

Health and Safety Policy 2017

Monitoring

Whom	Review Period	Method
Full governing body	Annual	Review at meeting

Review History

Review	Changes	Next Review date
Reviewed January 2016	Alignment with First aid policy, small staff updates	January 2017
Reviewed January 2017	Updates regarding staff, job titles, First aiders	January 2018



HEALTH AND SAFETY POLICY STATEMENT

ST JOSEPH'S CATHOLIC COLLEGE

The health and safety of all the people who work or learn at our College are of fundamental importance. We aim to provide a safe, secure and pleasant working environment for everyone. The governing body takes responsibility for protecting the health and safety of all students, members of staff and visitors.

Under the overall direction of the Governors we will provide suitable and sufficient information, training and supervision, as is required to ensure the health and safety of staff, our College children, their parents and anyone else that may be affected by our activities.

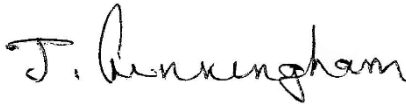
We particularly recognise our duty of care towards others that are not in our employment, particularly the children. These people also include; parents, visitors and contractors with whom we interact both within the College premises and the local environment. The actions of visitors and contractors will be controlled in such a way so as not to cause harm to our children, our members of staff or themselves.

All staff has a duty to ensure that they work in a safe manner and that they ensure their acts and omissions do not cause harm to others. Staff will be encouraged to bring to the attention of their line managers any concerns regarding health and safety issues.

We recognise that the control of contractors is essential to create safe working environments and will ensure that contractors are appointed and managed with due regard to their ability to work safely in our premises.

Our Health and Safety Policy complies with the requirements of the **Health and Safety at Work etc Act 1974** and will be subject to regular review at least annually or when there are any significant changes.

Overall responsibility for Health and Safety in the College rests with the Governors, led by the Chair of Governors and the Principal as the principal staff:

Signed:  Chair of Governors

Signed:  Principal

Dated: 19/1/2017

LEGAL DUTIES AND RESPONSIBILITIES OF EMPLOYERS

It is our duty and responsibility as employers under the **Health and Safety at Work etc Act 1974 section 2.1 and 2.2 paragraphs a-e** and this policy to:

- Ensure so far as is reasonably practicable the health, safety and welfare at work of all our staff and others who may come into our premises.
- To provide and maintain plant and safe systems of work that are, so far as reasonably practicable, safe and without risk to a person's health or safety.
- To make arrangements for ensuring, so far as is reasonably practicable, the safety and absence of risks in connection with the use, handling, storage and transportation of articles and substances.
- To provide information, instruction, training and supervision as is necessary to ensure so far as is reasonably practicable the health and safety at work of all our staff.
- And as far as is reasonably practicable, we will maintain any place of work in our control in a safe manner and maintain safe access and egress from it.
- Provide and maintain so far as is reasonably practicable a safe working environment with adequate facilities and arrangements for the welfare of our staff and others who enter our workplace.

We are particularly conscious of the College responsibilities towards the children, and their parents

We also recognise that a breach of health and safety legislation may constitute a criminal offence. An Enforcing Authority may take criminal proceeding against the College or its management. This can result in penalties, i.e. fines and/or imprisonment.

LEGAL DUTIES OF STAFF

In addition to the previously described general responsibilities, the **Health and Safety at Work etc Act 1974** places legal duties on all staff.

These are:

Section 7 'Health and Safety at Work etc Act 1974'

- To take reasonable care for the health and safety of them and other persons who may be affected by their acts or omissions at work – i.e. school students.

- To co-operate with the management to enable the employer to carry out legal duties or any requirements as may be imposed.

Section 8 'Health and Safety at Work etc Act 1974'

- No person shall intentionally or recklessly interfere with or misuse any item provided in the interest of health, safety, and welfare.

All staff should bear in mind that a breach of health and safety legislation by an individual constitutes a criminal offence and action may be taken by an Enforcing Authority against an individual. Such action can result in penalties, i.e. fines and/or imprisonment.

HEALTH AND SAFETY RESPONSIBILITY

The overall responsibility for health and safety within **St Joseph's Catholic College** rests with the Governors and the Principal:

They will ensure that sufficient resources, both financial and physical are available so that the Policy and its arrangements can be implemented effectively.

To ensure that the Policy is implemented and maintained so that **St Joseph's Catholic College** keeps within the requirements of the **Health and Safety at Work etc Act 1974** the above may delegate duties to staff who will provide support to meet the responsibilities.

Delegation of the individual duties and responsibilities to staff does not in any way detract or remove the ultimate responsibility and duty of care placed on the above people by the **Health and Safety at Work etc Act 1974**.

