

HEALTH AND SAFETY POLICY

‘Seek Ye First the Kingdom of God...’

Matthew 6.33

SECTION A: Introduction

- 1.1 This is a statement of Organisation and Arrangements (Code of Practice) for St Patrick’s Catholic College. This does not replace the Education Department’s safety policy, but is in addition to it for the benefit of teaching and non-teaching staff, pupils, parents, visitors, contractors and all those on school sites. Copies of these documents, along with other Codes of Practice and information on health and safety matters will be found in the school’s Policy folder.
- 1.2 This statement deals with those aspects delegated to the School Governing Body over which the Head Teacher has control, and covers safety associated with the building structure, plant, fixed equipment and services for which other officers of the authority also have responsibility. It has been produced in full consultation with the LA; it describes how the Head Teacher is discharging responsibilities in respect of employees, pupils, visitors and others who are present on school premises. It also describes the internal organisation, management and discipline of the school in accordance with the Articles of Governance.
- 1.3 **Education Department Safety Policy** – attention is drawn to the general policy of Stockton Borough Council with respect to the safety, health and welfare at work of all employees. This school policy must be read in the context of the Education Department’s policy.
- 1.4 **School Policy** – The promotion of the safety, health and welfare of staff and pupils is considered to be a mutual objective for the LA, Governors, Head Teacher and staff. It is therefore the school’s policy, so far as reasonably practicable, to take the necessary steps to ensure the safety, health and welfare of its staff and pupils, and also the public and visitors.
- 1.5 The aim of the statement is to ensure that all reasonable practicable steps are taken to secure the safety, health and welfare of all persons using the premises, and in particular :
- a) To establish and maintain a safe and healthy environment throughout the school;
 - b) To establish and maintain safe working procedures among staff and pupils;
 - c) To make arrangements for ensuring safety and absence of risks to health, in connection with the use handling, storage and transportation of articles and substances;

- d) To ensure the provision of sufficient information, instruction, training and supervision to enable all people working on site and pupils to avoid hazards and contribute positively to their own safety and health at work;
- e) To maintain a safe and healthy place of work and safe access to and from it;
- f) To formulate effective procedure for use in case of fire, bomb alert, and other emergencies which require evacuation of the school premises;
- g) To lay down procedures to be followed in case of accident;
- h) To provide and maintain adequate welfare facilities;
- i) To make special arrangements to ensure the health and safety of any disabled person using the school site.

1.6 The Head Teacher has the overall responsibility for the application of the school safety policy. However, staff within the school are responsible for implementing and maintaining compliance with the school safety policy in the areas for which they are responsible. The responsibilities of teaching and non-teaching staff are set out in the following section.

SECTION B

RESPONSIBILITIES

- 2.1 **General responsibilities** – Under the Health and Safety at Work etc Act, 1974, the LA has a partnership with the Governors/Head Teacher when considering the overall responsibility for health and safety. The Governing Body also has a monitoring role on health, safety and welfare issues and responsibility under the Health and Safety at Work etc Act 1974, for delegated functions.
- 2.2 **The Head Teacher’s Responsibilities** – The Head Teacher is the “de facto” manager and budget holder of the premises and is responsible for this policy being carried out on the premises at St Patrick’s Catholic College.
- 2.3 The Deputy Head will oversee the welfare, health and safety matters, but on a day-to-day basis the School Business Manager should, in liaison with the Site Supervisor:
- a) Be the focal point for day to day references on safety and give advice or indicate sources of advice;
 - b) Co-ordinate the implementation of the safety procedures in the school;
 - c) Maintain contact with outside agencies able to offer specialist advice;
 - d) Report all known hazards to the Head Teacher, who should then inform the Local Authority and/or the Governing Body and stop any practices or the use of any plant, tools, equipment, machinery etc he considers to be unsafe, until satisfied as to their safety;
 - e) Make recommendations to the Head Teacher who should, in turn, make recommendations to the Local Authority/Governors as appropriate for additions or improvements to plant, tools, equipment, machinery etc which are dangerous or potentially so;
 - f) Make or arrange for investigation of premises, places of work and working practices on a regular basis, and ensure that he is kept informed of accidents and hazardous situations;
 - g) Review from time to time :
 - a. The provision of first aid in the school;

- b. The emergency provisions regarding fire, bomb alert and the evacuation of people with disabilities; and make recommendations for improving the laid down procedures.
- h) Review regularly the dissemination of safety information concerning the school;
- i) Recommend necessary changes and improvements in welfare facilities;
- j) Inform the Governors from time to time of the safety procedures of the school, and provide them with up to date reports and safety issues;
- k) Monitor the school policy on health and safety procedures and update them as new information is supplied by Stockton Borough Council.

2.4 Heads of Faculty / Department – The Heads of Faculty/Department are responsible for inspecting specialist accommodation to maintain a suitable level of health and safety. Should he/she lack the resources to maintain the required standard of health and safety within the curricular area, the matter should be communicated in writing to the Head Teacher.

All booklets and information concerning health and safety are passed to the relevant Head of Faculty/Department who should ensure that they and their colleagues are fully conversant with the health and safety rules and the literature pertaining to their particular situation issued by the local authority. It is the Head of Faculty/Department's duty to ensure that all such literature is readily available and, where practicable, displayed in prominent locations in the working environment.

