



The Federation of St Elphege's and Regina Coeli Catholic Schools



Mission Statement

With the help of God's love, the Federation of St Elphege's and Regina Coeli Catholic Schools will seek to develop the whole child. Each child is uniquely created and precious to God and it is the Federation's mission, guided by the Holy Spirit, to nurture each child's spiritual, moral and academic growth.

Inspired by the teachings of Christ we will.....

- Develop our children's faith, spirituality and joy in the love of God
- Educate our children to the highest standards thus realising their own potential
- Instil in our children the knowledge, skills and confidence to succeed and take pride in their achievements recognising we each have special gifts and talents
- Encourage everyone to be more than they thought possible, in a secure and loving environment
- Promote a caring community where we will all behave well. We will be dignified in our actions, demonstrating good manners, tolerance, kindness and generosity to ourselves and others
- Prepare our children today to become tomorrow's responsible and independent individuals equipped to face life's challenges
- Ensure our Federation is a happy, safe and welcoming place where we all enjoy learning, work hard, support one another and do our best
- Create an active partnership of love, joy and high expectations between children, parents, carers, staff, governors, parishes and the wider community



The Federation of St Elphege's and Regina Coeli Catholic Schools



Health & Safety Policy Statement

With God, all things are possible & Where there is love, there is God.

It is school policy to ensure that every reasonable step be taken to prevent injury and ill health to personnel by protecting individuals from hazards at work. This also includes pupils and visitors to the school whether it is for the pursuance of their employment or other activities.

This is approached by:

- Assessing and controlling risk as part of the day-to-day management of school activity
- Providing and maintaining safe, healthy and secure working conditions, training and instruction so that personnel are able to perform their various tasks safely and efficiently
- Ensuring that a constant awareness with regard to health and safety at work is maintained in respect of all activities within the school and during out-of-school activities
- Periodic review of the safety policy as school activities and the associated risks change

All personnel employed within the school have a legal obligation to co-operate in the operation of this policy by not interfering with or misusing equipment that has been provided in the interests of health and safety.

All employees within the school have a corresponding obligation to co-operate and comply with this policy so far as is reasonably practicable by:

- Complying with safety procedures, whether written or brought to their attention by other means for their own protection, protection of those under their supervision and others who may be affected by their actions
- Reporting any incident which has led, or could have led to damage or injury
- Assisting in any investigation with regards to accidents, dangerous occurrences or near misses

In line with the Safety Organisation set out in part 2 of this policy, it is the responsibility of all managers to ensure compliance with safety arrangements within their areas of responsibility. From time to time, safety arrangements are adopted for the control of risk and reflect the procedures, which are to be followed within the school.

Mrs F Hawkes
(Executive Headteacher)

Mr T Tamplin
(Chair of Governors)

With God, all things are possible & Where there is love, there is God.

Part Two: Safety Organisation

Objectives

2.1 The objectives of The Federation of St Elphege's Catholic and Regina Coeli Catholic Schools Health & Safety Policy are:

- To promote high standards of safety, health and welfare in compliance with the Health and Safety at work Act 1974, other statutory instruments and approved codes of practice
- To ensure that places and methods of work are safe and healthy through the arrangements set out Part 3 and others which are adopted from time to time as appropriate to changing circumstances
- To protect personnel, whether they be employees, pupils, members of the general public visiting the school or contractors and their employees from any foreseeable hazards
- To ensure adequate training, instruction, supervision and information is given to all employees in order that they may work in safety in so far as is reasonable and practicable
- To ensure a safe and healthy working environment for all personnel and that there are sufficient facilities and arrangements for their welfare
- To ensure that awareness with regards to all aspects of safety is fostered by all personnel
- To ensure personnel are aware of their responsibility to take any steps necessary in order that the health and safety of both themselves and others may be safeguarded and to co-operate in all aspects with regard to safety
- To ensure that full and effective consultation on all matters is encouraged

Responsibilities

2.2 Responsibilities of individuals within the school are as follows:

- **Board of Governors.** The ultimate responsibility for all aspects of health and safety at work within the school rests with the board of governors through the safety organization.
- **Executive Headteacher.** The Executive Headteacher is responsible for the effective implementation of the safety policy and encouraging staff, through regular monitoring, to implement health and safety arrangements.
- **Senior & Middle Leaders.** All managers are responsible for ensuring that the day-to-day requirements regarding health and safety at work are met within their areas of concern. Where any new process or operation or substance is introduced into the area of their responsibility they are to liaise with the safety advisor so that the associated risks are assessed and any precautions deemed necessary are implemented.
- **Teachers and supervisors.** The responsibility of applying safety procedures on a day-to-day basis rests with all teachers and supervisors. They will investigate all accidents in accordance with current procedures in order that the cause of any accident can be identified and remedial action taken as appropriate. They are to ensure that all new members of staff and pupils under their control are instructed to their own individual responsibility with regard to the Health and Safety at Work Act 1974 and that they frequently make inspections of their area(s) of responsibility.
- **Employees and pupils.** Employees and pupils have a responsibility to ensure that they act with all reasonable care with regard to the health and safety of themselves, other members of the school, contractors, and members of the public. They are required to co-operate with supervisors, line managers, safety representatives and the safety advisor and adhere to safety guidance given in helping to maintain standards of health and safety within the school.

