



Health & Safety Policy

For

Bishop Walsh Catholic School



SignedChair of Governors (on behalf of G.B) Date

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1. STATEMENT OF GENERAL POLICY

The Governing Body of Bishop Walsh School acknowledge and accept their statutory duty and corporate responsibility for the health, safety and welfare of all staff and pupils, whether on the schools premises or carrying out the schools business elsewhere. This duty also extends to ensuring that other agencies or contractors on the school premises have adequate safety policies and procedures in place.

1.1 On behalf of the Governing Body, I accept the duties and obligations imposed upon us under the Health and Safety at Work etc Act 1974, The Occupiers Liability Acts 1957-84 and will through this policy ensure, so far as is reasonably practicable, the Health and Safety of:

- a. All persons employed at Bishop Walsh School whilst they are at work;
- b. Persons other than Bishop Walsh School employees who may be exposed to risks arising out of, or in connection with, the activities of employees of Bishop Walsh School whilst they are at work.

1.2 To effectively achieve this, Bishop Walsh School will provide, so far as is reasonably practicable:

- a) Safe premises, plant and systems of work;
- b) Safe methods of using, handling, storing and transporting of articles and substances;
- c) Information, instruction, training and supervision;
- d) A safe working environment;
- e) Safe access to, and egress from, a place of work and procedures for evacuation in an emergency.

1.3 The Governing Body for Bishop Walsh School will comply with safety policies, guidance, advice and instructions issued by BCC, the Directorate for Children's Services and advice from Schools Safety Services. Bishop Walsh School will further provide, so far as is reasonably practicable, any additional codes of practice and safe systems to effectively cover all aspects of health, safety and welfare.

1.4 While this policy is written to comply with the Health & Safety at Work Act 1974, we consider the matters of pupil and staff safety and welfare to be of equal importance. Where necessary this will be expressed in specific arrangements, otherwise it is implicit in all actions and arrangements within this policy.

1.5 It is an offence under the Health & Safety at Work Act 1974 to intentionally or recklessly interfere with, or misuse, anything provided in the interests of Health and Safety

All members of staff must co-operate fully with measures the School will be taking to comply with the relevant statutory provisions and in implementing this Health & Safety Policy, in order to ensure that their working environment, together with those of their colleagues and pupils, are as safe and healthy as possible.

2. ORGANISATION AND RESPONSIBILITIES

Governing Body

Governors are responsible for the strategic overview of health and safety including that of ensuring full implementation of the Schools Health and Safety at Work Policy. **This will be achieved by ensuring there is an effective plan for safety that sets clear areas of responsibility and achievable standards for all School staff.**

2.1 The Governors consider the best means of developing and progressing this policy, thus providing effective management of health & safety, is to establish a Safety Advisory Group. The role of the Group will be to act as a communication link between the Governing Body, Head Teacher, Trade Union Appointed Safety Representatives and members of staff generally. Its terms of reference are to:

- Identify and develop practicable arrangements for health & safety
- Develop strategies/arrangements to actively monitor their enforcement
- Consider/assess any safety issues for new equipment or in anticipation of organisational change
- Ensure effective remedial action has been considered and implemented to comply with Part 3 of A1 Accident form LCA 104
- Identify opportunities for further improvement to safety arrangements
- Carry out a review of the policy and its arrangements annually and recommend necessary improvements on general strategic matters of health & safety
- Draft a brief status report to the full Governing body each year
- Bring any matter of concern relating to health and safety, that cannot be resolved through the Schools management structures or by the Head Teacher, to the immediate attention of the Chair of Governors

A clear intention is to seek continual improvement through the development of a safety culture built on a common understanding of safety and a commitment by all staff to meet their challenging goals.

2.2 Members of the Group shall include the following:

David Coleman	Governor Representative
Dawn Knott	School Business Manager
Mike Allen-Smith	Site Manager
Steve Rice	Strategic ICT Manager
David Williams	Senior Science Technician
Karren Smith	Science Technician
Name	Teacher

The School Council will be invited to attend these meetings.