Health and safety information warning of hazards and dangerous practices should be displayed in prominent positions in working areas. It is indeed a health and safety requirement that this is done.

Heads of Faculty /Department are responsible for producing a safety statement, including safety procedure and practices which are a supplement to the main policy. They will be brought to the attention of staff and pupils under his/her charge, and posted in a prominent position. A sample of the Safety Statement relevant to the different curriculum areas can be found in the appendices.

Any training requirements necessary to ensure the continuing safe working practice of the department should be identified, and reported to the designated person who will ensure that all identified training needs are met by undertaking recognised training courses.

Any staff member requiring further information on health and safety should address enquiries to the Head Teacher.

2.5 Teaching and non-teaching staff holding posts/positions of responsibility

These staff :

- a) have a general responsibility for the application of this safety policy to their own area of work, and are directly responsible to the Head Teacher and School Business Manager and Head of Department, as appropriate, for the application of existing safety measures and procedures within that department/area of work. Advice or instructions given by the Authority and the Head Teacher, including the relevant parts of this statement, shall be observed;

- b) shall, where necessary, establish and maintain safe working procedures in their area of work, including arrangements for ensuring, so far as is reasonable practicable safety and absence of risks to health in connection with the use, handling, storage and transport of articles and substances (eg. chemicals, boiling water, duplication fluid, guillotines);
- c) shall make every effort to resolve any health and safety problem in their area of work which any member of staff may refer to them, and refer to any of these problems for which they cannot achieve a satisfactory solution within the resources available to them;
- d) shall carry out a regular safety inspection of the activities for which they are responsible and, where necessary, submit a report to the Head of Faculty /Department, and/or the Head Teacher;
- e) shall ensure, so far as is reasonably practicable, the provision of sufficient information, instruction, training and supervision to enable other employees and pupils to avoid hazards and contribute positively to their own safety and health at work;
- f) shall, where appropriate, seek the advice and guidance of the relevant Adviser or Officer of the authority;
- g) shall report to the Head of Faculty/ Department, Deputy Head and/or the Head Teacher requirements for safety equipment and additions or improvements to plant, tools, equipment or machinery which are dangerous or potentially so;
- h) shall ensure that all cleaning materials used by the school are locked away in special stores when not in use.

2.6 Special obligations of class teachers – *the safety of pupils is the responsibility of class teachers, because teachers have traditionally in law carried responsibility for the safety of pupils when they are in charge.*

If, for any reason, e.g. the condition or location of equipment, the physical state of the room or the splitting of a class for practical work, a teacher considers he/she cannot accept this responsibility, he/she should discuss the matter with the Head of Department, Deputy Head the and/or the Head Teacher before allowing practical work to take place.

Class teachers are expected:

- a) To exercise effective supervision of the pupils and to know the emergency procedures in respect of fire, bomb alert, evacuation of people with disabilities and first aid, and to carry them out;
- b) To know the special safety measures to be adopted in their own teaching areas and to ensure that they are applied;
- c) To give clear instructions and warning as often as necessary;
- d) To personally follow safe working procedures;
- e) To identify the need for protective clothing, guards, special safe working procedures etc, where necessary;
- f) To make recommendations to their Head of Department, e.g. regarding the safety of equipment and additions or improvements to plant, tools, equipment or machinery which are dangerous or potentially so.

- 2.7 All staff have a duty to ensure their own safety and the safety of those around them including colleagues, visitors and pupils. This means your actions should not place you, or others, at risk and that you should report immediately any defect in buildings, equipment or procedures to the member of staff.

Obligation of all employees – The Health and Safety at Work etc Act 1974 states:

“It shall be the duty of every employer while at work:

- (a) to take reasonable care for the health and safety of himself or herself and of any other persons who may be affected by his acts or omissions at work; and
- (b) as regards any duty or requirement imposed on his/her employer or any other person by or under any of the relevant statutory provisions, to co-operate with him/her so far as it is necessary to enable that duty or requirement to be performed or complied with”.

In addition, further duties are contained with the Management of Health and Safety Regulations 1992, which require employees to tell their manager or employer of any shortcomings in health and safety arrangements; and to advise them of any risks identified as being of serious, immediate danger.

“No person shall intentionally or recklessly interfere with or misuse anything provided in the interests of health, safety or welfare in pursuance of any of the relevant statutory provisions”.

In order that the laws be observed and responsibilities to pupils and other visitors to the school are carried out, all employees are expected:

- (a) to know the special safety measures and arrangements to be adopted in their own working areas and to ensure they are applied;
- (b) to observe standards of dress consistent with safety and/or hygiene;
- (c) to exercise good standards of housekeeping and cleanliness for activities within their control;
- (d) to know and apply the emergency procedures in respect of fire and first aid;
- (e) to use and not wilfully misuse, neglect or interfere with things provided for their own safety and/or safety of others;
- (f) to co-operate with other employees in promoting improved safety measures in their school;
- (g) to co-operate with the appointed safety representative within the school, the Safety Officer for Stockton Borough Council and the Enforcement Officer of the Health and Safety Executive.

