

CARDINAL POLE CATHOLIC SCHOOL



Health and Safety Policy

Approved by Governors

Signed:

Daniel Rhans

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Cardinal Pole School Vision

Cardinal Pole Catholic School is a learning community for all based upon partnership and respect. It is a strong and vibrant place which recognizes the importance and individual needs of every pupil and member of staff. Praise and encouragement is vital in creating a climate of learning and high expectations supported by teaching of the highest quality. The school is full of confident, creative and fulfilled young people and staff. They are celebrated as individuals – unique creations of God – who deserve our support, love and trust as they begin the great journey of life.

Mission Statement

Cardinal Pole is a Roman Catholic School with a Christian commitment to building community through the individual care of pupils and staff. Within the school we share a common faith which, while recognising the values of all cultures and ethnic groups, promotes understanding of and respect for the values of the Gospel. As teachers or non-teaching staff in a Catholic School we promote what we believe and understand of the Christian truths which refer us back and lead us to Christ. We are conscious that in trying to do so we are subject to various pressures e.g. ever changing educational ideologies and the materialistic bias of the society in which we live. Nevertheless, there are certain criteria, which underpin our work as teachers and non-teaching staff. All members of staff should facilitate the development of skills and knowledge in pupils and help them to understand that God is glorified through the acquisition and good use of knowledge. All members of staff should in their behaviour and attitudes set positive examples for pupils and encourage them in the practice of their faith. The school seeks to foster close relationships between school, home and the local community in particular by increasing their faith. In our daily assembly we attempt to bring before God our work and the needs and concerns not only of the school but of the wider community.

1. Introduction

- 1.1. This document is provided by the Governing Body of Cardinal Pole Catholic School in pursuance of the Health and Safety at Work etc. Act 1974 and subordinate legislation.
- 1.2. Cardinal Pole Catholic School's Health and Safety Policy encompasses the Hackney Health and Safety manual and associated guidance notes. This document acts to detail school specific processes and procedures and signpost readers to the relevant section of the Health and Safety Manual for further detail. The full set of documentation can be found electronically on the shared area at:

\\Whole School\Policies - Handbook\Policies\Health and Safety documentation

The School's HR officer can provide access to paper copies for visitors, contractors and other interested parties who do not have access to the electronic copy.
- 1.3. The document acknowledges the School's legal responsibilities and outlines the objectives of the School for the health and safety of its staff, students and visitors.
- 1.4. The document is issued to all school staff, who are to read, understand and comply with its requirements.

2. Statement of Intent

- 2.1. The Governing Body accepts responsibility for all safety and environmental matters within the School including health and safety at work, environmental protection and fire safety. The Governing Body is aware of the requirements of relevant legislation. In keeping with the requirements of legislation, the organisation, responsibilities, and arrangements to manage health, safety and environmental issues within the school are detailed in Paragraphs 3 and 4.
- 2.2. The Governing Body is committed to achieving the highest standards in all aspects of safety and environmental protection within the School. To achieve these high standards Codes of Safe Working Practice have been incorporated into this policy to provide a practical guide for staff on current legislation.
- 2.3. All staff have a duty to themselves, to their colleagues and to visitors and contractors to work safely and in a manner which prevents pollution and minimises the use of resources. All staff should read and co-operate with the requirements contained within this document.
- 2.4. Line Managers will regularly review safety and environmental standards within their areas of responsibility to ensure compliance with all the standards as laid down.
- 2.5. Contractors, sub-contract staff, and visitors have a similar duty of care and a right to a safe working environment. Like School staff, they must ensure that they comply with the requirements of this statement and the School Codes of Safe Working Practice.