Additional members will be co-opted where appropriate to discuss safety matters relating to specific areas of work. Each Group member will be confirmed annually by their respective bodies as appropriate and confirmed by a full governing body at its AGM. The Group will meet every half term or at least each term and more often at the request of one Group member, the Head Teacher or the Governing body.

2.3 Supervisory School Staff

Members of staff who manage, or supervise other staff/trainees, or are responsible for pupils/members of the public, who may be affected by work activities, have a particular responsibility for the health and safety of those under their charge.

They will carryout and/or assist in the process of undertaking a suitable assessment of the risks to health and safety arising out of or, in connection with their undertakings. These assessments shall be reviewed periodically, following accidents and in light of improved knowledge or technical change. This is the principal cornerstone of Bishop Walsh School Health and Safety Management.

Supervisory staff will instruct those under their charge/control precisely and clearly on their duties with regard to the health and safety of themselves and others, and will inspect their designated area of responsibility at periodic intervals.

2.4 Head Teacher

The Governors charge Head Teacher Mr John Farrell with the day-to-day responsibility of managing and enforcing Bishop Walsh School Health and Safety at Work Policy. Where necessary the Head Teacher will initiate, support and assist all staff in the risk assessment process and, take appropriate steps and make the final decision on any safety question where matters are unable to be resolved satisfactorily through delegated responsibility arrangements within this safety policy.

The Deputy Head Teacher will assume these responsibilities in the absence of the Head Teacher.

2.5 Health and Safety Co-ordinator

Dawn Knott is appointed by the Head Teacher to assist in the day-to-day implementation of the School safety plan. As Safety Co-ordinator her role is to ensure that other members of staff are familiar and clear as to their duties and responsibilities stated in this Health and Safety Policy. She will also be responsible for convening meetings of the Safety Advisory Group, ensuring that minutes are taken and stored in a place accessible to all interested parties. The Safety Co-ordinator will also provide/arrange assistance and support to relevant staff to ensure that their delegated safety duties are actually carried out. She will also endeavour to keep up-to-date with safety regulations and through the Safety Advisory Group initiate steps that ensure arrangements for health and safety at Bishop Walsh School conform to both current regulations and best-known practice.

2.6 Department Heads/Office Manager (Staff Leaders)

The nature of the Schools activities can be diverse from an operational point of view and essential activities and priorities may vary between key stages and subjects. Staff Leaders will be responsible for initiating/undertaking/assisting in the risk assessment process in areas and for tasks relating to pupils, members of staff and others in their sphere of operation.

They will ensure their designated Zones are inspected regularly to identify hazards and bring any concerns to the attention of the Site Manager who will inform the Head Teacher or a member of the SLT. Where significant hazards are identified a formal risk assessment process will be undertaken to determine the risk factor and what measures, if any, are needed to either eliminate or adequately control the hazard. Relevant staff will be informed of any findings that will also be recorded and filed in the School Office for audit inspection.

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In the event of a hazard presenting a significant risk to anyone in the School, steps will be taken immediately to ensure that health & safety is not compromised. This may require immediate intervention actions - such as restricting exposure to the hazard before reporting the matter to the Head Teacher or Safety Coordinator. Staff Leaders will also assist in the implementation of other safety arrangements considered necessary to comply with health & safety regulations and codes of practice as may be determined from time to time and approved by the Governing body/Head Teacher..

2.7 Classroom Teachers

Will be responsible for initiating/undertaking/assisting in the risk assessment process in areas and for tasks relating to pupils and other members of staff in their sphere of operation. They will inspect their designated areas regularly to identify hazards and raise any concerns with their line manager or a member of the Safety Advisory Group. Where significant hazards are identified a formal risk assessment process will be undertaken to determine the risk factor and what measures, if any, are needed to either eliminate or adequately control the hazard. Staff members under their charge will be informed of any findings that will also be recorded and filed in the School office for audit inspection.