2.8 The Pupil

The pupils are expected:

- (a) to exercise personal responsibility for the safety of themselves and their class mates;
- (b) to observe standards of dress consistent with safety and/or hygiene (this would preclude unsuitable footwear, and other items considered dangerous);

- (c) to observe all the safety rules of the school and in particular the instructions of teaching and non-teaching staff given in emergency;
- (d) to use and not wilfully misuse, neglect or interfere with things provided for their safety.

NB: All pupils and parents should be made aware of the contents of this section and of other rules/expectations. Parents are asked to ensure that children do not bring items to school which are hazardous or dangerous. If such items are found by any member of staff, they will be confiscated and the parents asked to visit the school to collect them.

Pupils with disabilities, e.g. visually handicapped, hearing impaired etc. – where it is identified that a pupil(s) are in requirement of special needs, it is a duty that these requirements are met, e.g. teacher training, specialist equipment, means of access/egress.

2.9 **Before school** – Parents are requested to ensure that children arrive at school from 8.20am and leave the premises at the end of the day at 3.20pm as possible. Pupils who arrive early or leave late may contact any member of staff in an emergency. On wet days, pupils are to arrive at school at 8.20am as possible and shelter in designated wet areas.

2.10 **Supervision at break times** – The mid session breaks are legally deemed as directed time. The procedure is clearly defined in “Definition of Duties”. The rota of supervision is designated by the Head Teacher, as is reserve cover.

No children should be allowed to practice activities in high risk teaching areas unless personally supervised by a teacher, and in certain practical areas by a teacher qualified in that subject. Duty teachers are not expected to cover such activities.

Lunchtime duties – staff and supervisors, the Head Teacher and Deputy Head will:

- (a) check weather conditions and decide if in/outdoor break is appropriate;
- (b) ensure pupils gather in appropriate wet areas;
- (c) delegate specific supervisors to those areas;
- (d) deal with all misbehaviour during the lunchtime period, referring to teaching staff where necessary;
- (e) perform all clerical duties related to the post, e.g. accident reports etc.;
- (f) obtain supply cover in the absence of a supervisory assistant;
- (g) Liaise daily with the Head Teacher or Deputy Head after the lunch time period. The Head of Year is seen when appropriate, and the Leadership Team is absolutely necessary;
- (h) in the event of an accident, supervisors will either obtain assistance or escort the injured person to the medical room, where office staff, the first aider and senior members of staff will assume responsibility.

All telephone/emergency contact numbers can be accessed via the office.

Dining hall supervision –

- (a) Pupil(s) should be assembled in an orderly manner and a cleanliness inspection made prior to moving to the dining hall, or agreed eating area(s).

- (b) The Duty Teacher and supervisory assistants will supervise the whole of the dining hall for as long as pupils are present;
- (c) The Duty Teacher and supervisory assistants will control and maintain reasonable levels of noise, good order and table manners;
- (d) The Duty Teacher and supervisory assistants will deal with any accident and ensure that hazards from spillage, breakage, sickness etc are kept to the minimum and dealt with immediately.

2.11 Break and lunchtime

- (a) To ensure the safety of the pupils at all times, staff on duty should check that all classrooms and corridors are vacated, unless pupils are supervised by a member of staff, and supervise the school grounds;
- (b) Ensure that all pupils are behaving in a sensible and safe way;
- (c) Note new pupils and help them settle in;
- (d) Report breakages and hazards to the form tutor, School Business Manager or Site Supervisor depending on the nature of the breakage or hazard;
- (e) Control the supervision of toilets.

2.12 Discipline

- (a) During the lunch time period, the Head Teacher has responsibility for the conduct of the duty staff, the safety and well being of all pupils and the encouragement of a happy and relaxed atmosphere in which to return to lessons.
- (b) Punishment must be fair and is normally a form of “time out” or “restriction” of privileges.
- (c) Give as few orders as possible; try to keep a quiet calm level voice and do not threaten punishment unless it is intended to carry it out.
- (d) In cases of persistent disobedience, rudeness and serious misbehaviour, pupils will initially be reported to and dealt with by the staff on duty/SLT.

2.13 Supervision after school

Bus/coach duty

- (a) The SLT should be on duty at the end of school. They must be present at 3:20pm at designated areas around the front and the side of the school.
- (b) The most senior member of staff on duty is deemed to be in overall charge and should deploy members of the team such that the loading of buses can be supervised at once;
- (c) If pupils are not collected, the member of staff should inform the office of the bus(es) that is/are yet to arrive or if pupils have missed the bus. Duty staff must wait until the bus arrives or alternative arrangements have been made. This duty is deemed to finish when the last bus load has departed;
- (d) No pupil should be kept in detention after school unless a formal evening detention has been arranged in advance. This is done by letter, text or by phone call giving the parents 24 hours notice of the detention;
- (e) Special care must be taken to ensure that no child leaves the school until the end of the school day. The exception to this would be where they have special permission to sign out of school.

2.14 Visitors

- (a) Regular visitors and other users of the premises (e.g. parent helpers/delivery people from specific companies) should be required to observe the safety rules of the school. In particular, parents helping out in school should be made aware of the health and safety arrangements applicable to them through the teacher to whom they are assigned. All visitors should report to and sign in at the reception. Similarly, they should sign out prior to departure from the premises;
- (b) If any member of the public refuses to leave the premises, or is constituting a nuisance, dial the police and request immediate assistance.

