that is safe and without risk to health; to provide and maintain means of access to and egress from that place of work that are safe and without risk.
6. Formulate effective procedures in case of fire and for evacuating the school premises.
7. Lay down procedures to be followed in case of an accident.
8. Teach safety as part of all students' general education, where appropriate.

Responsibility of the Governors and Headteacher

The Governors and Headteacher are responsible for implementing this policy within the school. In particular they will:

1. Monitor the effectiveness of the Health and Safety Policy and the safe working procedures, and revise and amend the policy and procedures as necessary and on a regular basis.
2. Prepare an emergency evacuation procedure and arrange periodic practice evacuation drills (normally at least once a term) and for the results to be recorded.
3. Make arrangements to draw the attention of all members of staff to the school and departmental safety policies and procedures and to any relevant safety guidelines and information issued by the LA.
4. Make arrangements for informing students and other users of the school of the relevant safety procedures.
5. Arrange for the withdrawal, repair or replacement of any item of furniture, fitting or equipment identified as being unsafe.
6. Deal with all aspects of maintenance to buildings for which it is responsible.
7. Report to the Chief Education Officer any other situation identified as being unsafe or hazardous and which cannot be remedied within the financial resources available to the school.
8. Monitor the activities of contractors and other organisations present on site, as far as is reasonably practicable.
9. Identify any members of staff having direct responsibility for particular safety matters (i.e. Heads of Department, teachers with specific management responsibilities, Site Staff) and any member of staff who is specifically delegated to assist the Governors and Headteacher in the management of health and safety at the school.

10. Ensure that Heads of Department issue their own departmental safety instructions, as appropriate, and revise these on a regular basis.

Duties of the staff member delegated to assist the Headteacher in the management of Health and Safety:

The delegated staff member is the School Business Manager, who is to:

1. Assist the Headteacher in the implementation, monitoring and development of the safety policy within the school.
2. Monitor any general advice on safety matters issued by the LA and other relevant bodies and advise on its application to the school.
3. Co-ordinate arrangements for the drawing up and promulgation of safe working practices within the school.
4. Investigate any specific health and safety problem identified within the school and take or recommend remedial action.
5. Ensure that any working practice which is considered dangerous on health and safety grounds is discontinued, on a temporary basis, subject to further consideration by the Governors and Headteacher.
6. Carry out the required risk assessments of the school and its activities; make recommendations on methods of resolving any problems identified.
7. Ensure that staff with control of financial and other resources give due regard to safety needs.
8. Co-ordinate arrangements for the dissemination of information and for the instruction of employees, students and visitors on safety matters; make recommendations on the extent to which staff are trained.

Responsibility of staff towards student and others in their care.

All staff are responsible for health and safety arrangements in relation to staff, students, helpers and visitors under their supervision. In particular, they will monitor the activities and take all reasonable steps to:

1. Exercise effective supervision over all those for whom they are responsible.
2. Be aware of safe working practices and set a good example personally.
3. Identify actual and potential hazards and introduce measures to minimise the possibility of mishap.
4. Ensure that the equipment and tools used are appropriate to that use and meet accepted safety standards.
5. Provide written safety instructions, warning notices and signs as appropriate.
6. Provide appropriate protective clothing and safety equipment and ensure that these are used as required.
7. Evacuate the working area promptly in the event of an alarm
8. Investigate any accident or incident where personal injury could have arisen and take appropriate corrective action.
9. Provide for adequate instruction, information and training in safe working methods and recommend suitable training courses where appropriate.
10. Refer any safety problem to their supervisor when corrective action is necessary but outside their own scope.

Responsibility of all employees

All employees have a responsibility under the Act to:

1. To take reasonable care for the health and safety of themselves and of any person who might be affected by their acts or omissions at work.
2. To co-operate with the Governing Body and Headteacher in meeting statutory requirements.
3. Not to interfere with or misuse anything provided in the interests of health and safety.
4. Make themselves aware of all safety rules, procedures and safe working practices applicable to their posts; if in doubt they should seek immediate clarification from their supervisor.
5. Ensure that equipment and tools are in good condition and report any defects to their supervisor.
6. Use protective clothing and safety equipment and ensure that these are kept in good condition, and report defects to their supervisor.
7. Ensure that offices, general accommodation and vehicles are kept tidy.
8. Ensure that any accidents are recorded in the accident book, whether or not an injury occurs. All staff must report potential hazards to their supervisor or the School Business Manager.