Specific Responsibilities of the Governors and Principal

The Governors and Principal are responsible for implementing this policy within the College. In particular they will:

1. Monitor the effectiveness of the safety policy and the safe working practices described within it and shall revise and amend it, as necessary, on a regular basis;
2. Prepare an emergency evacuation procedure and arrange for periodic practice evacuation drills (normally at least once a term) to take place and for the results of these to be recorded;
3. Make arrangements to draw the attention of all staff employed at the College to the College safety policies and procedures and of any relevant safety guidelines;
4. Make arrangements for accident recording, including **near misses** and draw this to the attention of all staff at the College as necessary;
5. Make arrangements for informing staff and students, of relevant safety procedures. Other users of the College will be informed, as necessary;
6. Identify defects in the state of repair of the buildings or their surrounds which are considered to be unsafe and make such interim arrangements as are reasonable to limit the risk entailed. This requires that regular safety inspections are undertaken;
7. Arrange for the withdrawal, repair or replacement of any item of furniture, fitting or equipment identified as being unsafe by the Health and Safety inspection team;
8. Monitor, within the limits of their expertise, the activities of contractors, hirers and other organisations present on site, as far as is reasonably practicable;
9. Identify any member of staff having direct responsibility for particular safety matters and any member of staff who is specifically delegated to assist the Governors and Principal in the management of health and safety at the College. Such delegated responsibility must be defined as appropriate.
10. Conduct an annual walk around of the college to ensure Health and Safety information is displayed and upto date.
11. Discuss any agenda items raised on Health and Safety matters at the Finance and Premises Committee meetings.

INDIVIDUAL RESPONSIBILITIES

The duties of those staff with responsibility for health and safety are set out within our Policy. Details of their individual responsibilities are set out within the Arrangements for Health and Safety section.

The person responsible for ensuring this Policy is put into practice is:

The Principal

Other duties will include:

- Identifying hazards present within any College activities.
- Ensuring risk assessments are undertaken and any actions are followed through to completion
- Ensuring that hazardous substances are assessed and any actions are followed through to completion.
- Liaising with the Enforcing Authorities as and when required.
- Identifying any training needs.
- The development and implementation of safe systems of work.
- The maintenance of the workplace and buildings.
- Fire and emergency management.
- Ensuring waste is managed.
- Ensuring accidents are reported and investigated.
- Ensuring that any ill-health situations that are caused by work activities are reported and investigated.

RESPONSIBILITIES OF STAFF TOWARDS STUDENTS & OTHERS IN THEIR CARE

All staff are responsible for the health and safety arrangements in relation to staff, students and volunteer helpers under their supervision. In particular, they will monitor their own work activities and take all reasonable steps to:

1. exercise effective supervision over all those for whom they are responsible, including students;
2. be aware of and implement safe working practices and to set a good example personally, identify actual and potential hazards and introduce procedures to minimise the possibility of mishap;
3. ensure that any equipment or tools used are appropriate to that use and meet accepted safety standards;
4. provide written job instructions, warning notices and signs as appropriate;
5. provide appropriate protective clothing and safety equipment as necessary and ensure that these are used as required;
6. minimise the occasions when an individual is required to work in isolation, particularly in a hazardous situation or on a hazardous process;
7. evaluate promptly and, where appropriate, take action on criticism of health and safety arrangements;
8. provide the opportunity for discussion of health and safety arrangements;
9. investigate any accident (or incident where personal injury could have arisen) and take appropriate corrective action;

10. provide for adequate instruction, information and training in safe working methods and recommend suitable "off the job" training;
11. where private vehicles are use to transport students to and from College functions, staff should ensure that child restraints and seats appropriate to the age of the students concerned are used.

N.B. When any member of staff considers that corrective action is necessary but that action lies outside the scope of their authority, they should refer the problem initially to the Director of Finance and Operations who will raise it with the Leadership Group/Principal, if appropriate.

COMPETENT ASSISTANCE

The competent assistance and advice is provided by the:

Chief Financial & Operations Officer

The **Management of Health and Safety at Work Regulations 1999, regulation 7**, requires that every employer must appoint one or more competent persons to assist them with the implementation and provision of health and safety measures.

ARRANGEMENTS FOR HEALTH AND SAFETY AT WORK

HEALTH AND SAFETY INFORMATION FOR STAFF REGULATIONS 1989

The regulations require information relating to health, safety and welfare to be provided for our staff by means of posters or leaflets in the 'approved form' and published for the purposes of the regulations by the Health and Safety Executive (HSE).

The regulations require the name and the address of the Enforcing Authority and the Employment Medical Advisory Service to be written in the appropriate spaces on the poster, and when the leaflet is provided, it should specify the information in a written notice.

The poster 'Health and Safety Law' – 'What You Should Know' is displayed in the staff room and premises office where it can be read by all our staff.

Information on the poster states who has overall responsibility for health and safety within **St Joseph's Catholic College** and the name of any safety representatives that have been identified.

NOTICES

All notices whether on **St Joseph's Catholic College** premises or elsewhere issued in accordance with the **Health and Safety at Work etc Act 1974** and its associated legislation must be complied with.

All staff, visitors, and contractors alike must take the necessary action to ensure that they are familiar, as far as is reasonably practical, with any warning signs and the meanings and interpretations of signs, both advisory and warning, and comply with them.

Any suggestions on how health and safety within **St Joseph's Catholic College** may be improved should be communicated to your manager/supervisor for assessment and feasibility.

All staff and others who may be affected by the contents of this Policy are advised that a master copy of the 'Health and Safety Policy' statement for **St Joseph's Catholic College** is retained in the main office and is also available on the Intranet. The policy contains detailed information relating to the College activities and a copy is available for you to read.