3. Organisation

- 3.1. The Headteacher
 - 3.1.1. The Headteacher will ensure compliance with the policy statement and that all staff endeavour to ensure the safety of others; be they staff, pupils, parents, visitors or contractors. Specifically she will be responsible for:
 - Ensuring that the Health and Safety Policy is prepared, signed and dated and, together with the Governing Body, is regularly reviewed.
 - Ensuring that all activities, including educational visits, are risk assessed and staff informed of the control measures necessary to work safely.
 - Ensuring that processes are in place for the maintenance of the building and equipment, including statutory inspections.
 - Ensuring that an emergency evacuation procedure is in place and is regularly tested.
 - Day-to-day management of all health and safety matters in the school in accordance with the policy.
 - Appointing suitable competent staff to assist in carrying out duties necessary under this policy.
 - Passing on information received on health and safety matters to appropriate people.
 - Overseeing the school health and safety committee.

- Liaising with governors on policy issues and any problems in implementing the health and safety policy.
- Co-operating with and providing necessary facilities for trade union safety representatives.

3.2. Business Manager

3.2.1. The Business Manager is responsible for:

- Carrying out accident and other health and safety investigations and ensuring that accidents are reported under arrangements established by the London Borough of Hackney's Educational Health and Safety team
- Ensuring regular inspections are carried out.
- Submitting inspection reports to the Governing Body.
- Ensuring remedial action is taken where appropriate.
- Arranging for any unsafe item of furniture, fitting or equipment to be withdrawn, repaired or replaced.
- Identifying staff safety training needs.

3.3. Senior Leadership Team

3.3.1. The Senior Leadership Team is responsible for:

- Day-to-day management of health and safety in accordance with the health and safety policy and the direction of the Headteacher.
- Exercising effective supervision over those for whom they are responsible.
- Being aware of safe working practices and setting a good example personally.
- Carrying out regular inspections and making reports to the Headteacher.
- Ensuring remedial action is taken where appropriate.
- Passing on information received on health and safety matters to appropriate people.
- Acting on reports from the Headteacher or subordinate staff.

3.4. Staff

3.4.1. All staff are responsible for:

- Taking care of themselves and others who may be affected by their acts or omissions;
- Co-operating with the Headteacher to ensure that statutory requirements are met;
- Not interfering with or misusing anything provided in the interest of health, safety or welfare;
- Checking classrooms and work areas are safe;
- Checking equipment is safe before use;
- Ensuring they are aware of safe procedures and that these are followed;
- Ensuring protective equipment is used when needed;
- Participating in inspections and the health and safety committee as appropriate;

- Taking action to remove identified hazards and bringing problems to the attention of the relevant manager.

3.5. The Governing Body

3.5.1. The Governing Body is responsible for:

- Ensuring a health and safety policy is in place;
- Monitoring the application of the health and safety policy including consideration of inspection reports;
- Prioritising actions where resources are required;
- Ensuring actions are taken, including;
 - Health and safety on governor's meeting agenda;
 - Producing an annual report on health and safety;
 - Ratifying the school's health and safety policy.

4. Arrangements

4.1. Risk Assessments

4.1.1. The Headteacher will ensure that suitable and sufficient risk assessments are carried out where appropriate. Risk assessment will follow the following steps:

- Identify hazards;
- Identify who may be harmed and how
- Evaluate the risk that these hazards present;
- Identify suitable measures to reduce and control the risks;
- Monitor the effectiveness of the control measures;
- Review the risk assessment on an annual basis if there is a change in activity

4.1.2. Full information, including forms, is contained in Chapter 2 of the Health and Safety manual.

4.2. First Aid

4.2.1. The Headteacher will ensure that a suitable number of staff are qualified to administer first aid in an emergency. Whilst a first aider is a voluntary position staff MUST undertake relevant training.

4.2.2. First aid boxes are situated throughout the school and are clearly identified. The contents will be checked on no less than a monthly basis by the FM team and all deficiencies made good.

4.2.3. A record will be kept of every occasion when any member of staff, student or other person receives first aid treatment whether on school premises or as part of a school-related activity.

