

CARDINAL POLE CATHOLIC SCHOOL



Health and Safety Policy

Approved by Governors

Signed:

A rectangular box containing a handwritten signature in black ink, which appears to be 'J. Madubwa'.

Date:

24/01/2024

Review due date (annually):

January 2025

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 Catholic School is a community of **service** guiding young people on a path to **opportunity, aspiration** and **reward**, founded on Catholic values.

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. Information and the H&S Policy are available on the shared area T drive\Policies. 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.
- 1.2. 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.
- 1.3. The document is issued to all school staff, who are to read, understand and comply with its requirements.

2. Statement of Intent

Governors are committed to ensuring that high standards of health, safety and welfare are provided and maintained to ensure a safe and healthy working environment for all staff, students and visitors to its school.

- 2.1 The Governors recognises that health, safety and welfare is a management responsibility of equal importance to service delivery and needs to be considered as integral part of the school provision. This commitment also embraces all aspects of occupational Health and Safety including physical and mental well-being of all employees and students.

Managers at all levels are expected to embrace this commitment by ensuring a high standard of health, safety and welfare in their area of responsibility as defined in the policy and arrangements, by supporting their staff and students to maintain this commitment and leading by example.

The governing body through the Headteacher and appointed Health and Safety coordinator will ensure that the Governors Board's commitment to health, safety and welfare are followed and communicated to all employees.

The Governors has retained the services of an external Health and Safety Consultant who will visit the school 11 times a year for a duration of up to 3 hours to provide guidance, advice, assess individual departments and assist with Health and Safety matters.

The Governors Board is committed to:

- Providing a safe and healthy learning and working environment;
- Preventing accidents and work-related ill health;
- Compliance with statutory requirements as a minimum;
- Assessing and controlling risks from curriculum and non-curriculum work activities;
- Ensuring safe working methods and providing safe working equipment;
- Ensuring safe access and egress
- Providing effective information, instructions and training;
- Consulting with employees and their representatives on Health and Safety matters;
- Monitoring and reviewing our systems and prevention measures to ensure they are effective;
- Setting targets and objectives to develop a culture of continuous improvement;
- Ensuring adequate welfare facilities exist throughout the organisation;
- Ensuring adequate resources are made available for Health and Safety issues, so far as is reasonably practicable.

All employees are reminded of their responsibilities as outlined in the policy and the requirements under the Health and Safety at Work Act. This means any breach of health, safety and welfare could lead to the prosecution of Governing Body and/or individual employees. Failure to comply with safety requirements could also result in disciplinary action.

3. Roles and Responsibilities

3.1. The Governing Body

3.1.1. The Governing Body is responsible for:

- The Governing Body board has ultimate responsibility for Health and Safety matters in the school, but will delegate day-to-day management and implementation to Headteacher.
- The Governing Body has a duty to take reasonable steps to ensure that staff and students are not exposed to risks to their Health and Safety. This applies to activities on or off the school premises.
- The Governing Body, as the employer, also has a duty to:
 - Ensure that Health and Safety arrangements are in place for all staff, volunteers, visitors and students in school and on off-site visits and activities.
 - Ensure the responsibilities for health, safety and welfare are allocated to specific staff, that staff are informed of these responsibilities and have sufficient experience, knowledge and training to perform the tasks required.
 - Assess the hazards and risks to staff and others affected by school activities in order to identify and introduce the Health and Safety measures necessary to manage those risks.
 - Inform employees about hazards and risks and the measures in place to remove or reduce to an acceptable level.
 - Ensure that adequate Health and Safety training is provided.
 - To take reasonable steps to make sure that the premises and grounds, equipment and materials are safe and do not put users and others at risk.
 - Ensure Health and Safety is measured both actively and reactively and sufficient funds and resources are set aside to operate safe systems at work.

- The Governing Body have allocated responsibility for Health and Safety to a nominated Governor who will report regularly to the whole Governing body on the school's effectiveness in managing Health and Safety.

4.1. The Headteacher

4.1.1. 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, the Headteacher 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 termly.
- Appointing suitable competent staff to assist in carrying out duties necessary under this policy.
- 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.

4.2. Business Manager/Director of Resources

4.2.1. The Business Manager/Director of Resources is responsible for:

- Carrying out accident and other health and safety investigations and ensuring that accidents are reported.
- Managing the advice and guidance provided by the retained Health and Safety consultant
- Ensuring regular inspections are carried out throughout the school.
- Submitting inspection reports to the Governing Body.
- Ensuring remedial action is taken where appropriate to areas highlighted during inspections and from the external Health and Safety consultant.
- Arranging for any unsafe item of furniture, fitting or equipment to be withdrawn, repaired or replaced.
- Identifying staff safety training needs.
- Day-to-day management of all health and safety matters in the school in accordance with the policy.
- Passing on information received on health and safety matters to appropriate people.
- Overseeing the school health and safety committee.