Responsibilities of students

1. Exercise personal responsibility for safety of themselves and their fellow students.
2. Observe standards of dress consistent with safety and/or hygiene (this would preclude unsuitable footwear, knives and other items considered dangerous)
3. Observe all the safety rules of the establishment and in particular the instructions of staff given in an emergency.
4. Use when necessary, and not wilfully misuse, neglect or interfere with items provided for safety purposes.

Arrangements

The arrangements set out below are for information, guidance and compliance of all staff at St Bernard's Catholic Grammar School. This section will be read in conjunction with policies on CCTV and Working Alone.

a) **Security**

In order for the highest level of security to be maintained, it needs the full involvement of all staff members who need to know and implement the following procedures

Control of Entry to the Building

- The building is unlocked at 7.00 a.m. by Site Staff;
- The building is locked at 6.30 p.m. or later to accommodate lettings by Site Staff;
- All visitors will be asked for their name and purpose of their visit by whoever meets them.
- All visitors will be directed to the main reception, where they will be asked to sign in and out and issued with a visitors pass.
- For events where the building is open, shutters will be locked down to minimize entry to only open parts of the building.
- The school has a security fence surrounding it's perimeter. Access to the rear of the school is via either 2 pedestrian gates or a vehicle gates. These gates are only unlocked at times for access for students before and after school. At all other times during the school day, the gates are closed and only open using a pass linked to an

access control system which has timer controls on the software to limit access for certain groups of users.

In the event of strangers being on the premises, staff should

- Confront the stranger unless they feel at risk, in which case seek immediate assistance via Porterie;
- If not at risk, escort the stranger to Reception or off the premises;
- Always note details of strangers, name, identifying features, registration number of any vehicle and leave these details with Porterie.
- Always report such incidents to a either the Headteacher or Deputy Headteacher who will decide on any further action.

Keyholders

A list of keyholders & contact details is in the attached appendix.

Lockup & Overnight Security

The Site Staff on duty is responsible for securing, locking and alarming the premises. The duty member of Site Staff will check all doors and windows and secure all shutters & gates. Where possible offices will be locked overnight and all shutters will be locked down to minimize movement within the building.

Personal Possessions

The School accepts no liability for loss or damage to personal property or belongings whilst on school premises.

School Laptops

School laptops are insured under the Schools insurance arrangements but when being transported, they must be in a locked boot of a car and not left visible when parked.

School Ipads

School ipads must not be taken off site.

b) Accident reporting

- An accident or injury is to be reported to the School Matron who will arrange for the correct form to be completed;
- All contractors must report any accidents involving their personnel to the Site Manager in addition to their own reporting chain;
- Matron together will liaise with the Business Manager and Headteacher to decide on further action with regard to duties to report to appropriate authorities e.g. Local Authority, RIDDOR, HSE;
- Significant accidents or dangerous "near misses" will be investigated and measures put in place to avoid further occurrences;
- Findings and appropriate actions resulting from these investigations will be recorded.

c) Asbestos

The Site Manager & Business Manager have responsibility under Regulation 4 of the Control of Asbestos at Work Regulations 2002 to ensure that a record of the situation of presence of asbestos, it's condition and ensure that it is managed correctly including the advising of contractors who may disturb it.

d) Contractors

- Contractors working within the school are required to comply with the working rules issued by the school;

- Contractors will need to report to the Site Manager and report to him any accidents or breaches of rules.
- Visitors should not be allowed to enter work areas unaccompanied unless appropriate DBS checks are held and recorded.
- Protective clothing & equipment will be used where required

e) Control of Substances Hazardous to Health (COSHH)

- when using harmful substances, whether they be material or chemical substances, all staff must ensure adequate precautions are taken to prevent injury to self or others;
- All new materials or chemical substances are not to be used until a COSHH assessment has been carried out. The COSHH Safety Data Sheet must be held;
- All cleaning products will be diluted and used as per the manufacturer's instructions;
- All cleaners will receive training in the correct use of cleaning products.
- All chemicals and toxic substances are stored securely in either the chemical store or in locked cupboards

f) Defective tools and Equipment

- All defects in hand tools, power tools, electrical equipment or any other equipment must be reported immediately to the Head of Department, who in turn will liaise with the Site Manager & Business Manager
- The equipment will be withdrawn from use immediately and if not disposed of, clearly marked and isolated in the Site Manager's area to ensure that the equipment is not re-issued or used until fully repaired.

g) Dust Extraction Equipment

An annual check is carried out by a qualified contractor, usually appointed by the School's insurance provider, on all dust extraction equipment and ensures that all equipment complies with current legislation on levels of output.