2.15 Reporting defects

- (a) Any teacher or adult, or pupil discovering a defect in the building should report the matter to the Site Supervisor or School Business Manager. He/she should take immediate steps to render the area safe or out of bounds and should contact the Building Surveyor. He/she should inform the Head Teacher of his/her action.

2.16 Defects in equipment

- (a) Any defective equipment should be taken out of use immediately and the Site Supervisor informed. The Site Supervisor should inform the Head Teacher about the repair or replacement of the item.
- (b) Repaired equipment should be checked by the designated person before being brought back into action.

2.17 Information

- (a) All Stockton Borough Council and Health and Safety circulars are referred to within the school's weekly bulletin and notices. A complete file of all such documents is maintained for reference and available to all staff in the Site Supervisor's office.

2.18 Electrical safety

- (a) The Stockton Borough Council policy dealing with electricity at work has been implemented within these premises. A recent survey has been completed.
- (b) The regulations governing the renewal of the school's Public Entertainment License, where applicable, ensures an annual check of electrical safety of earth leakage circuit breakers, emergency exit signs, fire alarms etc, to meet current legislation by the Environmental Health Department and Fire Brigade.
- (c) Residual current devices will be tested by a nominated person, the results of which being recorded by the Site Manager.

2.19 PROCEDURES FOR REPORTING ACCIDENTS

Accidents not involving personal injury – Where an accident or potentially dangerous situation occurs, it is essential that follow up action is taken to prevent possible recurrence of the situation, with more drastic consequences. The action taken in the first instance should be to inform the Head of Department or, if deemed necessary, the Head Teacher or Deputy Head of the problem. It is then the responsibility of this individual to follow the problem through to achieve effective action. On occasions, a dangerous situation will be highlighted during a routine self monitoring exercise. At

other times, it may well be that an incident where personal injury was narrowly avoided would be the catalyst for health and safety action.

2.20 Accidents involving personal injury – Any incident involving personal injury will be followed up by the procedures already established by the local authority. If the incident involves a child during lesson time, it is the immediate duty of the supervising teacher to create a safe situation, thereby obviating the potential for further injury. To this end, it is vital that the teacher in charge of the situation should be aware of the health and safety requirements of that situation. It is evident therefore that in specialised situations involving chemicals or plant, a teacher not qualified to supervise work in such situations should not undertake practical work in the absence of specialised staff. ***Classes should not be left unsupervised whilst an injured party is being dealt with. The member of staff in charge should arrange for the teacher on duty to be contacted via the office.***

The member of staff in charge of the situation at the time of the incident will obtain and fully complete the appropriate accident form from the Head Teacher's office. Whilst the form is straightforward enough to complete, staff should ensure that the information noted is accurate and as informative as possible.

The accident record book is in the staffroom. If accidents occur, an accident report must be completed in accordance with the LA requirements.

Depending upon the severity of the accident, you must inform Education (Health and Safety) Section immediately by telephone and the HSE within 24 hours.

The administration of medicines in schools will be as laid down in the school policy based on Welfare, Health and Safety circulars.

2.21 In case of accident

- (a) If the accident is of a minor nature, deal with it as a first aid case and follow the procedures laid down in the First Aid Policy.
- (b) In serious or doubtful cases, call an ambulance (999) and attempt to contact the parent/emergency contact. A pupil must be accompanied to hospital by a parent or member of staff. In the latter, parents must be informed as soon as possible. An accident report must be completed.
- (c) All accidents must be reported, noted in the accident book and an accident report completed in line with procedure. Do not hesitate to call an ambulance if in doubt about the seriousness of the injury to visitors, pupils, adults or staff.

SECTION C

GENERAL ARRANGEMENTS

3.1 First aid – first aid will be in accordance with Stockton Borough Council guidelines and is detailed in the school's First Aid Policy.

3.2 First aid provision – The Medical Room is located near the Learning Manager's office. The school is mindful of the need to provide

basic first aid facilities for staff and pupils. Locations of First Aid supplies are detailed in the First Aid Policy.

Medical Room

- a) The school Medical Room should contain chairs to be used as required.
- b) First aid supplies are also kept in this room for the use of the first aiders.

School trips and field courses

- a) First aid supplies are available to be taken by staff in charge of outside school trips or field courses as deemed appropriate.

Responsibility

- (a) The designated first aider(s) can be contacted through the General Office.
- (b) Disposable gloves and aprons should be used in line with hygiene guidelines.
- (c) Emergency services – telephone 999.

SECTION D

FIRE

- 4.1 Fire drills/bomb alerts are held during the school year. It is the nature of the drills that they occur without warning to staff or pupils. In the fire drill or emergency procedures, special consideration is given for the evacuation of pupils/staff/visitors who may be disabled. This achieves two objectives in that a degree of realism is present in the exercise and equally the results of the exercise can be assessed more accurately and measures taken to improve future performance.

