

## **ST MARY'S, WORCESTER**

### **HEALTH AND SAFETY POLICY**

#### **1. General Statement**

1.1. St Mary's attaches the utmost importance to the safety, health and welfare of its employees, pupils, contractors, visitors and any other persons affected by the School's activities. It will comply with the provisions of the Health and Safety at Work Act 1974 and all subsequent regulations, including those implementing EU Directives.

1.2. The Board of Trustees bear ultimate responsibility to provide leadership and will take steps so far as is reasonably practicable to ensure that a healthy and safe environment is created and maintained. The Board will put in place processes to ensure necessary assessments are undertaken, safety training identified, appropriate consultation pursued and relevant information disseminated.

#### **2. Responsibilities**

##### **2.1. The Board of Trustees**

The above body must ensure that a high standard of Health and Safety is maintained in the school and the appropriate resources are provided to meet such a commitment. The Trustees will take all reasonable steps as are practicable to meet its health and safety objectives which include the following:-

- 2.1.1. the creation of an organisational structure and a positive health and safety culture which supports risk control at all levels within the school, particularly at Senior Management level;
- 2.1.2. to systematically identify and control risk as an effective approach to injury, ill-health and loss prevention;
- 2.1.3. provide and maintain a written Risk Assessment of the risks to the health and safety of its employees whilst they are at work and others who may be affected, as required by the Management of Health and Safety at Work Regulations 1999;
- 2.1.4. maintain a safe and healthy environment, working places and systems of work to protect employees, pupils and others in so far as they come into contact with foreseeable work hazards;
- 2.1.5. to provide employees and pupils with the information, instruction, training and supervision that they require to work safely and efficiently;
- 2.1.6. create an atmosphere where all employees and pupils embrace the concept of health and safety and recognise individual responsibility in delivering a safe environment;
- 2.1.7. to control effectively the activity of all outside contractors when on the School's premises;

- 2.1.8. to use health and safety to preserve and develop human and physical resources and hence contribute to the School's performance;
- 2.1.9. to encourage full and effective two-way consultation on health and safety matters by utilising the School's management structure and the Health and Safety Committee;
- 2.1.10. to review performance and details of this Policy so that the School learns from experience and meets changes in current legislation;
- 2.1.11. ensuring this Policy is brought to the attention of all employees and periodically reviewed and revised as necessary.

## 2.2. The Head Teacher

The Head Teacher retains the overall responsibility for the implementation of the School's Health and Safety Policy and will be responsible to the Board of Trustees for the safe functioning of all School activities. The post-holder will:-

- 2.2.1. review the effectiveness of the Policy as regards both academic and non-academic work and report back to the Trustees as appropriate;
- 2.2.2. consult with the Bursar as the nominated Health and Safety Officer;
- 2.2.3. recommend changes in the Health and Safety Policy in the light of experience;
- 2.2.4. ensure the co-operation of all staff at all levels as regards working to this Policy;
- 2.2.5. be responsible for ensuring all the Senior Management Team fully understand their responsibilities;
- 2.2.6. take steps to ensure that any changes in curriculum, work systems, practices and procedures are considered for their health and safety implications.

## 2.3. Bursar

On a day to day basis the Head Teacher's responsibility as regards the facilities and administrative side of the School will be devolved to the Bursar, who in particular will:-

- 2.3.1. monitor the effectiveness of the Policy and report back to the Head Teacher as appropriate;
- 2.3.2. be appointed as the School's Health and Safety Officer, having responsibility for obtaining, interpreting and disseminating all relevant health and safety information to the School via the normal management structure;