In the event of a hazard presenting a significant risk to anyone in the School, steps will be taken immediately to ensure health & safety is not compromised. This may require immediate intervention actions - such as restricting exposure to the hazard before reporting the matter to their designated Staff Leaders/Head Teacher. Classroom Teachers will also assist in the implementation of other safety arrangements considered necessary to comply with health & safety regulations and codes of practice as may be determined from time to time and approved by the Governing body/Head Teacher.

2.8 Site Manager (SM)

The SM has a key role to ensure that the School premises are kept clean, secure and maintained in a safe condition. This is achieved by undertaking tasks as defined in the job description or additional tasks as determined by arrangement with the Head Teacher. The SM is also responsible for the supervision of cleaning staff, materials and any equipment they use. He will be responsible for undertaking/assisting in the risk assessment process in matters relating his work and that of other members of staff within the sphere of his work. This will include responsibility as first point of call and active liaison with contractors who are at the School premises, ensuring they comply with and are aware of health and safety policies and arrangements.

It is expected that particular work undertaken by the SM will identify quickly areas that threaten the safety of him self, pupils or other members of staff.

The SM will inspect specified designated areas regularly to identify hazards and will raise any concerns with the Head Teacher. Where necessary a formal risk assessment process will be undertaken to determine the risk factor and what measures, if any, are needed to either eliminate or adequately control the hazard. Relevant staff will be informed of any findings that will also be recorded and filed in the School Office for audit inspection.

In the event of a hazard presenting a significant risk to anyone in School, steps will be taken immediately to ensure health & safety is not compromised. This may require immediate intervention actions - such as restricting exposure to the hazard before reporting the matter to the Head Teacher. The SM will also assist in the implementation of other safety arrangements as considered necessary to comply with health & safety

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regulations and codes of practice, as may be determined from time to time and approved by the Governing Body/Head Teacher.

2.9 All other Staff

A vital role and responsibility for implementing Bishop Walsh School safety plan is that of the individual member of staff who has a statutory duty to co-operate with the Schools managers and comply with all arrangements considered necessary for the health, safety and welfare of pupils, themselves and their work colleagues.

They will assist in the process of undertaking a suitable assessment of the risks to health and safety arising out of or, in connection with their work.

In the event of a hazard presenting a significant risk to anyone in School, steps will be taken immediately to ensure health & safety is not compromised. This may require immediate intervention actions - such as restricting exposure to the hazard before reporting the matter to their line manager.

3. ARRANGEMENTS

The Governing Body will ensure that those appointed and charged with responsibility for implementing Bishop Walsh School Health and Safety at Work Policy and its arrangements will be adequately trained to fulfil their delegated duties.

Where specialist knowledge is required advice will be sought from Children's Safety Services to advise/assist directly or where appropriate identify other competent persons able to provide support.

Staff are encouraged to seek advice from their managers and/or consult the safety policy and/or Schools Safety Services for guidance on specific safety topics.

The arrangements for managing health and safety within Bishop Walsh School are designed to eliminate hazards or adequately control risks to staff and pupils are as follows:

3.1 Children's Services Safety Advisor

John Gavin is the schools designated Safety Advisor who can be contacted directly for support and advice on 07766 923269.

3.2 Staff Induction

All Teachers, new Teaching Assistants, Lunchtime Supervisors and students are assigned a mentor who guides them through the induction process. A record of the induction process will be kept (see Appendix SI). Safety policies are available through the internal school network drive.

3.3 Fire Safety

The Head Teacher will ensure a fire risk assessment is carried out to comply with the Regulatory Reform (Fire Safety) Order 2005. This assessment also sets out detailed arrangements for staff training and on procedures to be followed in the event of a fire emergency. The risk assessment will be reviewed annually or in the event of change and significant findings will be processed onto a priority action plan of remedial steps to be taken. All documentation including records of fire drills and equipment test will be retained in a Fire Safety Log in the main office.