Pupils are instructed in their first week at the school and at regular intervals thereafter, as to the exact procedures to follow in the event of a drill or emergency. This work is done during tutorial time when attention is also drawn to the fire drill/bomb alert notices displayed in each room in the school. At this time, the importance and seriousness of the fire drill/bomb alert is stressed to pupils. The possible consequences of vandalism and the deliberate activating of alarms are discussed with tutor groups.

Responsibility for administration of the fire drills/bomb alerts rests with the Health and Safety Officer, who has been appointed by the Head Teacher to undertake this task. All members of staff participate in fire drills/bomb alerts and report to year heads or the appointed person for the purpose of checking pupils.

4.2 General fire safety

The School Business Manager and Site Supervisor, in liaison with the Head Teacher, will ensure the following:

- Escape routes – all doors to be unlocked when the premises are in use.
- Fire doors – must never be fastened open, must never be obstructed by desks etc. which impede exit.
- Fire extinguishers to be serviced annually.

- Fire alarms – Head Teacher and/or designated person will activate during drills. The period of drills will be one every term.
- Fire alarm – break glass – where provided, they are shown in appendix 2.0. Alarm break points are tested weekly and records are kept by the Site Supervisor.

4.3 Alarm

- (a) Sound the alarm by breaking the glass of the alarm system. Report source of fire/bomb to the Head Teacher.
- (b) The alarm is connected to security and surveillance centre in SBC. This automatically sends the fire brigade. If this is a false alarm then the Finance Officer calls the security and surveillance centre to inform them that the Fire Brigade are not required.
- (c) Inform Head Teacher at the earliest opportunity

4.4 Action

- (a) Tutor groups on the yard or field will proceed by the nearest safe route to the assembly point in the playground.
- (b) Pupils will exit by the most convenient door according to the situation of the fire and proceed to the assembly point. All pupils groups go their assembly point.
- (c) No person is allowed to re-enter the building until it is declared safe.

Notices with regard to fire procedure/bomb alerts and escape routes are clearly posted in all rooms and should be followed. The procedures are included in this policy.

SECTION E

5.1 GENERAL INFORMATION

Specialist advice can be obtained from:

- Education Department (Health and Safety) section, Stockton Borough Council
- Incident Contact Centre
- Other persons responsible for :
 - Staff safety training - Stockton Borough Council/Governing Body
 - Carrying out safety inspections
 - Education Department (Health and Safety) in the first instance, assisted by Occupational Health, Safety and Welfare Services, Education Advisory Services, Health and Safety Executive
- Recording and investigating accidents – Head Teacher (initially)
- Maintenance of buildings, plant and equipment for delegated budget and voluntary aided schools – as laid down in the Local Management of Schools documentation

5.2 OTHER EQUIPMENT

Boiler house –Site Manager

Kitchen – Cook Supervisor/Assistant Cook – manual of inspection of the use, planning and cleaning of machinery and heavy equipment. The Cook Supervisor or Assistant Cook are responsible for contacting Stockton Borough Council if any defects are found. An approved contractor will be appointed for the maintenance of appliances, audio visual equipment etc.

5.3 COSHH – Control of Substances Hazardous to Health Regulations 2002

Under the COSHH Regulations, all staff have a duty to prevent or control exposure of employees or pupils and visitors to the premises to substances hazardous to health.

The master set of COSHH assessment records will be kept in the Health and Safety file. Copies of relevant assessment will be issued to individual departments/personnel.

No new substances may be brought into school without carrying out a full COSHH assessment. This is a legal requirement. All substances in use must be approved by the Education Department (Health and Safety) section by telephone before being used.

All materials will be purchased through recognised scientific suppliers who provide hazard data sheets and/or appropriate labels with each substance purchased. A copy of any hazard data sheet so obtained must be passed to the Health and Safety Officer for filing with the COSHH assessments. It is the school's responsibility as purchaser to obtain any hazard data sheet and these must be requested as part of any order.

If there is a change to a scheme of work, the staff involved must ensure that the Health and Safety Officer is informed in writing of any COSHH assessments required, and that all relevant safety warnings are included on pupil's worksheets etc.

Departments holding stocks of hazardous substances, e.g. Science, Art, Technology, Office, Caretaker, Grounds Staff, Cleaners and Kitchen Staff are subject to undertaking their COSHH assessments, and are required to check stock on a regular basis (at least annually), and list for disposal all substances no longer required. Flammables (e.g. aerosols) should be stored in locked flammable cupboards which are suitably marked in accordance with the Safety Signs Regulations 1980. All hazardous substances and containers will be labelled and have tops on.

All members of staff (teaching and non-teaching) must make proper use of control measures and personal protective equipment, and report any defects to the Head Teacher.

All COSHH assessments must be reviewed on a regular basis or whenever there is a change in circumstances concerning use.

In all work with their pupils, staff must bring any relevant safety procedures to their notice.

Whilst we do not discourage pupils from bringing substances from home, a stringent check is kept on the type and amounts to use, to comply with the Regulations.

COSHH assessment records – To comply with the 2002 COSHH Regulations, a full survey of the premises at St. Patrick’s was carried out in January 1996 to assess which products may be harmful.

Relevant assessment records have been circulated to all staff and are available for reference in the Health and Safety file. This is an ongoing procedure and all staff have been made aware of assessment records and data sheets.