- **Safety committee.** The safety committee as a whole or through individual members is to monitor health and safety performance and recommend any action necessary should this performance appear to be unsatisfactory.
- **Contractors.** It is the responsibility of contractors and their employees to read and comply with the school health and safety policy.

Risk Assessments

2.3 Responsibility for assessing and controlling risks rests with all personnel within the school. However, risk assessment and training shall be performed in consultation with the Head teacher.

Lines of responsibility and accountability

<i>Board of Governors</i>	<i>Mr T Tamplin</i>
<i>Executive Headteacher</i>	<i>Mrs F Hawkes</i>
<i>Health & Safety Committee</i>	<i>Mrs Sheila Morris</i>
<i>All employees and pupils</i>	<i>Executive Headteacher, SLT & SMT</i>
<i>Contractors</i>	<i>Ms A Cunniffe, Mr S Tosen</i>

Safety committee

2.4 The committee will meet as deemed necessary but not less than four times annually.

Terms of reference of the safety committee

2.5 Under Section 2 (7) of the Health and Safety at Work Act 1974, the safety committee has the function, in consultation with the staff and pupils they represent, of keeping under review the measures taken to ensure the health and safety at work of the employees and pupils.

Specific functions will include:

- The study of accident and notifiable disease statistics and trends, so that reports can be made to the board of governors on unsafe and unhealthy conditions and practices, together with recommendations for corrective action
- Examination of safety audit reports on a similar basis
- Consideration of safety audit reports and factual information provided by inspectors of the enforcing authority
- Consideration of reports which safety representatives may wish to submit
- Assistance in risk assessment and the development of school safety procedures and safe systems of work
- Monitoring the effectiveness of safety procedures and safe systems of work
- Monitoring the effectiveness of the safety content of employee training
- Monitoring the adequacy of safety and health communication and publicity in the school

Part Three: Safety Arrangements

Introduction

3.1 The safety arrangements set out below are for the information, guidance and compliance of all personnel in the school.

3.2 Health and safety are integral parts of management

There are key considerations, which should under-pin and facilitate educational and financial activity. Under the Health & Safety at work Act 1974 and common law, employers and employees must look after children in their care.

3.3 In carrying out their normal functions, it is the duty of all managers to do everything possible to prevent injury to individuals. This will be achieved so far as it reasonably practicable by adoption of arrangements and procedures developed out of risk assessment for control of risk.

These can be summarised as:

- Providing and maintaining safe equipment and safe systems of work
- Making arrangements to ensure the safe use, handling, storage and transport of materials, drugs, substances and other articles
- Providing the necessary information, instruction, training and supervision to ensure all personnel are aware of their responsibilities for safety
- Providing safe places of work with safe access to and access from them
- Providing a safe and healthy working environment
- Providing a system for rapidly identifying and remedying hazards
- Where hazardous conditions cannot be eliminated, providing suitable protective clothing and equipment

More specific arrangements are set out below and which will be supplemented from time to time as necessary to address new risks in the form of appendices.

3.4 All personnel have a statutory duty to co-operate in fulfilling the objectives of the board of governors and a personal responsibility to take reasonable care to ensure that their actions do not cause injury to themselves or others.

3.5 Employees are required to observe special rules and safe methods that apply to their own work and to report hazards discovered by them.

3.6 No person shall intentionally or recklessly interfere with or misuse anything provided in the interests of health and safety

Specific arrangements for health and safety

3.7 Accident reporting

Any accident or injury is to be reported to the safety advisor by the person or persons involved in the accident and entered in the accident report books (either the student accident books or the staff accident book, which are held in the schools' administration offices). The Executive Headteacher/ and or the Chair of the Health and Safety Committee are to ensure that the board of governors are informed of all accidents of a serious nature and any dangerous occurrences and where applicable follow the requirements of current legislation (RIDDOR 2013).

