



St Richard Reynolds Catholic High School **St Richard Reynolds Catholic Primary School**

Policy: Health and Safety Policy

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Review date: As required

Summary and Checklist

All staff should:

- Be familiar with the College's policy and responsibilities regarding Health and Safety and know where to find further information
- Be aware of safety responsibilities as an employee
- Remember their role in ensuring the safety of others
- Report all accidents, incidents and hazards
- Be aware of First Aid and Fire Policy/Procedures
- Remember that accidents can happen with simple tasks, such as using ladders or lifting heavy items, or when using vehicles
- Observe special safety procedures relating to specialised tasks
- Where appropriate read and apply the COSHH Regulations
- Wear Personal Protective Equipment (PPE) when required to do so
- Take particular care when working alone or outside normal College hours
- In compliance with current legislation the College buildings and grounds are "no smoking" areas

Please always remember:

If you feel that you may put yourself or anyone else at risk in carrying out a task, always ask before undertaking it.

1. Policy Objectives

To provide and maintain safe and healthy conditions in College, and encourage a Health and Safety culture for all our employees, pupils, and visitors.

To provide and maintain safe systems of work and a safe working environment.

To ensure that all employees, and contractors working in College are properly informed of their responsibilities for health and safety matters, discharge them effectively, and are encouraged to participate in the prevention of accidents.

To ensure that appropriate management structures, information and training are provided to enable employees to discharge their duties safely and competently.

To educate pupils in good health and safety practices.

To monitor and, where necessary, improve the management of Health and Safety in College.

2. Responsibilities

The responsibility for Health and Safety extends through the whole College, with specific responsibilities apportioned as below:

- Governors should ensure that an appropriate Health and Safety Policy is in place in the College and that arrangements are made for its effective implementation.
- The Principal has ultimate responsibility for the implementation and management of this Policy and will support the Business Manager in this respect.
- The Business Manager is responsible for the effective implementation of this Policy and for the management of Health and Safety matters. Day-to-day monitoring and evaluation may be delegated, as appropriate.
- Subject Leaders have direct responsibility for ensuring that this Policy is implemented within their Department.
- Some teaching staff have additional responsibilities regarding Health and Safety aspects of particular activities (e.g. PE, DT, science and expeditions and trips).
- Support staff have various designated responsibilities, including ensuring that:
 - a high standard of housekeeping is maintained,
 - any contractor working in the College observes good Health and Safety practice,
 - if a task has to be left incomplete, the location is left in a safe and tidy condition and does not create any hazard,
 - employees, including themselves, do not carry out tasks for which they are not trained or competent, and
 - Personal Protective Equipment is provided and used, where required.

All teaching and support staff have a statutory duty as employees:

- to take reasonable care for the health and safety of themselves and other persons who may be affected by their acts or omissions,
- to co-operate with the College as employer, so far as necessary, to enable the College to meet statutory requirements,

- not to interfere intentionally or recklessly with, or misuse, anything provided in the interest of health and safety or welfare and
- Ensure that all accidents, fires and incidents are promptly reported and, where appropriate, investigated and action taken to prevent recurrence.

3. Safety inspections

Safety inspections of equipment, engineering plant and electrical installations will be carried out by appropriately qualified personnel. Recommendations are made to the Business Manager regarding any action required.

Portable electrical appliances in the College must be inspected on a regular basis by the maintenance staff.

The Caretakers carry out regular testing of fire alarms.

In addition to these periodic inspections, it is the duty of all staff at all times to watch out for any hazard or potential hazard and report it.

4. Reporting accidents and incidents

If an accident or incident does happen in the College, or outside the College during an activity or event organised by the College, it is the duty of every employee to report such accidents to the College Office, both to ensure that the person(s) involved receive appropriate treatment and/or advice, and so that steps can be taken to prevent any repetition of the incident.

The College maintains an accident book or updates records on SIMS for this purpose

5. First Aid Policy (see separate medical and health plans policy)

The College identifies the need for trained first aiders in sufficient numbers and at suitable locations to enable first aid to be administered without delay.

Current First Aiders (as at Jan 2015)

- Helen Worthington - Office
- Janet Byrne – Form room H1.1
- Matthew Whitfield – Form room H1.7
- Kirsten Roy - LSA
- Jessica McEvoy – Early Years

First aid equipment is stored in the College office. Portable first aid kits can be signed out for use on College trips and sporting events.

In the event of an accident involving injury, one of the first-aiders should be called. If there is any doubt about the nature of the injuries, the person must not be moved until qualified help arrives.

6. Fire Policy/Procedures (see separate fire drill procedures)

It is very important that all staff familiarise themselves with fire procedures, including:

- Escape routes and means of escape
- Responsibilities calling the emergency services
- The location of fire fighting equipment, and
- Any particular local special considerations (e.g. in laboratories and workshops)

Details of fire procedures and building maps have been put up around the College.

7. COSHH

The Control of Substances Hazardous to Health Regulations 1999 (“COSHH”) encourage the use of less hazardous substances and materials, and set down methods for safe use which must be observed with such materials.

COSHH Regulations affect a wide range of activities, as they include use of materials such as laboratory chemicals, adhesives, cleaning agents, solvents, pesticides and biological agents.

The Regulations require the clear labelling of containers for such substances, giving information about their safe use; users must read these and the assessment relating to each substance before using it.

8. Special considerations in Science and Technology areas

Special regulations and requirements apply in science laboratory and workshop areas (e.g. CLEAPSS)

There are further regulations regarding specialist activities such as use of machine tools and welding. Staff working in these areas must be aware of and work within these regulations.

9. Personal Protective Equipment (PPE)

For carrying out certain tasks, staff and pupils may require PPE to protect head, eyes, hearing, hands or feet. Staff and pupils who have received instruction to wear PPE must do so as directed.

10. Ladders / Manual Handling

Most staff will at some time lift heavy or bulky items or use ladders and should be aware that this is a common cause of injury. Tasks which include a risk of injury should be avoided so far as is reasonably practicable. Where avoidance is not practicable, a risk assessment must be carried out.

11. Use of Visual Display Units (VDUs)

Most staff and pupils will use VDUs and should be aware of the Display Screen Equipment Regulations. Though these apply only to employees who work at VDUs for extended periods, the Regulations should be regarded as good practice for all users.

12. Gas and Electricity

No current member of the College staff is qualified to work on mains gas or electrical installations. The Business Manager will arrange for any necessary work to be carried out by qualified contractors.

Members of staff discovering a suspected gas leak should make an informed decisions based on how strong the smell is. The Business Manger should be notified to take appropriate action.

The science labs and kitchens are equipped with emergency stop buttons that will be used in the event of a suspected gas leak.

13. Working alone/outside College

Staff working in College outside normal hours, and particularly while working alone, should consider additional measures to ensure their own safety.

The Business Manager or caretakers should be notified if staff are working in the building outside of normal College hours. The caretakers should be notified on the Duty Caretaker number (07983 326007) as staff leave.

14. No Smoking

In compliance with current legislation the College buildings, grounds and vehicles are “no smoking” areas. This applies to anyone entering College premises.

15. Risk Assessments

Risk Assessments should be completed where a specific risk has been identified or if activities are being undertaken that are outside of the normal College day.

For all College trips, a risk assessment should be completed at least 2 weeks before the trip and provided to the Business Manger so that it can be submitted to the Local Authority for insurance purposes.

16. Stress

Stress is recognised as a Health and Safety issue. Any member of staff requiring advice in this respect should contact their Line Manager in the first instance, where appropriate.