- 5.4 **Educational visits** – No teacher/member of staff must take pupils off school premises without specific insurance cover, as governed by current requirements. A travelling first aid kit must be taken on all outdoor visits.
- 5.5 **Sports activities** – To be undertaken in accordance with Stockton Borough Council Education Guidelines.
- 5.6 **Maintenance of Physical Education equipment** – To be undertaken in accordance with Stockton Borough Council Education Guidelines.
- 5.7 **Supervision of physical activities** – To be undertaken in accordance with Stockton Borough Council Education guidelines.
- 5.8 **Repair, maintenance and upkeep of building** – The District Buildings Officer is responsible for ordering building and other similar work in premises used by the Council, as laid down in Section 4 of the local management of schools (buildings) manual. Contractors working on Stockton Borough Council premises must comply with any appropriate legislation and any Council rules governing these particular premises. To this end, contractors will agree with the Head Teacher what working arrangements will be applied before starting work. Co-ordination and co-operation between all parties will be required in order to reduce any risks involved.

Where possible, prior to the Contractors staff starting on site, designated routes for the movement of vehicles should be planned to reduce the risks to other persons.

They will also be required to report to the person in charge of the premises all accidents and injuries which occur on the premises, whether such accidents involve injury to their own staff or to other persons on the premises.

- 5.9 **Notification of dangers when work is in progress** – the following procedures should be followed :
 - (a) in the event of danger, the Head Teacher should take any steps deemed necessary to exclude persons from the danger until such times it is rectified;
 - (b) the contractor should be told what the Head Teacher has identified as dangerous and has to be done to ensure that persons are not endangered;
 - (c) where work has been ordered by the District Buildings Officer, the matter should be reported to the Diocese/Clerk of Works/Principal Building Surveyor;
 - (d) in cases of less urgent nature, the Head Teacher of the building should discuss the problem with the contractor’s representative on site and, if possible, agree a solution;
 - (e) the Diocese/Clerk of Works/Principal Building Surveyor should always be consulted or notified on the apprehended danger and what is being done by the contractor to avoid it.

- 5.10 **Manual handling operations** – Manual handling assessments for the handling of articles, persons and animals will be undertaken by the appropriate Head Teacher/Head of Department and the assessments will be retained by School Business Manager.
- 5.11 **Personal protective equipment** – the provision of personal equipment will be determined by the appropriate Head of Department and agreed with the Head Teacher. This will be done in line with the LEA policy and guidance note.
- 5.12 **Provision and use of work equipment** – wherever possible, any equipment provided for use at work will be purchased to meet an appropriate CE mark or relevant British Standard, in line with the LA policy and guidance note.
- 5.13 **Display screen equipment** – display screen equipment users will be entitled to eye and eyesight tests via Stockton Borough Council Personnel Department, in line with council policy and guidance note. Work stations and working arrangements/training will be in line with the appropriate LA policy and guidance notes.
- 5.14 **Electricity at Work issues** – all portable electrical equipment will be examined on a 12 monthly programme using the Commercial Department's electrical maintenance unit as the competent adviser to the department. The examination of the fixed equipment, i.e. from the wall socket to the mains board, rests with the County Buildings Officer.
- 5.15 The use of personal electrical equipment will be at the discretion of each individual premises/Line manager. The Head Teacher reserves the right to insist that any personal electrical equipment is examined and tested in accordance with 5.14 above, with any cost involved being the responsibility of the individual concerned. Unsafe equipment will be removed from the premises.
- 5.16 **Use of school equipment by contractors** – employees who are in charge of such equipment must not lend it to contractors who are not employees. The contractors are expected to supply any/all equipment needed to complete the work safely.
- 5.17 **Repair and maintenance of premises** – The importance of a safe environment for all those using the school premises cannot be over emphasised. All damage or areas of potential hazard are reported to the designated person. The designated person and the Head Teacher of the school liaise carefully in order to continually monitor the state of the school buildings; its contents and the school grounds. Any lack of maintenance is promptly reported to the maintaining authority or, if appropriate, the governing body.
- 5.18 **Consultation with union representatives** – the health and safety concern of the school extends to all staff and users of the school. Each union with members employed at the school is invited to nominate a union representative whose role is to meet with the Head Teacher on matters of health and safety. At such meetings, the Head Teacher is able to explain the management implications of health and safety, as it affects the working conditions of the staff, with the particular aim of gaining acceptance of practices designed to improve the health and safety of the whole working environment. These meetings also afford the opportunity for the views of individual staff to be communicated to senior management, and can result in the review of health and safety procedures currently practised. At such meetings, directives issued by the unions with regard to health and safety can be communicated to the Head for discussion.

5.19 **Community use** – Under the 1986 Education Reform Act, the Head Teacher and Governors recognise that community use of premises will be required, e.g. Adult Education/Youth Service and Community Groups. Such groups attention will be drawn to the detail of this safety policy, with which they will be required to comply with so far as it affects their operations. Safety provisions over and above those contained in this safety policy may be appropriate for particular common use activities and each group will be responsible for producing their own safety procedures which complement those in existence within the school.