As a responsible employer **St Joseph's Catholic College** will do all that it can to ensure that all staff read the policy and that any areas that are not understood are explained to them in detail on request

THE HEALTH AND SAFETY (CONSULTATION WITH STAFF) REGULATIONS 1996

Where there are staff, who are not represented by safety representatives under **The Safety Representatives and Safety Committees Regulations 1977 amended 1997** the employer must consult those staff in good time on matters concerning their health and safety at work. This will be carried out by meetings, talks, use of the notice board and an open door policy.

- The introduction of any measures in the workplace, which may substantially affect the health and safety of the staff.
- The employer's arrangement for appointing or nominating a staff representative and their responsibilities and any resources that may be required to allow them to carry out the duty.
- Any information that the employer is required to provide under relevant statutory provisions
- The planning and organisation of any training requirements with regard to health and safety
- Any new technologies that are brought into the workplace and the training and consequences with regard to health and safety that may arise from the new technology.

To allow the students to carry out this duty consultation with staff will be the overall responsibility of:

Principal

The elected or nominated person/s to act as the staff representative is:

Facilities Manager

Health and Safety will be a regular topic of staff meetings.

Regular health and safety information will be posted on a specific notice board. The notice board is located in the staff room and premises office.

IDENTIFYING AND MANAGING HEALTH AND SAFETY RISKS

RISK ASSESSMENTS

The **Management of Health and Safety at Work Regulations 1999, Regulation 3**, requires that the College must carry out a suitable and sufficient assessment of the health and safety risks to our staff whilst they are at work. This will also consider those that are not in our employment who may come into contact with our College activities or premises. Before embarking on this task we need to have an understanding of the following:

- A **Hazard** is something with potential to cause harm.
- The **Risk** is a measure of the likelihood that harm will be caused.

St Joseph's Catholic College will ensure that suitable and sufficient risk assessments are carried out of all the tasks and equipment connected with our College activities that are likely to present a significant risk of injury or ill health to our staff or others within our activities.

The person responsible for ensuring that risk assessments are undertaken is:

Facilities Manager

The risk assessments will be made available to all our staff who must read them. After reading and understanding the content of the risk assessment, the staff must sign the confirmation sheet to confirm that they have read and understood the assessment and its findings.

The responsibility for the implementation of risk assessments and any controls that are required rests with the nominated person identified above and shall be supported by any other staff as is required.

The managers or supervisors will also monitor the effectiveness of any actions resulting from the findings of the risk assessments. Any deficiencies that are identified will be reported to the person responsible for carrying out the risk assessments.

All risk assessments will be reviewed annually as a minimum or if there is any significant change that affects the validity of the risk assessment, whichever comes sooner.

CONTROL OF SUBSTANCES HAZARDOUS TO HEALTH

The **Control of Substances Hazardous to Health Regulations 2002 as Amended** require us to carry out an assessment and record the risks involved with using, storing and handling hazardous substances.

Hazardous substances will not be used, handled or stored until a suitable and sufficient risk assessment has been carried out. The findings and content of the risk assessment will be communicated to all staff likely to come into contact with the substance.

Material safety data sheets (MSDS) will be obtained for all hazardous substances purchased and this information will be retained. We understand these data sheets are freely available from suppliers and manufacturers who have a legal obligation to provide them.

We also recognise that as a result of some activities hazardous substances may develop e.g. chemical experiments. These activities will also be assessed and controlled.

The person responsible for carrying out the COSHH assessments is:

**Premises Officer – Cleaning
Facilities Manager**

After reading and understanding the content of the COSHH assessments the member of staff will sign the confirmation sheet to confirm that they have read and understood the assessment and its findings.

Responsibility for implementation of COSHH assessments and any controls that are required rests with the nominated person identified above and supported by any other staff as is required.

The effectiveness of the COSHH assessment and any deficiencies will be reported to the person responsible for carrying out the COSHH assessments.

All COSHH assessments will be reviewed annually or if there are any significant changes that affect the validity of the risk assessment, whichever comes sooner?

LOCAL EXHAUST VENTILATION (LEV)

Where necessary, local exhaust ventilation is provided to remove the hazardous substance away from the operative and workplace. This reduces the risks from operative hazardous substance exposure and we will ensure our staff use the extract systems at all times.

A competent person will inspect the extraction system every twelve months.

The competent person for managing the inspection of the LEV system is:

Facilities Manager

Records of these inspections will be retained and available for inspection by the enforcing authority and insurance provider when required.

BIOLOGICAL HAZARDS

Control of Infection

To control the risks associated with biological hazards such as viruses' from blood, faeces, and urine there must be **infection control policies** put into place as a separate item to the Health and Safety Policy, although they should both support each other.

The person responsible for the Infection Control policy is:

Facilities Manager

The Infection Control Policy must address such issues as:

- Education and training of staff and especially children in infection control issues, especially hand washing and personal hygiene.
- Disinfection and decontamination including domestic cleaning.
- Ill health reporting and recording
- Monitoring, surveillance, and auditing.
- Use of personal protection equipment including powder free latex gloves
- Generation, collection, and disposal of clinical waste.
- Legionella

The person responsible for carrying out the Water Temperature and Legionella checks is:

Facilities Manager

Any questions about the policy must be directed to:

Chief Financial & Operations Officer

The policy must be reviewed annually or when any significant change occurs which ever is soonest

The policy will be reviewed by:

Chief Financial & Operations Officer

DRUGS AND MEDICINES

If a child suffers asthma, diabetes or epilepsy or other long-term illnesses this is recorded and he/she may require daily medication. If so, the parent should bring the medicine to College in a clearly labelled container to be kept in a box in the child's classroom. The medicine will be administered by the First Aider.