3.4 Safeguarding/Security

The School will undertake a review of security annually. This will be undertaken by the Safety Advisory Group this will be carried out within the first half term of the autumn term over the course of a week. Findings will be recorded and progressed onto action plan of remedial measures Staff and pupils will be urged to bring any concerns they may have to the immediate attention of the Head Teacher (see Appendix SA).

3.5 Safety Training

Training needs for staff will be identified through the induction process. Future training needs will be identified through the staff development review process or in light of changed responsibilities.

3.6 Dynamic Risk Assessment

Following consultation with school staff, the Safety Advisory Group will identify and list specific work tasks where a significant risk of harm could arise. The staff consultation process and list of jobs/tasks identified will be reviewed annually (See Appendix HT)

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In order to ensure compliance with the requirement to undertake risk assessment a team of school staff have been trained in the risk assessment process and they will approve any plan for carrying out any of the listed tasks before work begins.

Staff are instructed not to undertake any of the listed tasks unless it follows a safe system of work and prior approval has been sought from a member of the Safety Advisory Group.

3.7 Good Housekeeping Safety Sweeps

Will be carried out on a continuous basis so that physical type hazards are identified as soon as possible. This will be achieved by staff teams sweeping a designated safety zone within the School and findings will be recorded on a Safety Sweep checklist annually. All meetings held should have Health and Safety as an agenda item so that H & S issues and housekeeping issues can be raised and dealt with. (see Appendix SW and SSZ).

Completed, checklists will be handed onto a member of the Safety Advisory Group to sign off and where necessary ensure appropriate action is taken or seek advice on what steps could be taken to manage any safety concerns.

Any issues raised on the Safety Sweep forms will be collated into a 'job list' (see Appendix JL) and distributed to those people who are required to action them. Completed checklists along 'job list' documentation of any remedial action taken will be retained in a Safety Sweep folder held in the School office for future audit inspection.

These arrangements will be closely monitored and checklists inspected annually by the Safety Advisory Group. Any failure to comply with these arrangements must be brought to immediate attention of the Head Teacher and Governing Body.

3.8 Grounds Safety Sweeps

Will be carried out on a continuous basis so that physical type hazards are identified as soon as possible. This will be achieved by the SM and his team sweeping designated safety zones within the playground or grounds and record findings on a checklist every term. Staff are reminded to report any issues immediately to the Safety Advisory Group. Evidence will be recorded and filed the same as 3.7 above.

3.9 Working at Height

Head Teachers/Leaders/Managers and Teachers must not instruct staff under their charge to undertake any work at height task unless a suitable and sufficient risk assessment has been carried out and approved/recorded.

Closer supervision must be exercised at all times when asking vulnerable persons to undertake work at height tasks. These will include young persons, student placements and new or expectant mothers.

All staff are **instructed** not to undertake any work at height task unless they have been authorised to do so and have been informed of the risk assessment findings, trained and instructed as appropriate.

While not an exhaustive list such work at height tasks may include the following:

- Storing and/or retrieving materials
- Placing and/or removing displays at height
- Cleaning windows and light fittings
- Maintenance tasks

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A Line Manager will be informed and will approve a plan for working at height before the task is carried out. Recorded approval/risk assessments will be passed onto a Line Manager for signature before commencing the task then filed for future staff reference and audit inspection.

All relevant staff will be informed formally of the risk assessment findings. Arrangements must be made to ensure new or temporary employees are informed of risk assessment findings before being asked to undertake any work at height task.

