



**Holy Cross**

CATHOLIC HIGH SCHOOL

**Health and Safety Policy**

## **Incorporating the Local Health and Safety Arrangements for:**

- Holy Cross Catholic High School
- School Number 09103
- Myles Standish Way, Chorley PR7 3LS

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 Voluntary Aided School the Governing Body is the employer and is responsible for the use of the premises. The Head Teacher is responsible for the day-to-day implementation and management of health, safety and welfare within the school. The Governing Body and the Head Teacher should work in partnership to meet these responsibilities.

As the persons with responsibility for the implementation and management of proper health and safety controls within the school, 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 health 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.

**Responsibilities:**

The responsibility for implementation and management of proper health and safety controls within the school is that of:	Headteacher
The authorised member of staff with day-to-day responsibility for ensuring this policy is put into practice is:	JJ Smith
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	JJ Smith A Holding
The Health & Safety plans for the school will be developed and monitored by:	Governors, Headteacher, JJ Smith, A Holding
<p>All employees within the school have a responsibility to:</p> <ol style="list-style-type: none"> <li>1. Co-operate with the Headteacher and his/her nominated representatives on all matters relating to health and safety;</li> <li>2. Not interfere with anything provided to safeguard their health and safety;</li> <li>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</li> <li>4. Report all health and safety concerns to an appropriate person (as detailed in this policy statement).</li> <li>5. The Conditions of Employment of Teachers provide 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.</li> </ol>	

**Health and Safety Risks Arising from Work Activities:**

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:	JJ Smith/A Holding/Staff member involved in activity
The significant findings of risk assessments will be reported to:	Headteacher/Department Head
Action required to remove/control risks will be approved by:	Headteacher/JJ Smith
The responsibility for ensuring the action required to reduce risks is implemented is that of:	Headteacher/JJ Smith
Checking that implemented actions have removed/reduced the risks is the responsibility of:	Headteacher/Department Head or other nominated person as appropriate.
Risk Assessments will be reviewed regularly (3 yearly is the minimum review period recommended for task risk assessments and 5 yearly for COSHH assessments) or in the event of any significant changes. Risk assessments will be undertaken prior to the introduction of a new element of work activity. Responsibility for this rests with:	By whom :  JJ Smith A Holding Staff member involved in activity

## **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; and,
- 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
- 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 below. These topics are contained in the annex to this policy under 'Arrangements for Health and Safety' and are listed on the following page.

<b>Occupational Health &amp; Safety Topic/Activity</b>
Accident/incident/near miss reporting procedures
Administration of medicines
Asbestos
Car parking
Confined spaces
Contractors on site
Display screen equipment
Educational visits
Electrical safety and the use of portable electrical appliances
Emergency Management Plan
Emergency evacuation procedures (inc. Fire Drill)
Fire prevention
Fire wardens
First aid
Hazardous substances and COSHH
Health and safety training
Legionella testing
Lone working
Manual handling
Minibuses
New, expectant or nursing mothers
Occupational health provision
Personal protective equipment
Playground safety
Security of premises
Smoking
Visitors
Wearing of jewellery
Working at height

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.

### 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 persons for identifying all equipment/plant needing maintenance	JJ Smith / G Thurston
Responsible persons for ensuring effective maintenance procedures are drawn up	JJ Smith / G Thurston
Responsible persons for ensuring that all identified maintenance is carried out	JJ Smith / G Thurston / HOD
Any problems found with equipment should be reported to	JJ Smith / A Holding / G Thurston
Responsible persons to check that new equipment meets any required health and safety standards before it is purchased	JJ Smith / G Thurston

### Information, Instruction and Supervision:

The Health and Safety Law poster is displayed at:	The reception area
Health and safety advice is available from:	JJ Smith / A Holding:
Induction, supervision of trainees/work placements etc, will be arranged/ undertaken/ monitored by:	JJ Smith / S Smith / A Holding / R Wallace

## 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.

Induction training will be provided for all employees by:	JJ Smith
Job specific training will be provided by:	Head of department
Jobs requiring specific health & safety training are:	Science / CDT / PE / Site supervision. Applicable courses will be attended by those personnel that require it
Training records are kept by:	A Holding
Training will be identified, arranged and monitored by:	Heads of department

## 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 boxes are available:	In the main reception and sports reception
The first aider(s) and appointed person(s) is/are:	P Waller – Senior First Aider List of other first aiders is kept updated by A Holding
All accidents and cases of work-related ill health are to be reported to:	P Waller / JJ Smith
Health surveillance is required for employees doing the following jobs within the school:	Not currently applicable
If health surveillance is required it will be arranged by:	JJ Smith / A Holding
Health surveillance/records will be kept by:	A Holding



**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.

<p>To check our working conditions, and ensure our safe working practices are being followed, we will:</p> <p>Conduct workplace inspections. These are carried out by:</p> <p>Review all risk assessments regularly and in the event of any significant changes. This function is carried out by:</p>	<p>A Holding / Site Supervisors</p> <p>JJ Smith / A Holding</p>
<p>Is/are responsible for investigating accidents - e.g. road traffic accidents, slips, trips and/or falls accidents etc. before requesting assistance from the corporate Health, Safety and Wellbeing Team if necessary</p>	<p>JJ Smith / A Holding</p>
<p>Is/are responsible for investigating work-related causes of sickness absences.</p>	<p>S Cooper / JJ Smith / A Holding</p>
<p>Is/are responsible for acting on investigation findings to prevent recurrences.</p>	<p>Headteacher and Senior Leadership Team</p>
<p>Is/are responsible for the monitoring of any trends in accidents, incidents and sickness absence.</p>	<p>S Cooper / JJ Smith</p>

## 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:	JJ Smith / A Holding
Escape routes are checked by / every:	Site Supervisor / daily
Fire extinguishers are maintained and checked by / every:	Walker Fire / annually
Alarms are tested by / every:	Site supervisors / weekly
The emergency evacuation procedure is tested every:	Term
Responsibility for ensuring arrangements are in place to deal with other emergency situations e.g. bomb threat, flood etc.	JJ Smith

Date agreed by governors: 7 September 2018

Date for review: September 2019