4.3. Senior Leadership Team

4.3.1. 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 managers and staff in their areas of remit.
- Acting on reports from the Headteacher or subordinate staff where health and safety welfare is a consideration.

4.4. Middle Leaders

All Middle Leaders are responsible for Health and Safety within their departments including but not limited to:

- Applying this and other school Health and Safety Policies in their own department and make sure all staff are familiar with the Health and Safety procedures for their area of work (including fire procedures, first aid, accident & hazard reporting); ensure Health, Safety and welfare for all students;
- Assessing regularly and record all risks and hazards to Health and Safety through risk assessments, make arrangements to manage the risks and record any significant findings with appropriate preventative control measures being put in place to reduce the risk to an acceptable level;
- Recording and report all accidents and incidents within their area of work, the causes are investigated and that the relevant school incident form is completed.
- Allowing Safety Representatives to carry out their function.
- Resolving any Health and Safety problems that staff refer to them or refer them to the Health and Safety Co-ordinator or Headteacher.
- Ensuring all employees including new ones, receive appropriate Health and Safety information, instruction, training and supervision.
- Ensuring individual staff are aware of their responsibilities with regard to Health and Safety.

4.5. All Staff

4.5.1. All staff are responsible for:

- Challenging and Reporting intruders;
- 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 and reporting any issues to their manager.
- Checking equipment is safe before use;
- Ensuring they are aware of safe procedures and that these are followed;

- Ensuring protective equipment is used when required by a risk assessment and safely stored or disposed of;
- Participating in inspections, visits from the retained Health and Safety consultant and the health and safety committee as appropriate;
- Taking action to remove identified hazards and bringing problems to the attention of the relevant manager.

4.6. Class Teachers

4.6.1. Class Teachers are required to:

- Know the emergency procedures with regard to fire, first aid and other emergencies.
- Ensure student to adult ratio in the classroom is sufficient and that students are always supervised appropriately.
- Ensure students' belongings are stored properly and do not present a hazard.
- Give clear instructions to students and warning as often as necessary.
- Integrate all relevant aspects of Health and Safety into the teaching process and, if necessary, give special lessons on Health and Safety in line with statutory guidance.
- Use protective equipment and guards and ensure they are used by students when necessary.
- Follow safe working procedures.
- Make recommendations to their line managers with regard to Health and Safety matters.
- Regularly check classroom for potential hazards and report all accidents and incidents defects and dangerous occurrences to their line manager.

4.7. Site Team

4.7.1. The Site Team (under the supervision of the Premises Manager) are required to:-

The Site Team are responsible for ensuring appropriate standards of Health and Safety are maintained within the premises and grounds of the school under the supervision of the Business Manager/Director of Resources.

Specific responsibilities include:

- Supervising caretaking/cleaning and where appropriate grounds maintenance staff and monitoring Health and Safety standards in their areas of activity;
- Ensuring such work is carried out safely and without risks to health, ensuring they are provided with relevant Health and Safety information including the Safety Policy and Codes of Practice.
- Maintaining the fire register;
- Liaising with contractors (cleaning, grounds maintenance and building work) to ensure appropriate 'co-operation' and 'co-ordination' between the school and the contractor as required by the Management of Health and Safety at Work Regulations and CDM 20015.
- Ensure all reasonable steps are taken to inform the contractor of the risks to their employees' Health and Safety arising out of, or in connection with, the operation of the school; in particular the risk from asbestos in the school. To ensure that all contractors who may come into contact with asbestos during their work have seen the asbestos register.

- To ensure contractors are aware of any special risks to others in the school which might arise out of their work or activity.
- Ensuring that premises defects are dealt with promptly.
- Formal maintenance and regular testing of fire alarm and emergency lighting is carried out;
- Maintenance and inspection of the firefighting equipment is carried annually by an external contractor.
- Maintenance of exit/escape routes and signage.
- Supervision of contractors undertaking hot work.
- As directed by the Business Manager/Director of Resources ensure that premises related statutory inspections are carried out as required by UK legislation
- Ensuring that intruders or other threats to staff or student wellbeing or the smooth operation of the school are effectively managed. This will include making contact with other agreed professionals.

4.8. Contractors

4.8.1. All contractors will

- Contractors will agree Health and Safety practices of the school before starting work.
- Before work begins the contractor will provide evidence that they have completed an adequate risk assessment of all their planned work and inform the Business Manager/Director of Resources and Site Team of any risks that may affect the staff, students and visitors. There is no requirement for contractors who have less than 5 employees to have a risk assessment however, they need to show they have considered Health and Safety.
- All contractors must comply with CDM 2015.
- In instances where the contractor creates hazardous conditions and refuses to eliminate them or to take action to make them safe, the Business Manager/Director of Resources and or Site Team will take such actions as are necessary to protect the safety of all staff, students and visitors.

5. Arrangements

5.1 Under the Management of Health & Safety at Work Regulations 1999, there is a requirement for all risks to health and safety to be assessed and for significant findings to be recorded.