- 2.3.3 be responsible for ensuring that maintenance contracts involving outside bodies which monitor certain aspects of the School functions are fully used and kept up to date e.g. water risk assessments;
- 2.3.4. ensure non-academic staff are given the necessary instruction, training and responsibility to carry out the functions that they have been given;
- 2.3.5. Chair the School Health and Safety Committee;
- 2.3.6. establish a system for the reporting back of all accidents, incidents, near misses and damage to School property and where appropriate investigate accordingly. He/she will refer such incidents to the School's Health and Safety Committee for discussion;
- 2.3.7. that the ordering of all appropriate substances accord with C.O.S.H.H. Regulations;
- 2.3.8. be responsible for ensuring outside bodies who may from time to time use the facilities of the School, are sufficiently familiar with the School procedures and that the School itself is appropriately indemnified;
- 2.3.9. where appropriate be responsible for the selection of outside contractors and the monitoring of all activities on the School premises;
- 2.3.10. be responsible for co-ordinating the School's preparation of statutorily required Risk Assessments, Manual Handling Assessments, Personal Protective Equipment Assessments, and display Screen Equipment Workstation Assessments;
- 2.3.11. ensure all Job Descriptions contain Health and Safety duties/responsibilities appropriate to the post;
- 2.3.12. delegate some of the listed responsibilities to subordinate staff as deemed appropriate.

2.4. Deputy Head, Head of Preparatory Department, Early Years Manager, Learning Facilitator, Director of Learning 6th Form and Learning Managers

These staff will be responsible to the Head Teacher for the following:-

- 2.4.1 for ensuring that his/her Department is run according to the standards laid out in this Policy, minimum legal standards and other appropriate standards that may be set by the School;
- 2.4.2. accepting ownership of Health and Safety issues in their area and not pass them on unless and until they establish that resolution is outside their delegated authority;
- 2.4.3. for ensuring that the teachers working under their supervision understand the practical aspects of this Policy and the various legal requirements that apply within their areas of responsibility;

- 2.4.4. for notifying the Head Teacher of any matters within this field which they feel are beyond their competence to deal with;
- 2.4.5. for reporting to the Bursar any appropriate accidents, incidents, near misses or damage for investigation;
- 2.4.6. for ensuring adequate supervision for pupils both inside the School during normal teaching activities and also on external trips;
- 2.4.7. as regards C.O.S.H.H. they will be responsible for notifying directly to the Bursar any new substances that fall within the Regulations;
- 2.4.8. for ensuring that the teaching staff for whom they are responsible co-operate fully with the contents of this Policy;
- 2.4.9. ensuring Health and Safety is a standing item at Departmental meeting.

## 2.5. Functional Managers

This section refers to the managers who head Reception, Facilities, Cleaners and Caterers. They will:-

- 2.5.1. be responsible to the Bursar for the safe running of their activities, ensuring adequate supervision of all activities so that the work proceeds according to standards laid down in this Policy;
- 2.5.2. accept ownership of Health and Safety issues in their area and not pass them on unless and until they establish that resolution is outside their delegated authority;
- 2.5.3. be responsible for ensuring that staff have appropriate training according to the needs of their work;
- 2.5.4. undertake the necessary training pursuant upon completion of work under the COSHH Regulations;
- 2.5.5. be responsible for ensuring that all agreed systems of work are followed;
- 2.5.6. where they come across matters that they feel are not within their competence to deal with, refer the matter to the Bursar;
- 2.5.7. be responsible for investigating any accident or incident of a type specified by the Bursar and reporting accordingly;
- 2.5.8. ensure Health and Safety is a standing item at Departmental meetings.

## 2.6. Health and Safety Committee

The above Committee will:-

- 2.6.1. act as the principle communication/consultation conduit between Management and staff;
- 2.6.2. meet once each term, although members will have recourse to call for an emergency meeting should circumstances dictate;
- 2.6.3. make representation to the school on potential hazards, dangerous occurrences and general matters affecting health and safety;
- 2.6.4. be consulted on the health and safety consequences of the introduction or change in major systems, practices and procedures;
- 2.6.5. assist in identifying and prioritising health and safety training needs;
- 2.6.6. review relevant reported accidents and incidents together with near misses;
- 2.6.7. where appropriate carry out health and safety inspections/ investigations and report to the Head Teacher and or Bursar.