4.2.4. Further information relating to first aid is contained in Chapter 5 of the Health and Safety manual.

4.3. Accident Reporting

- 4.3.1. The Procedures in Chapter 3 of the Health and Safety Manual are to be followed. In summary these are:
 - 4.3.2. Accidents, no matter how minor, that occur to members of staff or visitors, are to be reported using the accident reporting form. These are kept in the school office. A copy of the completed form is to be sent to Health and Safety Advisor (Education) at 280 Mare Street, E8 1HE. In addition, accidents to staff must be entered into the accident book (BI 510). The accident book is kept in the school office and the form is sent to the Health and Safety Advisor (Education).
 - 4.3.3. Accidents to students must be reported using the form in Chapter 3 and a copy sent to the Health and Safety Advisor (Education). However, trivial accidents (resulting in no injury or minor injuries such as bruises and grazes), to students will be recorded locally.
 - 4.3.4. Serious accidents, i.e. any fatality, major injury, accident where a student is taken directly to hospital, reportable disease or dangerous occurrence, must be reported immediately by telephone to the Health and Safety Advisor (Education). These should also be reported using the appropriate method outlined above.
 - 4.3.5. It is important that incidents and accidents, other than trivial accidents, are investigated to allow causes to be identified and control measures to be put in place. The incident investigation process is detailed in Chapter 4 of the Health and Safety manual.
- 4.4. Community and other Third Party Lettings
- 4.4.1. When the premises are used for purposes not under the direction of the Headteacher then the principal person in charge of the activities will ensure that measures are taken to ensure the health and safety of those taking part in that activity. These measures must be of an equal or better provision to those stated within this Health and Safety Policy. When the activity is a school sponsored event the organiser, even if a member of staff, will be treated as a hirer and will comply with the requirements of this policy.
 - 4.4.2. When the premises are hired to persons outside the employ of the Governing Body it is a condition that all such hirers, contractors, and others using the school facilities or premises, are familiar with the requirements of this Policy. They will comply with all safety directives of the Governing Body and will not, without the prior consent of the Governing Body:
 - introduce equipment for use on the school premises;
 - alter fixed installations;
 - remove fire and safety notices or equipment;
 - take any action that may create hazards for persons using the premises or the staff or students of the school.
 - 4.4.3. Immediately prior to use the site representative should meet and greet the user, ensure welfare facilities and emergency procedures are understood. The user must be clear that the area used must be returned in a similar condition as when the hire started. As proof of due diligence the arrangements must be signed off by the user.
- 4.5. Contractors

- 4.5.1. The Headteacher must ensure that any contractor working on the site must be competent to undertake the work that they are doing.
- 4.5.2. All contractors working on site must be told of any hazards that they may encounter in undertaking their work, especially the location of any asbestos, and what to do in the event of any emergencies, such as fire.
- 4.5.3. All contractors working on the site are required to ensure safe working practices by their employees and sub-contractors and must pay due regard to the safety of all persons using the premises. In instances where, in the opinion of the Headteacher, a dangerous situation or hazardous condition arises that a contractor fails to eliminate or make safe, the Headteacher must take such actions as are necessary to prevent persons in her care from risk of injury. In extreme circumstances this may be by instructing the contractor to cease work until the condition is remedied.
- 4.5.4. Further information relating to working with contractors is contained in Chapters 22 and 28 of the Health and Safety manual.
- 4.6. Staff Consultative Arrangements
 - 4.6.1. The Governing Body, through the Headteacher, will make arrangements for the establishment of a safety committee if requested by 3 members of an accredited trade union. Representatives of trade unions and staff association will be offered places on the committee which will comprise staff across representative areas of work across the school.
 - 4.6.2. If a safety committee is not in place the Governing Body, through the Headteacher, will make alternative arrangements to ensure all staff are consulted on health and safety matters.
 - 4.6.3. Further information relating to staff consultation is contained in Chapter 6 of the Health and Safety manual.
- 4.7. Emergency Planning
 - 4.7.1. The Headteacher will ensure that a suitable and satisfactory emergency plan is prepared to cover all foreseeable situations which may place staff or students at risk. The Plan will be agreed by the Governing Body and reviewed annually. Further information relating to emergency procedures is contained in Chapter 27 of the Health and Safety manual.