A booklet of children requiring such medication is on the First Aid cupboard, in the Medical Room. Other medicines will not be administered, unless in special circumstances by a parent coming in at mid-day after making arrangements with the Principal or nominated person to do so.

MANUAL HANDLING

The **Manual Handling Operations Regulations 1992 (as amended)** require that all manual handling tasks must be avoided where reasonably practicable. Where this is not reasonably practicable then an assessment of the risks to staff must be carried out. The manual handling assessments will be made available to all staff.

After reading and understanding the manual handling assessment, the staff member will sign the confirmation sheet to confirm that they have read and understood the content of the assessment.

The person responsible for carrying out the manual handling assessments is:

Facilities Manager

Responsibility for implementation of manual handling assessments and any controls that are required rests with the nominated person above, supported by any other staff as required.

The manager/supervisor will monitor the effectiveness of the manual handling assessments. Any deficiencies will be reported to the person responsible for carrying out the manual handling assessments.

However, management cannot carry out an assessment for all minor tasks, therefore it is the responsibility of staff to mentally assess the risk of harm to themselves and others before carrying out manual handling.

Before carrying out any manual-handling task staff must consider

The Task - What you are going to do

The Individual – The persons own capabilities

The Load - The weight, size and shape of the load

The Environment – The environment to which the task is being undertaken

If in doubt get help

All manual handling assessments will be reviewed annually or if there is any significant changes that affect the validity of the risk assessment, whichever comes sooner.

PERSONAL PROTECTIVE EQUIPMENT

Personal protective equipment (PPE) must be provided for staff where a risk assessment indicates there is a requirement. The equipment provided will be suitable for the task affording the necessary protection.

An assessment of personal protective equipment will be carried out and where a need is identified, the equipment will be provided at no cost to the user.

Where PPE is supplied then staff must use the equipment provided; this is a legal requirement under the **Health and Safety at Work etc Act 1974 section 7**.

The person responsible for the assessment and provision of PPE is:

Facilities Manager

Any questions or complaints (e.g. discomfort) about the PPE provided should be directed to:

Chief Financial & Operations Officer

The requirement for PPE will be reviewed regularly. PPE will always be used as a last resort when controlling risks.

WORK EQUIPMENT

The **Provision and Use of Work Equipment Regulations 1998** requires that all equipment and machinery used for work must be suitable for the task. When choosing work equipment a number of factors must be considered:

- The task that the equipment or machinery is to be used for.
- The environment where it is going to be used.
- Who is going to use it
- All equipment purchased or hired by **St Joseph's Catholic College** must comply with the minimum safety standards as are required by **The Supply of Machinery (Safety) (Amendment) Regulations 2005**. We will also ensure our equipment is in compliance with British and ISO standards and it is CE marked when purchased within the European Union.

The person responsible for the supply, procurement, and repair of work equipment and machinery is:

Facilities Manager

Items of work equipment that require statutory inspection by competent persons will be inspected at the required intervals as stated below,

All portable electrical equipment will be inspected at regular intervals dependant on its type and usage.

The competent person responsible for managing the inspection of electrical equipment is:

Facilities Manager

Records of these inspections are kept in:

Facilities Office

All defects of any work equipment must be reported to:

Facilities Manager

Records of repair and maintenance are retained and inspections of other work equipment that may deteriorate with use (e.g. play equipment, gym equipment, ladders and stepladders) require such inspections.

Records of repair and maintenance are kept in:

Facilities Office

WORK EQUIPMENT Cont'nd

Machinery Guarding

Under the **Provision and Use of Work Equipment Regulations (PUWER) 1998, Dangerous Parts of Machinery or Equipment (Regulation 11)**, require that all dangerous parts of machinery or equipment must be guarded or covered. The Management will ensure that where practicable and technically possible, appropriate guards or covers will be fitted to dangerous parts of machinery or equipment. Where this is not practicable, alternative safety devices and jigs will be provided for the safety of its staff.

Staff are also reminded that they have a duty under the **Health and Safety at Work etc Act 1974** and **The Management of Health and safety at Work Regulations 1999** to work in a safe manner and to use all equipment provided for their safety. Failure to do this may lead to disciplinary action.

Stop Buttons and Guards

Under the **Provision and Use of Work Equipment (PUWER) 1998 Regulation 16**, requires that emergency stop buttons will be fitted to all machinery and equipment where appropriate. The need will be determined by the specific risk assessment carried out on each machine or piece of equipment.

In order to ensure that all guards, covers and emergency stops are maintained and in efficient working order, they will be tested and inspected at regular intervals (e.g. daily checks).

The Technician for the Department will ensure that all machinery or equipment guards or covers and stop buttons are tested regularly and the test recorded.

Records of maintenance and repair of any work machinery or equipment will be kept available for inspection.

Any electrical work equipment that is used outside will be connected to the electrical circuit via a Residual Current Device that will break the circuit in the event of a fault or incident.

Any maintenance carried out on equipment that may be hazardous to people in the vicinity (e.g. work at height) will be carried out under strict isolation procedures. This may necessitate the need to raise a relevant permit to work and the procedures for this are available from the Premises office.