h) Electrical Equipment

- Only authorized and fully qualified personnel are to install, repair or attempt to repair electrical equipment;
- Where 13 amp sockets are in use, the use of extension cables or multi-way adaptors should be avoided;
- The protective outer sleeve of electric cables is to be firmly secured within the plug;
- Where the outer sleeve is not secured within the plug, and the connecting live wires are visible, a qualified person is to re-wire the plug correctly;
- Electrical equipment that is known to be, or is suspected of being faulty, must not be used;
- If electrical equipment becomes faulty whilst being used, it is to be isolated from the source of current and secured so that it cannot be used again until it has been repaired;
- Portable Appliance Testing shall be carried out on an annual basis by a suitably qualified person and records kept of such testing. A Compliance sticker will be placed on each piece of equipment tested and only those with stickers should be used.

i) Fire Precautions

- Fire evacuation notices are displayed in every room within the school;
- Records of maintenance of alarms and fire extinguishers (both by contractors and Site Staff) are kept;
- Records of Fire Evacuations are kept.

j) First Aid

First Aid facilities will be provided to a level that at least complies with the minimum standards required by current legislation.

The School Matron & one other will hold a First Aid at Work Certificate

The School Matron is responsible to ensure that sufficient staff are trained as appointed persons and that their training is up to date. A list of first aiders is displayed and details of their training is kept in Matron's room.

The School Matron will maintain supplies of first aid equipment and check the contents of first aid boxes. She will keep a record of contents and the location of first aid boxes.

The location of first aid boxes is notified by signs within the building.

k) Fume Cupboards

An annual check of the emissions from the fume cupboards will be carried out by a suitably qualified contractor usually appointed by the School's insurance provider.

l) Good Housekeeping

Tidiness and cleanliness are essential factors in the promotion of health and safety. To aid this

- Corridors and passageways will be kept unobstructed;
- Spillages will be reported to the Site Staff who will clear it immediately and make the area safe;
- Shelves are neatly stacked and not overloaded;
- Floors will be kept clean and dry
- Emergency exits will not be obstructed.

m) Machinery

All staff controlling or using machinery must be familiar with the relevant legislation and receive training where required to comply with appropriate regulations.

n) Manual Handling

Staff are not to lift, drag, push or carry heavy or awkward loads unless they have undertaken training. The task must then be carried out in accordance with the procedures explained during training.

o) PE Equipment

All PE equipment is subject to an annual safety check and any faulty equipment will be replaced or repaired.

p) Protective Clothing & Equipment

The School will provide protective clothing & equipment where needed and staff provided with such must ensure that it is used.

q) School Trips & Out of School Activities

All staff arranging school trips and out of school activities will abide by the procedures in place and explained in detail in the Staff Handbook. Risk assessments must be carried out in line with these procedures and the agreement of these risks is required from the Educational Visits Coordinator, the Headteacher & the Chair of Governors before the trip takes place.

r) Smoking

Smoking is not permitted in the school or the school grounds.

s) Spread of Infectious Diseases

- The school will report infectious diseases where required under current guidance;
- In the current climate of prevention of Swine Flu, antibacterial hand wash is provided in strategic places including reception & the canteen for general use. The School Matron will ensure that these are regularly checked and refilled;
- To aid prevention of the transfer of bacteria, regular cleaning of keyboards and mice with antibacterial cleaners will be carried out;
- In the event of a case being reported, extra cleaning with antibacterial cleaners will take place, including door handles, toilet doors etc.

f) Use of Vehicles

- Only those persons authorized, and in possession of the appropriate licence, are to drive vehicles on school business.
- The School has insurance to cover private vehicles being used on school business and to utilize this insurance, the member of staff must provide the Business Manager with a copy of their driving licence.

u) Water Checks

SMS are contracted to design and conduct a testing programme of all water outlets and storage facilities. Any defects or faults are reported and rectified quickly to prevent water borne disease.

v) Working Conditions

Any practice or condition that is likely to have an adverse effect on the health and safety of staff, or damage to equipment or property is to be reported to the relevant Head of Department in the first instance.

If the Head of Department is unable to rectify the matter, then they must report it to the Business Manager or Facilities Manager who will take appropriate action to rectify.

w) Working with Display Screen Equipment

All members of staff who are deemed users of DSE as defined by current legislation will have completed a User Audit, which will have been assessed by a suitably trained person. Any rectifying actions will be made and if necessary training given to the user.

Where DSE is used, the correct lighting, currently Category 2, will be installed if not already in place

Appendix

Keyholders

Matt Devereux 07766051826

Pat Dunne 07843421160

Angela Mellish 01628 663954
07970376011

Mike Tomlinson 07970380137

Alarm Response

Approved by the Full Governing Body on 9th October 2019

Next Review: Autumn 2021