5.20 **Self help projects on education premises** – As per LA policy and notification procedure set out in Section (i) of Local Management of Schools (Buildings) documentation.

5.21 **Infectious diseases** – the school will take all reasonably practicable precautions in accordance with the requirements of the Health and Safety at Work etc Act 1974, to protect all persons on the premises. The school policy and hygiene guidelines will be adhered to. *Pupils and staff should be familiar with these arrangements.*

5.22 **Conclusion**

The whole staff are committed to make these arrangements work. This will ensure, so far as is reasonably practicable, that working conditions are safe and without risks to health, and that the working life of everyone is accident free.

If an Improvement or Prohibition Notice is served by an Enforcement Officer (e.g. the Health and Safety Executive), the Head Teacher should immediately advise the Director of Education and Stockton Borough Council's Occupational Health, Safety and Welfare Section. If a Prohibition Notice is issued with immediate effect, the activities specified will cease forthwith.

5.23 **Future safety policy**

(a) This document is not a finite statement of policy. It will require regular consideration and revision where necessary. It cannot include all items necessary to achieve safe working conditions and due consideration must be given by all employees to the statutory requirements and internal arrangements which can, and will, help the achievement of a safe and healthy place to work.

(b) The Head Teacher will be responsible for ensuring that suitable assessments are undertaken and will action issues as appropriate when dealing with the following :

- i. recording the assessment
- ii. preventative and protective measures
- iii. health and safety arrangements
- iv. health surveillance
- v. procedures for serious and imminent dangers and for danger areas
- vi. information for employees/temporary workers
- vii. co-operation and co-ordination
- viii. training

5.24 **Safety officers**

Safety Officers of the Education Department (Health and Safety) Section have the right to stop any activity on Diocese or Council owned property if it is, in their opinion, giving rise to imminent danger. The work/activity will not be allowed to restart until such time that the cause of the danger is removed or rectified.

Any member of staff noticing a failure to comply with this statement of organisation and arrangements, or other guidance/advice issued by the Authority or Head Teacher in pursuance of the safety policy should immediately report the circumstances to the Head Teacher/Deputy Head. The Head Teacher/Deputy Head should then initiate appropriate remedial action. If it proves impossible for the Head Teacher to resolve the matter, he/she should then report the matter to the Chief Education Officer (Personnel and Administration) at Stockton Borough Council.

Hazardous situations should also be reported immediately and the same procedure followed.

Suggestions by any member of staff to improve standards of health and safety are welcomed by the Head Teacher and Governors.

5.25 Review

A review of all procedures, particularly those in Section E, will take place each year in time for the commencement of the new academic year.

FIRST AID PROCEDURES

‘Seek Ye First the Kingdom of God...’

Matthew 6.33

The **First Aid procedure** at St Patrick’s Catholic College is in operation to ensure that every student, member of staff and visitor will be well looked after in the event of an accident, no matter what that accident may be. It is emphasised that the **team** consists of **qualified First Aiders** and **not** trained doctors or nurses. In the event of an accident all members of the school community should be aware of the support available and the procedures available to activate this.

The purpose of the Policy is therefore:

- To provide effective, safe First Aid cover for students, staff and visitors.
- To ensure that all staff and students are aware of the system in place.
- To provide awareness of Health & Safety issues within school and on school trips, to prevent, where possible, potential dangers or accidents.

NB The term FIRST AIDER refers to those members of the school community who are in possession of a valid First Aid at work certificate or equivalent.

FIRST AIDERS will:

- Ensure that their qualification and insurance [provided by the school] are always up to date.
- Ensure that first aid cover is available throughout the working hours of the school week.
- Always attend a casualty when requested to do so and treat the casualty to the best of their ability in the safest way possible. This includes wearing gloves where any loss of blood or body fluid is evident, calling for help from other First Aiders or Emergency Services.
- Help fellow First Aiders at an incident and provide support during the aftermath.
- Act as a person who can be relied upon to help when the need arises.
- Ensure that their portable first aid kits are adequately stocked and always to hand.

- Insist that **any** casualty who has sustained a significant head injury is seen by professionals at the hospital, either by sending them directly to hospital or by asking parents to pick up a child to take them to hospital; ensure that parents are aware of **all** head injuries promptly.
- Ensure that a child who is sent to hospital by ambulance is either:
 - Accompanied in the ambulance at the request of paramedics.
 - Followed to a hospital by a member of staff to act in loco parentis if a relative cannot be contacted.
 - Met at hospital by a relative.
- The First Aider need not be the member of staff to accompany the casualty to hospital, however, an appropriate person should be sent.
- Liaison **must** occur with reception regarding cover, to ensure that lessons are covered in the event of an absent teacher.
- Keep a record of each student attended to, the nature of the injury and any treatment given, in the book provided in the Learning Managers' office. In the case of an accident, the Accident Book, located in the office of the staffroom, must be completed by the appropriate person.
- Ensure that everything is cleared away, using gloves, and every dressing etc. be put in a yellow bag for contaminated/used items and sealed tightly before disposing of the bag in a bin. Any bloodstains on the ground must be washed away thoroughly. No contaminated or used items should be left lying around.