DISPLAY SCREEN EQUIPMENT (DSE)

The **Health and Safety (Display Screen Equipment) Regulations 1992** require that an assessment of all display screen equipment (DSE) and the workstation be carried out to identify any risks present.

Prior to carrying out the assessment a checklist will be completed so as to identify the presence of any significant risk.

We recognise that DSE users require training and will provide it as necessary.

The person responsible for the assessment of display screen equipment is:

Facilities Manager

The assessments will be reviewed annually or when any significant change occurs.

Eyesight Tests and Corrective Glasses

St Joseph's Catholic College accepts their responsibility under these Regulations. Should a member of staff have difficulty with their eyesight whilst using the display screen for their work, we will pay for an eyesight test. This will determine if the staff member requires corrective glasses to reduce the health risks involved in the use of computer screens.

If corrective eyewear is required then we will provide basic eyewear, which must be used whilst the operative is using the computer.

St Joseph's Catholic College will not pay for any other type of eyewear, such as bi focal or varifocal. If a staff member requires these then they must pay the cost difference.

St Joseph's Catholic College operates a cash back medical scheme operated by Simply Health, staff may enter into the scheme and pay for corrective glasses up to the value of their policy this can then be claimed back directly from Simply Health with proof of purchase.

THE WORKPLACE

The **Workplace Health Safety and Welfare Regulations 1992** are designed to provide staff with a safe place of work and adequate welfare facilities.

We will also ensure that the premises as well as any fixtures, fittings and plant within it do not present a health and safety risk to any children, visitors and contractors that may come into contact with our College activities and premises.

Inspections of the buildings and outside environment will be carried out every:

Monthly

Premises inspections that provide for the early identification of defects and omissions will be carried out at regular intervals by representatives of both the staff and Governing body. When defects and omissions are identified then a time scale and person responsible for repair or implementation will be set.

All defects and omissions must be reported promptly so that they can be dealt with. The person responsible for dealing with workplace defects is:

Facilities Manager

The Institution of Electrical Engineers Regulations and the HSE recommend that a competent electrician should inspect fixed electrical installations at least every five years and a certificate of inspection obtained and retained.

The person responsible for ensuring electrical installations are inspected is:

Facilities Manager

Any electrical defects must be reported to:

Facilities Manager

In order to maintain a safe and healthy workplace, good housekeeping is extremely important. All staff have a part to play in the delivery of this requirement. They will ensure that their work areas and equipment is kept in a clean and tidy condition, items and equipment must not be left on the floor to present a trip, slip or fall hazard and any cables are to be routed away from traffic routes.

SMOKING

“Smoking” is not allowed in any part of the premises including the playgrounds and entrances. It is also our policy to ensure that this legislation is fully applied and also includes our vehicles. In the event of a person smoking in the workplace areas, disciplinary action will be taken.

Good Housekeeping is Everybody's Responsibility

THE WORKPLACE Cont

Under the **Gas Safety (installation and use) Regulations 1998** we have a duty to ensure that any installations within the premises are installed and maintained by a competent person. The annual checks will include the effectiveness of any flue, the supply of air for combustion, the operational pressure and the safe function of appliances.

The person responsible for ensuring a Gas Safe registered engineer inspects gas installation is:

Facilities Manager

CONTROL OF CONTRACTORS

All contractors (for example electricians, window cleaners, painters, decorators and plumbers) must report to the College office on arrival and departure from the College. This is to ensure that the College can make necessary arrangements to ensure the safety of staff, students and visitors

We also understand that the controls must also protect the contractor from any risk to them from any hazards that may arise as a result of our College activities.

The college ensures all contractors complete a contractor induction document to provide them with an overview of the site, fire evacuation and site rules that are contained within it, all contractors must sign this document before commencing work.

Prior to any contractor carrying out any work at the College premises or elsewhere on our behalf, the contractor must produce or complete the following:

- A copy of their current Employer and Public liability insurance.
- Copies of any accreditations applicable to the job they may have.
- A method statement for the task they are to carry out.
- Copies of all risk assessments relevant to the job.
- Any other information that may affect the health and safety of anybody involved.

The person responsible for the control of contractors is:

Facilities Manager

The Lifting Operations and Lifting Equipment Regulations 1998 (LOLER) implement requirements for the safe provision and use of lifting equipment.

Regulation 9 of LOLER requires that all lifts provided for use in work activities are thoroughly examined by a competent person at regular intervals. This applies to lifts and hoists used to lift people or loads.

If you are a lift owner or someone responsible for the safe operation of a lift used at work, such as a facilities manager or supervisor, you are a 'duty holder' under LOLER. This means that you have a legal responsibility to ensure that the lift is thoroughly examined and that it is safe to use.

A thorough examination is a systematic and detailed examination of the lift and all its associated equipment by a competent person. Its aim is to detect any defects which are, or might become, dangerous, and for the competent person to report them to the duty holder and, if appropriate, the enforcing authority (the Health and Safety Executive or local authority) so that appropriate remedial action can be taken.

To determine the extent of the thorough examination, the competent person will assess the risks, considering factors such as where the lift will be used, frequency of use, age and condition, the weight of loads to be lifted, etc.

A thorough examination may include some testing, if the competent person considers it to be necessary. The competent person will normally determine what tests are required, taking account of the relevant guidance and standards and duty holders are recommended to insist on this approach.