2.7. Laboratory Assistant (Science) and/or Appropriate Teaching Staff

The relevant post-holder will be responsible for the following:-

- 2.7.1. isolating gas supplies to laboratories at the end of each teaching day;
- 2.7.2. the constant security of all toxic and highly flammable substances which may be used in their Department;
- 2.7.3. for ensuring that all stores are kept securely locked when not actually being supervised;
- 2.7.4. be responsible for ensuring that all experiments and services are rendered safe, so far as it is safe to do so, on hearing the fire alarm;

2.8. Employees

- 2.8.1. the employees of the School must take reasonable care of the health and safety of themselves and other persons who may be affected by their actions or omissions at work;
- 2.8.2. they must wear and use all Personal Protective Equipment and safety devices that are provided by the management for their protection and co-operate fully with the management when the latter are pursuing their responsibilities under the above Act;
- 2.8.3. they will observe all safety rules and regulations both statutory and school initiated and conform to any safety systems of work that may be developed, e.g. the requirement to 'sign in' when on school premises and 'sign out' when leaving the buildings for fire safety purposes;

2.8.4. they must report all accidents, incidents, near misses and damage to their immediate superior.

### **3. Training**

- 3.1. The School will comply with its legal obligations with respect to training.
- 3.2. Before entrusting any task to an employee the School will take into account their capabilities as regards health and safety to ensure the work demands do not exceed their ability to do the work without risk to themselves or others.
- 3.3. Where necessary the School will provide relevant employees with Risk Assessment training to ensure competency in this important area of work.
- 3.4. The School will provide health and safety training for new employees. The induction programme will give general health and safety training on the risks associated with the School's undertaking on such matters as first aid arrangements and fire safety.
- 3.5. Staff being exposed to new or increased risks due to transfer or change of responsibilities or due to the introduction of new or changed work equipment or technology will receive appropriate training.
- 3.6. Periodical refresher training will be undertaken as appropriate.
- 3.7. Records will be maintained of all training that has been given. The person responsible for co-ordination of training on the School's behalf is the Bursar.

### **4. First Aid**

- 4.1. The First Aid Policy is contained in the Staff Handbook. Lists of the names of authorised first aiders and the location of first aid boxes are located throughout the School.

### **5. Fire Safety**

- 5.1. The Fire Safety Policy is contained in the Staff Handbook. All staff should familiarise themselves with the main escape route from the buildings and with alternative routes should the main escape route be impassable. If you hear the alarm leave the building as quickly as possible by the nearest, safe available exit and gather at the designated assembly point.
- 5.2. Arrangements are in place to regularly monitor the condition of all fire prevention equipment. This includes regular visual inspection, by external accredited contractors, of fire extinguishers and the fire alarm system.

### **6. Management of Asbestos**

- 6.1. The Asbestos Policy is held by the Bursar, who is responsible for ensuring compliance with the relevant Control of Asbestos at Work Regulations.

**7. Reporting of Accidents (RIDDOR)**

7.1. All appropriate paperwork should be completed at the time of the accident/incident. The Bursar is responsible for reporting cases appertaining to RIDDOR. Full details are contained in the First Aid Policy.

**8. Risk Assessments / C.O.S.H.H.**

8.1. Each person in charge of an area will ensure that a regular risk assessment is carried out and specific safety rules are identified and applied.

8.2. Any area using substances which fall within C.O.S.H.H. Regulations must take adequate precautions to prevent injury to health, in particular with regard to the safe handling and storage of the substances.

8.3. Risk assessments are co-ordinated by the Deputy Head.

Lynsey Breeze  
Bursar  
January 2011

This policy will be reviewed January 2012

Signed :-

Chair: .....

Date: .....

Headmistress: .....

Date: .....