3.8 Accident investigation

- All significant accidents or incidents that are considered to be dangerous 'near miss' situations are to be reported to the safety advisor.
- The safety advisor is to carry out an immediate investigation into the incident in order that the cause of the accident can be identified and measures taken to prevent a recurrence.
- Investigations such as these are essential in order that accidents damage to equipment and property and losses are kept to a minimum.
- The chair of the safety committee is responsible for the co-ordination of such investigations.
- All contractors must ensure that accidents involving their personnel are reported to the school as well as their own reporting chain.

3.9 Reporting procedures

Any practice or condition that is likely to have an adverse effect on health and safety of personnel, or damage to equipment or property, is to be reported. Such reports are to be recorded.

3.10 Out of school visits and activities

All personnel that arrange or actively participate in school visits or out of school activities must follow the procedures outlined in a separate document, being extracted from the Procedure for School Visits and Out of School Activities.

3.11 Safe working procedures

The safety committee must ensure that safe working procedures detailed below are developed through:

- Assessing the tasks
- Identifying the hazard
- Defining a safe method
- Implementing the system
- Monitoring the system

Once developed, safe-working procedures must be made widely known to protect all personnel working within their area of responsibility from dangers to their health and safety.

They are also to familiarise themselves with laid down procedures and ensure that personnel under their control are fully conversant with these procedures.

3.12 Defective tools and equipment

- All defects found in hand tools; power tools or any other equipment must be reported immediately to the safety advisor with details.
- The equipment concerned is to be withdrawn from service, clearly marked and isolated in an area where it cannot be re-issued for further use until repair has been carried out.

3.13 Means of access

- When using access equipment such as ladders, crawling boards, etc., the correct equipment is to be used for the job to be undertaken. Stepladders should always be supported by an assistant.
- Always use correct routes of access. Do not use short cuts, they can result in serious accidents.

3.14 Good housekeeping

Tidiness, cleanliness and efficiency are essential factors in the promotion of health and safety. Accidents can be prevented by following the guidelines listed below.

- Keep corridors and passageways unobstructed
- Ensure shelves in storerooms are stacked neatly and not overloaded
- Keep floors clean
- Do not obstruct emergency exits

3.15 Electrical equipment

- Only authorised and fully qualified personnel are to install, repair or attempt to repair electrical equipment.
- Where 13 amp sockets are in use, only one plug per socket is permitted.
- The protective outer sleeve is not secured within the plug and the connecting live wires are visible, a qualified person is to be tasked to re-wire the plug correctly.
- Electrical equipment that is known to be, or suspected of being faulty, must not be used.
- If electrical equipment becomes faulty whilst in use it is to be isolated from the source of supply and secured so that it cannot be used until repair has been effected.

3.16 Use of harmful substances

- When using harmful substances, whether they are material or chemical substances, all personnel must ensure that adequate precautions are taken to prevent injury to health.
- No new materials or chemical substances are to be brought into use unless a COSHH (Control of Substances Hazardous to Health Regulations 1994) Assessment has been carried out and clearance given for use by the Safety Advisor. The user department is to be in possession of a Safety Data Sheet.
- Work involving lead or asbestos is not to be carried out under any circumstances without reference in the first instance to the safety advisor.

3.17 Smoking

- This school is a complete non-smoking zone

3.18 Emergency Services

- Contact the school office to phone the emergency services if required
- There are first-aiders in the school offices during the school day

3.19 Fire prevention

- 'Action to be taken in the Event of a Fire' is posted in all buildings and each room has a printed notice clearly identifying the evacuation route and assembly area to be used.
- Personnel are responsible for knowing the location of fire points and fire exits. They should also know the location of the assembly point in the event of fire.
- The most important part of fire control is prevention. It is with this in mind that all personnel are to be conversant with the fire potential of materials and substances that they use and should exercise maximum care in their use, especially those marked flammable.
- Fire evacuation procedures, fire prevention training and fire alarm testing is to be carried out in accordance with current legislation.

3.20 Visitors

- It is the duty of all personnel within the school to ensure the health and safety of all visitors to the school.
- Visitors should not be allowed to enter work areas unaccompanied and, where protective clothing is issued for a specific area or task, the same level of protection is to be afforded to any visitor proceeding to that area.

3.20 Contractors

- Contractors working within the school are required to comply with the working rules as issued by this school. Any breach of these rules is to be reported to the safety advisor.

3.21 Manual handling of loads

- Personnel are not to lift, drag, push or carry heavy or awkward loads unless training has been undertaken and risk assessments carried out.

Health and safety information and advice is available on all aspects of health, safety and welfare from the safety advisor.

Additional arrangements will be appended as they are developed from risk assessments carried out in accordance with this policy.

This policy should be read in conjunction with the School's Critical Incident Policy.

Updated by Alison Cunniffe – September 2016

Approved by GB – November 2016

To be reviewed annually by Health and Safety Committee.

With God, all things are possible & Where there is love, there is God.