THE GOVERNING BODY will:

- provide adequate First Aid cover as outlined in the H & S [First Aid] Regulations 1981.
- Monitor and respond to all matters relating to the H & S of all persons on school premises.
- Ensure all new staff are made aware of First Aid procedures in school.

All Staff will:

- Ensure that in the event that an injury has caused a problem, the student **must** be referred to a First Aider for examination.

The Lead in Charge of Medical conditions of pupils in School will:

- At the start of each academic year, provide the first aid team and staff with a list of students who are known to be asthmatic, anaphylactic, diabetic, epileptic or have any other serious illness.
- Have a file of up to date medical consent forms, where applicable, for every student in each year and ensure that these are readily available for staff responsible for school trips/outings.

TEACHERS will:

- Familiarise themselves with the first aid procedures in operation and ensure that they know who the current First Aiders are.
- Be aware of specific medical details of individual students when publicised by Heads of Year.
- Ensure that their students/tutees are aware of the procedures in operation.
- Never move a casualty until they have been assessed by a qualified First Aider unless the casualty is in immediate danger.
- Send for help to Reception as soon as possible either by a person or telephone, ensuring that the messenger knows the precise location of the casualty. Where possible, confirmation that the message has been received must be obtained.
- Reassure, but never treat a casualty unless staff are in possession of a valid Emergency Aid in Schools Certificate or know the correct procedures; such staff can obviously start emergency aid until a First Aider arrives at the scene or instigate simple airway measures if clearly needed.
- Send a student who has minor injuries to Learning Manager's if they are able to walk where a First Aider will see them; this student should be accompanied.
- Send a student who feels generally 'unwell' to the Attendance Officer and not to a First Aider, unless their deterioration seems uncharacteristic and is causing concern.
- Ensure that they have a current medical consent form for every student that they take out on a school trip which indicates any specific conditions or medications of which they should be aware.
- Have regard to personal safety.

The OFFICE STAFF will:

- Call for a qualified First Aider, unless they are one themselves, to treat any injured student. This should be done by telephone in the case of minor injuries or by a radio message in the case of serious injuries, giving the specific location of the casualty.
- Support the First Aiders in calling for an ambulance or contacting relatives in an emergency
- Send students who simply do not feel well to the Learning Managers
- **NOT** administer any medication

THE EXECUTION OF THIS POLICY will be monitored by both the FIRST AID TEAM and GOVERNORS.

Approved by Governors initially: April 2015

Reviewed: January 2017

Review approved by Governors: March 2017

WORKING AT HEIGHTS

1. General Statement

This School recognises that there may be an increased risk to the health and safety of its employees whilst working at heights. For this reason, we have devised a policy which sets out our approach in both identifying these risks and adequately managing them. Any questions regarding the operation of this policy should be addressed to Mrs Clare Humble, Headteacher.

2. Definition

For the purposes of this policy, working at heights is: **A place is 'at height' if a person could be injured falling from it, even if it is at or below ground level.**

3. Legal Position

Our duty to both assess and control any risks from working at heights is governed by the **Health and Safety at Work Act 1974** (HSWA). S.2 requires us to ensure, so far as is reasonably practicable, the health, safety and welfare of our employees. Similar duties are owed to other workers, such as agency temps under s.3 of the HSWA. This will be achieved by carrying out risk assessments in accordance with the **Management of Health and Safety at Work Regulations 1999** (as amended). Working at Heights is specifically covered by **The Work at Height Regulations 2005**.

4. Risk Assessment

Our risk assessments will cover all work currently undertaken whilst working at heights. Once all job roles involving working at heights have been identified, the following factors will be considered:

Content of Risk Assessment

- • Justification for working at height
- • Planning and organisation of the work
- • Selection, use and inspection of work equipment
- • Competence of personnel
- • Description and duration of work
- • Access and egress
- • Weather conditions
- • Where appropriate fall protection
- • Securing the work area
- • Working on roofs

Contractors

Prior to work commencing the contractor will be made aware of this policy for working at heights. The contractor will also be expected to provide a method statement that lists the control measures for working at height

- **The worker** - The medical fitness of each worker to work at height will also be assessed.

5. Control Measures

In order to manage the risks identified, we have introduced the following control measures:

- Maintenance and Inspection – Ladders and step ladders will be checked prior to use and inspected on a frequency of not less than once per year. Mobile Elevated Work Platforms, scaffold towers will be checked, inspected and maintained in accordance with the manufacturers, hirers or suppliers requirements.
- Pupils – The interface between working at heights and pupils is recognised as high risk and where necessary our risk assessments will reflect the higher duty of care required for young persons.
- Lone Working – All working at height will be subject to our lone working policy.

7. Training

Where necessary, anyone required to work at heights will be fully trained in the safe working practices to be adopted in order to carry out their tasks safely. This will apply to employees and other workers where applicable, such as agency staff and contractors.

8. Line Managers

It is the responsibility of individual line managers to monitor the tasks being carried out by their staff.

9. Employees

Employees are expected to co-operate fully with any instructions giving by their managers. They are also expected to follow the Organisation's safe systems of work and any associated procedures. Failure to do so may be a disciplinary offence.

Approved by Governors initially:	April 2015
Reviewed:	January 2017
Review approved by Governors:	March 2017