Thorough examination may also be supplemented by inspection. Inspections should be carried out at suitable intervals between thorough examinations and may be done 'in-house' by a competent, trained staff member. Inspections would normally include visual and functional checks, for example, that the alarm interlocks operate correctly and lift doors cannot be opened from the landing side.

Thorough examination should not be confused with preventive maintenance, although they have some elements in common. Preventive maintenance usually involves replacing worn or damaged parts, topping up fluid levels and making routine adjustments to ensure risks are avoided. Thorough examination may act as a check that maintenance is being carried out properly, but is not intended to replace it.

Thorough examination should include the following:

landing and car doors and their interlocks;

worm and other gearing;

main drive system components;

governors;

safety gear;

suspension ropes;

suspension chains;

overload detection devices;

electrical devices (including earthing, earth bonding, safety devices, selection of fuses, etc);

braking systems (including buffers and overspeed devices); and hydraulics.

As the duty holder you are legally responsible for ensuring that the lift is safe to use and that it is thoroughly examined. These responsibilities include:

- maintaining the lift so that it is safe to use;
- selecting and instructing the competent person;
- ensuring that the lift is examined at statutory intervals (every 6 or 12 months) or in accordance with an examination scheme drawn up by a competent person;
- keeping the competent person informed of any changes in the lift operating conditions which may affect the risk assessment;
- making relevant documentation available to the competent person, for example, manufacturer's instructions and maintenance records;
- acting promptly to remedy any defects;
- ensuring that all documentation complies with the Regulations; and
- record keeping.

A competent person is someone who has sufficient technical and practical knowledge of the lift to be able to detect any defects and assess how significant they are. It is also important that the competent person is sufficiently independent and impartial to allow them to make an objective assessment of the lift. For this reason, it is not advisable for the same person who performs routine maintenance to carry out the thorough examination, as they are then responsible for assessing their own work.

The law requires that all lifts when in use should be thoroughly examined:

- after substantial and significant changes have been made;
- at least every six months if the lift is used at any time to carry people, every 12 months if it only carries loads, or in accordance with an examination scheme; and following 'exceptional circumstances' such as damage to, or failure of, the lift,
- long periods out of use or a major change in operating conditions which is likely to affect the integrity of the equipment.

When first installed, new lifts do not require any initial thorough examination as long as they have been manufactured and installed in accordance with the Lifts Regulations 1997 and have a current declaration of conformity, i.e made not more than 12 months before.

A new lift is one where:

- no lift previously existed;
- an existing lift has been completely replaced; or
- only the existing guide rails and their fixings or the fixings alone have been retained.

The College is legally required to ensure that reports of thorough examination are kept available for consideration by health and safety inspectors for at least two years or until the next report, whichever is longer. They may be kept electronically as long as we can provide a written report if necessary.

The College must ensure that we can produce a written scheme for inspection if necessary. If we cannot, an inspector will assume that the lift is being examined at statutory intervals

The person responsible for the lifts is:

Facilities Manager

SECURITY

College security is of paramount importance. All staff are responsible for being vigilant and acting decisively and quickly should they notice a breach of security or security risk e.g. stranger on or near premises without identification etc.

The Principal, staff and governors regularly review security arrangements for the site.

1. Access is via the main entrance only once the College day has begun. Staff may open external doors for lunchtimes and playtimes. These doors once open are monitored at all times and locked at all other times.
2. Signs point out the main entrance and detail the need to register with the College office staff.
3. A gate has been fitted to the playground to ensure safety and restrict unauthorised access and exit.
4. Signing in must be completed by **all** visitors and badges are issued to identify authorised visitors.
5. Children arriving late or needing to leave the college before the end of the day **must** register at the office.
6. The College **must** be informed by the parent if someone else is collecting their child.
7. Children are handed to the parents by the teacher and **must not** leave College alone unless written permission has been received.

However, the whole community is encouraged to keep our College safe and secure by

1. Notifying Police immediately of any trespassers on the premises in or out of College working hours or of any unauthorised use of any part of the premises.
2. Notifying Police if the alarm light is flashing or siren sounding.
3. By reporting any unusual suspicious sightings of cars or persons in the close proximity to the College
4. Reporting of incidents that happen to their child or themselves, e.g. asked to get in a car, offered sweets, asked questions about College routines, etc.

FIRST AID

The **Health and Safety (First Aid) Regulations 1981** requires the College to provide adequate first aid equipment and a sufficient number trained people to administer first aid when required.

We will carry out a first aid risk assessment; this will enable us to establish the number of trained first aid person/s required as well as the amount of first aid equipment needed.

The Student's appointed first aider will take charge of first aid arrangements.

Factors considered will be:

- The number of people involved.
- The level of risk that our College activity presents (low, medium or high risk).
- The proximity of our College location e.g. factors that may affect the speed at which the paramedics will arrive.
- Any other issues that may affect the assessment.

The qualified first aid people or appointed persons are:

See Appendix

First aid boxes are located at: (also see appendix Page 34)

Reception Office /Medical Room/Community Entrance

All accidents are to be reported and entered in the relevant accident book, which is located in:

Reception Office

All accidents will be investigated and remedial actions identified. This will prevent recurrence of the same or similar incidents. The level of investigation will depend upon the seriousness of the accident.