5.2 Risk Assessments

5.2.2 The Headteacher through the Business Manager/Director of Resources will ensure that suitable and sufficient risk assessments are carried out where appropriate. Risk assessment will follow the following steps:

- Identify hazards, including potential harm from a security breach;
- 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

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

5.3. First Aid

5.3.1 There is a separate First Aid Policy which clearly sets out roles/responsibilities and actions and further information relating to first aid is contained in Chapter 5 of the Health and Safety Manual.

5.4. Accident Reporting

5.4.1 Accidents (to students, staff and visitors) are recorded using the accident reporting form and subsequently entered onto the LBH online system. More trivial accidents (resulting in no injury or minor injuries such as bruises and grazes), to students will be recorded locally. These entries must be alerted to the Headteacher.

5.4.2 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 will also be reported using the appropriate method outlined above.

5.4.3 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. All reports should be copied to the Headteacher.

5.4.4 Relevant incidents are reports to RIDDOR

5.5. Community and other Third-Party Lettings (no current lettings)

5.5.1 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.

5.5.2 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.

5.5.3 Immediately prior to use the site representative will 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.

5.6. Contractors

5.6.1 The Headteacher through the Business Manager/Director of Resources and Site Team will ensure that any contractor working on the site must be competent to undertake the work that they are doing.

- 5.6.2 All contractors working on site must be told of any hazards that they may encounter in undertaking their work, and what to do in the event of any emergencies, such as fire.
- 5.6.3 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.
- 5.6.4 Further information relating to working with contractors is contained in Chapters 22 and 28 of the Health and Safety manual.

5.7. Staff Consultative Arrangements

- 5.7.1 The Governing Body, through the Headteacher, has made arrangements for the establishment of a Health and Safety Committee (if requested by 2 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.

5.8. Emergency Planning

- 5.8.1 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.

6. Codes of Safe Working Practice

6.2. 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.

6.3. Classroom Safety

- 6.3.1 Class teachers have a duty to assist in maintaining order and cleanliness within their teaching area and will ensure the avoidance of injury to users of that area. Periodic checks will be made of the contents and fabric of the area and any defective equipment, fittings and furniture reported immediately to the Site Team and the Business Manager/Director of Resources.
- 6.3.2 Items to be checked include:
- Exits from the room are unlocked and are free from obstruction.
 - All windows closed.
 - Floors and floor coverings are undamaged and kept clear of obstructions.
 - Safety equipment (e.g. firefighting 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) will be regularly checked for damage and safely stored when not in use.

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

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

6.4.2 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 will ensure an orderly return into the school with teaching staff being ready to receive their classes.

6.5. General Staff and Student Safety

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

6.5.2 Aspects to consider include:

- Students will observe standards of dress consistent with safety and/or hygiene and the reasons will be made clear to the students, examples include, this will include the addition of a snood in the school colour, to be worn in corridors and communal areas except Dining Hall:
 - Suitable footwear for PE.
 - Wearing of earrings not permitted for PE.
 - Knives and other dangerous items will be removed from students and held by the Headteacher. The items will then be passed to our Safer Schools Officer.
 - Students will be taught to exercise personal responsibility for safety of self and classmates, this will include following social distancing.
 - Students will 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.

6.6. Manual Handling

6.6.1 Movement of heavy materials and equipment will only be undertaken by the FM team or other trained staff and, wherever possible, will be undertaken using some mechanical assistance e.g. a trolley. Procedures will 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 will 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 Site Team.

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

6.7 Work at Height

6.7.1 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. kick stools. The use of chairs, desks etc. to gain height is forbidden.
- 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 will 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.

6.8 Lone Working

- Identified tasks should not be carried out when lone working. This includes working at height and in the use of hazardous tools.

7. Staff Training and Workplace Safety

7.1 Staff Training and Information

7.1.1 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 will be available to all staff, in particular those with specific duties which involve a higher than normal risk

7.1.2 Where information and/or advice is not locally available the Headteacher will seek such information from the Health and Safety Advisor (Education)

7.2 Staff and Workplace Safety

7.2.1 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 will be borne in mind:

- Staff will know and apply any special safety measures and arrangements that exist in their working environment e.g. in the Design Technology, Science & PE/Sport area, use of ICT equipment, etc.
- Staff will observe standards of dress consistent with their duties e.g. maintaining hygiene when teaching cooking by wearing apron and tying back hair.
- Staff will exercise good standards of hygiene and housekeeping.
- Staff will know and be able to apply the emergency procedures which relate to evacuation, e.g. in a fire.

- Staff must use and not interfere with any measures provided to ensure their continued health and safety e.g. staff will 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 (Dataspire and their sub-contractors) in promoting improved safety measures.
- Staff must report any perceived health and safety failings and any defective equipment to the School Business Manager/Director of Resources immediately such defect is discovered.

7.3 Related Policies

- Supporting Students with Medical Needs Policy.
- First Aid Policy.