5. Codes of Safe Working Practice

5.1. Aims

The aim of these Codes of Practice is to establish and maintain a safe and healthy environment throughout the school. They will be followed by all staff.

5.2. Classroom Safety

- 5.2.1. Class teachers have a duty to assist in maintaining order and cleanliness within their teaching area and should ensure the avoidance of injury to users of that area. Periodic checks should be made of the contents and fabric of the area and any defective equipment, fittings and furniture reported immediately to the FM team and the Business Manager.
- 5.2.2. Items to be checked include:

- Exits from the room are unlocked and are free from obstruction
- Floors and floor coverings are undamaged and kept clear of obstructions
- Safety equipment (e.g. fire fighting equipment, window opening limiters) shall not be interfered with and any damage shall be reported immediately.
- Orderly sensible movement within the teaching area shall be maintained
- Children must never be left unsupervised
- Electrical equipment unplugged when not in use
- Any damaged electrical equipment, including frayed or damaged flex or if there is evidence of burning, is removed from use and reported.
- Sinks are kept clear to enable effective cleaning
- Classroom resources (including scissors, compasses) should be regularly checked for damage and safely stored when not in use

5.3. Playground safety (before school and during breaks and lunch)

5.3.1. Duty staff and lunch time supervisors should check that play areas are secure, free from any obstacles or hazards that could cause injury and that behaviour is supervised.

5.3.2. Items to be checked include:

- Access to out-of-bounds areas to be securely closed and student access to buildings controlled.
- Outdoor furniture and sports equipment is safe for use.
- Running is prevented in crowded areas and when conditions are slippery.
- No climbing on outdoor furniture, walls, fences or railings.
- MUGA only used when supervised.
- At the end of breaks staff should ensure an orderly return into the school with teaching staff being ready to receive their classes.

5.4. General Staff and Student Safety

5.4.1. Teaching and support staff should exercise effective supervision of the students and should integrate all relevant health and safety aspects into the teaching process and, if necessary, give special lessons in safety. Staff should always follow safe working procedures personally, giving clear instruction and warnings as often as necessary.

5.4.2. Aspects to consider include:

- Students should observe standards of dress consistent with safety and/or hygiene and the reasons should be made clear to the students, examples include:
- suitable footwear for PE
- wearing of ear-rings not permitted for PE
- Knives and other dangerous items should be removed from students and held by Heads of Year
- Students should be taught to exercise personal responsibility for safety of self and classmates

- Students should be taught to observe all school safety rules and in particular those relating to evacuation and procedures to be observed in the case of fire or other major emergency

5.4.3. More detailed guidance applicable to specific situations is contained in the Health and Safety manual and within the supporting guidance notes, which are on the shared area at:

\\Whole School\Policies - Handbook\Policies\Health and Safety documentation

The available information is shown below with links, and is to be consulted by staff in all relevant situations:

Ref:	Health and Safety Manual chapters		Ref:	Health and Safety Guidance Notes
CH 1	Model policy		GN 01	Sunscreen guidance
CH 2	Risk assessment		GN 02	Asbestos guidance
CH 3	Incident reporting		GN 03	Ladder use guidance
CH 4	Incident investigation		GN 04	Manual handling guidance
CH 5	First aid		GN 05	Non-prescription drugs guidance
CH 6	Consultation		GN 06	People handling guidance
CH 7	Health and safety training		GN 07	Temperature (heat) guidance
CH 8	Display Screen Equipment (DSE)		GN 08	Noise guidance
CH 9	Provision and use of work equipment		GN 09	Bouncy castles guidance
CH 10	Control of Substances Hazardous to Health (CoSHH)		GN 10	Home visits guidance
CH 11	Manual handling		GN 11	Fire signs
CH 12	Workplace transport		GN 12	H&S responsibilities of school Governors
CH 13	Working at height		GN 13	H&S responsibilities of Headteachers
CH 14	Lone working		GN 14	H&S responsibilities of teachers
CH 15	Electrical safety		GN 15	H&S responsibilities of staff
CH 16	Control of asbestos		GN 16	Accident reporting
CH 17	Fire safety		GN 17	Lone working
CH 18	Workplace safety		GN 18	External visits
CH 19	Young people		GN 19	Business continuity