The person responsible for investigation of accidents is:

**Chief Financial & Operations Officer
& Administration Manager**

REPORTING OF INJURIES DISEASES AND DANGEROUS OCCURENCES (RIDDOR) REGULATIONS 1995

Under these regulations specific work related accidents, diseases, and dangerous occurrences must be reported to the Enforcing Authorities. The method of reporting is through the **Incident Contact Centre (ICC)**.

Although there is a comprehensive list of reportable situations within the regulations the main incidents that must be reported are:

- Fatalities –These must be reported as soon as possible by the quickest method possible, usually by telephone.
- Major injuries such as broken bones and back injuries, etc.
- Injuries that cause the staff member to be away from his/her normal work activity for more than three days.

The person responsible for reporting incidents is:

Chief Financial & Operations Officer

Records are to be securely kept of any reportable incidents.

The record must include information such as:

- The name and occupation of the injured person or those involved in the incident.
- The status of the injured person (staff member or visitor/contractor).
- The location of the incident.
- A brief description of the incident or disease.
- The date, time and method of reporting.

Incidents and diseases can be reported by the following methods:

- By post on forms F2508 (for incidents) and F2508A (for diseases).
- By telephone **0845 300 9923**
- By fax 0845 300 9924
- Online at www.riddor.gov.uk

DANGEROUS SUBSTANCES AND EXPLOSIVE ATMOSPHERES

The **Dangerous Substances and Explosive Atmospheres Regulations 2002** require that the College assesses the level of risk of explosion that our work processes and substance use and storage may cause.

An assessment will be carried out to determine whether there is an explosive risk. The detail considered will be as follows:

- The properties of the substance.
- The process and any dusts or fumes that are generated.
- Purchased products such as Compressed and flammable gases.
- The type of machinery and/or equipment used in the area.
- The sources of ignition evident.

If the findings of the risk assessment determine there is a risk of explosion then we will introduce measures to reduce the risk, which will include the following:

Categorising the area into zones depending upon the level of risk:

- **Zone 0:** Is an area where an explosive atmosphere is present continuously or for long periods.
- **Zone 1:** Is an area where an explosive atmosphere is likely to occur during normal operations.
- **Zone 2:** Is an area where an explosive atmosphere is not likely to occur but if it does then it will be for a short period only.

These areas will be designated using signs; the sign used will be of the approved type. This is a yellow Triangle with black edging and black lettering EX.

All equipment used in these areas will be categorised as follows:

- Category 1 equipment will be used in **Zone 0**
- Category 1 or 2 equipment will be used in **Zone 1**
- Category 1 2 or 3 equipment can be used in **Zone 2**

Any significant findings from the assessment will be recorded. The records will detail the identity of the substances and most importantly the measures to be taken so as to reduce the risk to the lowest level possible.

All staff will be provided with all the necessary information, instruction, training and supervision. This is to ensure the level of risk is reduced as far as possible. They are also made aware of the risks involved so they can maintain a safe working environment.

All records will be reviewed annually or when any significant change takes place

STRESS

St Joseph's Catholic College recognises that work related stress can cause ill health and will put controls in place to help prevent stress. However, **St Joseph's Catholic College** cannot be held responsible for stress caused by outside sources such as financial or domestic problems.

Because stress does not affect all people in the same way and that one person may find a job stressful when another does not, it is difficult to assess the risk to all staff. Therefore, staff must ensure that they report any undue stress that they may feel from different work activities

Stressful situations can be reported in confidence to:

Chief Financial & Operations Officer

Stress counselling will be provided if and when necessary by:

Referral to Occupational Health

VIOLENCE

Violence and aggression in the workplace is unacceptable but is a recognised hazard, therefore to reduce the risk to any of our staff a specific risk assessment will be carried out and reviewed as and when required but at least annually.

The assessment will:

- Recognise the risk from violence.
- Give commitment to reducing the risks.
- State who is responsible for doing what.
- Provide an explanation of what is expected from individual staff members
- Provide support for people who may have been assaulted or suffered verbal abuse.

Training in the prevention and management of violence and aggression will be provided where it is considered necessary.

The policy, risk assessments and procedures will be reviewed annually or if there is any significant change.

PREGNANCY

It is important to **St Joseph's Catholic College** that the health, safety and welfare of all our staff is safeguarded. We recognise our responsibilities under the **Management of Health and Safety Regulations 1999 Regulation 16** and realise that if any of our staff become pregnant they must inform their manager/supervisor immediately. This can be verbally but must be followed up by a written confirmation from their doctor.

The management will carryout an individual specific risk assessment of the work that the staff member does for the College to determine any risks to her and her unborn baby that may arise from the work activities.

The risk assessment will be carried out by:

Human Resources Manager

Where the risks are significant then assistance or alternative employment will be provided.

Pregnant staff must not:

- Carry out manual handling tasks (Lifting and Carrying).
- Use or come into contact with any chemicals.
- Work at height (stand on stepladders, step ups etc).

Pregnant staff must.

- Work to the controls put in place by the risk assessment.
- Inform their line manager/supervisor of any problems or changes that may occur during their pregnancy so that the risk assessment can be reviewed.

To maintain a safe working environment for any pregnant staff members a suitable rest area will be provided for them to rest if required.

Seating will be provided for the staff member to carry out their work.