All access equipment will be fully inspected every 6 months by the Site Manager and a record of this retained. Authorised staff will also be instructed on procedures of how to visually check access equipment before use. This arrangement will be monitored by the Safety Advisory Group every 12 months (see Appendix **LI**)

3.10 External Educational Visits

Helen Bethell has been appointed and trained as Educational Visit Co-ordinator (EVC). The EVC will ensure all external visits are planned and detailed arrangements are recorded. This will include ensuring additional risk assessments are undertaken where necessary. As part of the planning process for external educational visits the EVC will consider whether there are any opportunities to involve the pupils in understanding how they could be harmed during the visit in order to underpin their understanding and cooperation in control measures.

3.11 First Aid

Several members of staff have been appointed and trained as first-aiders. A full list is distributed to all staff and displayed in the staffroom and the main school office. Jackie Blake Is responsible for ensuring that the appropriate number of appointed persons and facilities provided for first aid are maintained. The School reinforces the First Aid plan by providing periodic awareness training for all staff.

3.12 Accident Reporting and Investigation

Accidents involving pupils will be recorded in the first aid book which is kept in the main office. Serious accidents involving pupils will also be recorded on the Accident A1 Form then sent to CYPF Safety Services.

All accidents involving staff must be reported and recorded on the Accident A1 form and sent to CYPF Safety Services.

All A1 accidents will be reported to the Safety Advisory Group for information. Where necessary the risk assessment and procedures will be reviewed and where appropriate recommendations made to prevent any reoccurrence.

3.13 Key Duty Holders

The building duty holder/s for Bishop Walsh School are:

Fire	Mr J Farrell supported by Mr M Allen-Smith
Asbestos	Mr J Farrell supported by Mr M Allen-Smith
Legionella	Mr J Farrell supported by Mr M Allen-Smith
Statutory Testing	Mr J Farrell supported by Mr M Allen-Smith

3.14 Statutory Testing

As a result of delegated duties, Schools and other establishments are responsible for managing significant elements of building maintenance to include statutory testing on premises and various items of plant and equipment at appropriate frequencies.

This is not an option as failure to comply will contravene health & safety legislation and may result in a fine or even imprisonment of the offender.

This arrangement will be closely monitored by SM to ensure tests are carried out and results are logged. A matrix is displayed showing the ongoing status of statutory test compliance (see Appendix STM). The property log book is available for staff should they wish to see these documents. The matrix is also displayed on the VLE in the Health and Safety folder.

3.15 Asbestos Management

Recognising the absolute duty to **manage** asbestos containing materials (ACMs) effectively in the premises there will be strict compliance of the policy issued by Children's Services Health & Safety.

The Asbestos Management Survey has been consulted and a management plan has been developed to determine the likelihood of exposure during normal day-to-day activities or maintenance.

To reinforce this policy members of staff are instructed not to undertake any work that may disturb the fabric/surface finish of the building unless specifically authorised to do so by the Duty Holder who will take regard of the Landlord Approval, Asbestos Survey, Management Plan and Guidance.

Contractors will be made aware of the Asbestos Management Survey and this policy and instructed that any work they undertake has considered the possibility of disturbing asbestos. Where necessary an Intrusive Survey will be undertaken in areas to be disturbed before any work begins.

In order to prevent an unplanned disturbance of asbestos and before the fabric/surface finish of the building is disturbed a 'Permit to Work' system will be employed. (see Appendix PTW)

The Duty Holder responsible for strict enforcement of this arrangement is the Head Teacher Mr John Farrell and day to day compliance delegated to the Site Manager.

3.16 Substances Hazardous to Health

Harmful substances used in Science or Technology workshops will be subject to guidance set out within standards referred to in 3.19 below.

Where small quantities of harmful substances are used in classrooms, such as aerosols these will be used in accordance with manufactures safety advice and stored away from pupils.

All cleaning chemicals will be used and stored to comply with suppliers Safety Data Sheets and subjected to a detailed assessment to meet the requirements of the Control of Substances Hazardous to Health Regulations 2000 (COSHH 2000). (see Appendix CAS). The CASS appendix may offer a model for a range of cleaning materials used in Schools but it is critically important that appropriate staff are formally trained to be aware of and understand the COSHH 2000 risk assessments. Where chemicals other than those listed are used then a supplier data sheet must be obtained and information processed into safe use to comply with COSHH.