CH 20	Statutory inspection		GN 20	Work experience
CH 21	H&S inspection and audit		GN 21	Slips, trips and falls
CH 22	Construction Design Management (CDM)		GN 22	Display screen equipment
CH 23	Educational visits			
CH 24	Medicines in schools			
CH 25	Managing aggression			
CH 26	New and expectant mothers			
CH 27	Emergency procedures			
CH 28	Management of contractors			
CH 29	Managing disability in the workplace			
CH 30	Organising events			
CH 31	Animals in schools			
CH 32	Pest control			

5.5. Manual Handling

5.5.1. Movement of heavy materials and equipment should only be undertaken by the FM team or other trained staff and, wherever possible, should be undertaken using some mechanical assistance e.g. a trolley. Procedures should be developed and recorded for the movement of items that frequently require such movement

- PE equipment - erection and dismantling of such apparatus must only be undertaken by children when they are under the close supervision of staff. Each piece of equipment should be reduced to its basic parts for ease of carriage using at least two children to transport each part. Staff must check that apparatus has been correctly assembled before use.
- Piano - this must only be moved by staff and normally by the FM team.

5.5.2. Heavy items must not be stored above shoulder height where they present a manual handling challenge and a potential hazard should they fall.

5.6. Work at height

5.6.1. The Work at Height Regulations 2005 extends to work at any height where there is a risk of a fall liable to cause personal injury. The mounting of displays and reaching for items from a high shelf are thus covered. Staff must ensure that:

- Only the correct equipment is used to work at height, e.g. step ladders. The use of chairs, desks etc. to gain height is forbidden. Staff must not stand or kneel on desks to open or close windows.

- Step ladders must be placed at right angles to the task to be carried out and must themselves be in a place of safety. If on a circulation route work must not be carried out if students are passing by.
- Step ladders must be fully open and locked into position and the top step is not to be used unless the supports extend higher. They should only be used on a firm, level surface.
- Step ladders must be examined prior to use to ensure that they are safe to use. If there is any doubt the step ladders are not to be used. Step ladders must be inspected by the Premises Manager on a 6 monthly basis. Step ladders are to be marked with a unique identifier and a record kept of inspections.
- Work on roofs, however short in duration, must have suitable means of fall protection in place and staff using them will be trained in their use and rescue procedures if needed.

6. Staff Training and Workplace Safety

6.1. Staff Training and Information

- 6.1.1. It is expected that the Headteacher will act in a focal point role and as such obtain such information as is required to successfully discharge the requirements of this policy. Information and training should be available to all staff, in particular those with specific duties which involve a higher than normal risk
- 6.1.2. Where information and/or advice is not locally available the Headteacher should seek such information from the Health and Safety Advisor (Education)

6.2. Staff and Workplace Safety

- 6.2.1. In order that the school can be maintained in a safe condition it is essential that all staff are fully aware of their responsibilities under health and safety legislation. In particular the following should be borne in mind:
 - Staff should know and apply any special safety measures and arrangements that exist in their working environment e.g. in the Design Technology area, use of ICT equipment, etc.
 - Staff should observe standards of dress consistent with their duties e.g. maintaining hygiene when teaching cooking by wearing apron and tying back hair
 - Staff should exercise good standards of hygiene and housekeeping
 - Staff should know and be able to apply the emergency procedures which relate to evacuation, e.g. in a fire, and to first aid
 - Staff must use and not interfere with any measures provided to ensure their continued health and safety e.g. staff should not remove protective covers on powered plant or electrical equipment
 - Staff must co-operate with each other, teaching, non-teaching and support, and including staff employed by the school's contract partners (MBE, OCS, RM, Caterlink, and their sub-contractors) in promoting improved safety measures
 - Staff must report any perceived health and safety failings and any defective equipment to the Headteacher immediately such defect is discovered

Signature..... Chair of Governors

Date

Signature..... Headteacher

Date