3.17 Electrical Equipment

All electrical equipment used in School must be authorised for use. In addition to the Statutory Portable Appliance Testing (3.14 above) staff are reminded to regularly carry out a visual inspections of electrical equipment and should any defects be identified they

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must stop using the equipment and bring concerns to the immediate attention of a member of the Safety Advisory Group.

3.18 Tools and equipment

All tools and equipment, such as paper cutters, used in classrooms will be properly stored to ensure no unauthorised or unsupervised use.

As part of the planning process for curriculum activities that involve tools and equipment, Teachers will consider whether there are any opportunities to actively involve the pupils in order that they understand better how they could be harmed using such tools or equipment. This will underpin their understanding, cooperation and ownership in control measures. All tools should be accounted for at the end of each lesson.

3.19 Science, Technology and Physical Education Departments

Each department will develop and maintain their own safety policy. Heads of Science and Technology Departments will ensure that all staff are familiar with, understand and apply safety guidance available in CLEAPSS guidance for science laboratories and BS 4163:2007 relating to Design and Technology Workshops. Ideally this arrangement should be reinforced by annual workshop training where any changes in standards or best practice can be cascaded down to staff.

As part of the planning process within science and technology Teachers will consider whether there are any opportunities within the curriculum to actively involve the pupils in order that they understand better how they could be harmed. This will underpin their understanding, cooperation and ownership in control measures.

Head of Physical Education will ensure activities are planned and organised to comply with applicable sporting standards. Staff will undertake regular training to maintain competence. All equipment used in PE is subjected to a formal inspection regime.

3.20 Visitors and Contractors

All visitors to the School must sign in and be supervised by a member of the School staff at all times. Contractors must report to the School office who will contact either the SM or Business Manager who will ensure appropriate Contractor School Rules or on larger jobs the Contractor RA (see Appendices CSR or CRA).

3.21 Cooperation Liaison with other site/tenants users

Schools can have other agencies/partners working within the School. More recently Extended Schools programmes have introduced such circumstances that include wrap around type provision with Breakfast and After School Clubs that may be facilitated by external partners. Issues that would need cooperation and liaison are likely to include Security, Fire safety and First Aid. It's really about joined up thinking and communication to ensure the questions have been considered.

3.22 Vehicle/Pedestrian Traffic

If there is any possibility of a conflict between people and traffic a risk assessment must be undertaken. Such a risk assessment would identify the critical periods of the School day where there is a significant risk of accident involving vehicles moving on the site. Control measures may need to include corridors of time when vehicles do not move and in particular at the beginning and end of the School day.

3.23 Holiday Shut Down

Many Schools have deep cleans and refurbishment work undertaken during holidays. This can often involve contractors or other staff undertaking tasks that could be

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hazardous and jobs that would fall outside the normal routines such as moving heavy furniture about.

3.24 Lone Working

Lone working is not encouraged but if staff are lone working they must follow the lone working guidance:

- No working at height or higher risk activities
- Contact arrangements – ensure BSS and member of family has been informed school in use.
- Agree latest departure time with BSS.
- Home Visits must always be carried out by two members of staff and the addresses of the visits must be known by the school. Staff must have a mobile phone with them at all times.

3.25 Safety Audit Arrangements

The Safety Group needs to determine when specific arrangements are audited. For some areas this may be twice a year others may be every 2/3 years or even self-audited by the procedures in place i.e. External Educational Visits.

3.26 Policy Review Date

Will be undertaken annually. Should any changes be made to conditions, arrangements or designated staff with responsibilities, this policy will be amended immediately. Such changes will be brought to attention of staff at the earliest possible opportunity.