YOUNG PERSONS (AS WORKERS)

The Management of Health and Safety at Work Regulations 1999 Regulation 19 defines a young person as someone who is over the legal school leaving age of 16 years but has not reached the age of 18 years.

Due to their lack of experience, maturity and lack of awareness it is essential that they are supervised at all times until they gain the required experience, maturity and awareness of the risks.

A risk assessment will be carried out to determine any risks that the young person may be exposed to; the risk assessment will be carried out by:

Facilities Manager

Any young person will be provided with all the information; instruction, training and supervision they require. They will also be provided with a mentor (responsible staff), who has accepted the responsibility of overseeing the young person.

Young persons will not be allowed:

- To carry out work that is beyond their mental and physical capability.
- To be exposed to substances that are toxic or carcinogenic.
- To carry out tasks that can involve risks beyond their competence.
- To be exposed to extremes of heat, cold, noise and vibration.

The young person must

- Carry out all reasonable instructions given to them by their mentor.
- Refrain from horseplay or practical jokes.
- Report any thing that they feel unsure or unsafe about

FOOD SAFETY

A Food Safety Policy is required for the College's food handling activities. This must be developed alongside this Health and Safety Policy. Guidance on food hygiene within our premises is available from the Local Environmental Health Department.

Food preparation safety falls under the requirements of this Health and Safety Policy. This requirement covers housekeeping, cleaning, layout of the food service/preparation area, the equipment in use and the condition of floors and surfaces etc.

The Person responsible for food hygiene safety is:

Cook

All food handlers have a responsibility to ensure that a high degree of personal hygiene is maintained particularly when preparing food for service user consumption.

A high degree of housekeeping is maintained but the person identified below has the duty to ensure this is carried out.

The person responsible for general kitchen housekeeping is:

Cook

WORKING AT HEIGHT

The **Working at Height Regulation 2005** requires the College to consider a number of key elements prior to carrying out any work that involves climbing from floor level.

We are required to suitably and sufficiently assess the risks involved in working at height. This will involve consideration of the following key factors:

- Is there a specific need to work at height or can the operation or task be carried out without working at height?
- Is the person a minimum of 16 years of age.
- Is the equipment we provide suitable for the task involved and does it allow ease of access to the working area?
- Is the equipment used to access the work area maintained?
- Are the staff we intend to use suitably trained to carry out the task and is their level of fitness acceptable?
- If staff are required to access surfaces at height, then we must take into account that the surface is of sufficient strength to support the persons involved.
- The height involved must also be taken into account, as well, as should a fall occur what is the member of staff likely to fall on or into. A secondary means of supporting the staff member should he/she fall must be provided for the higher access tasks.
- If the task requires staff to work outside, then the weather conditions must be taken into account. If the weather conditions are adverse and likely to threaten the safety of our staff, then the task will be postponed until such time when it is safe to proceed.

We will carry out a risk assessment, taking into account the factors indicated above. If the work is beyond what we consider acceptable then we will call on the services of a specialist contractor to make the work zone easily accessible to our staff.

The person responsible for carrying out the working at height assessments is:

Facilities Manager

TRAINING

St Joseph's Catholic College recognises the duty to provide its staff with whatever training is required so that they can carry out their job in a safe manner. This will ensure they are protected from hazards and that they do not cause anyone to be harmed by their activities.

To ensure this is carried out the person below has been appointed to identify any training needs:

The Principal

The type of training that will be provided is:

- Induction training for all new staff
- Job specific training for all new staff or staff who transfer to other roles.
- Health and safety training for all staff that have been given specific tasks in the policy and to allow all staff to carry out their jobs safely.
- Extra training and supervision will be provided for young people because of their immaturity and lack of experience.
- Training will either be provided in house where appropriate or by an accredited training provider.

All training will be recorded and retained with the staff member's personal file, the member of staff will sign to confirm that they have received the training and understood it.

The person responsible for maintaining the training records is:

Human Resources Manager

Health and Safety Training should include:

- Risk and COSHH assessment training when applicable.
- Manual handling training as and when required.
- Use of Personal Protective Equipment (PPE) when issued.
- Use of Display Screen Equipment where necessary.
- Health and Safety awareness.
- Fire prevention and safe use of fire equipment.
- Any other training that may be relevant to their tasks or health and safety.

WORK EXPERIENCE

- SBC identifies the service provider for the service provision of placements and for the procedure of health and safety checks on all employers providing placements. Complying with clear procedures for risk assessments and proper consideration to child protection issues. This covers the LSC HASPS (Health and Safety Procurement Standards) 1 to 9.
- The College has the responsibility to help the employer meet unit 10 of the Health and Safety Procurement Standards by:
 - The school is responsible for identifying the appropriateness of the placement and the students suitability e.g. through personality, welfare, physical conditions, behaviour, etc.
 - Seek parental consent and data agreement.
 - Provide important information to the employer that might affect the student undertaking tasks (pen portraits)
- Provide point of contact information to learners inside and outside the operating hours of College.
- Inform parents about insurance cover provided by College
- The employer is responsible for risk assessment under the Management of Health and Safety at Work Regulations 1999, but will be aided by the College providing information.
- Any decision to require a DBS check is the responsibility of the College using national guidance. The rationale behind decisions should be recorded by Child Protection Officer and the Work Experience Co-ordinator.
- Responsibilities in the event of an accident, employers are subject to RIDDOR including learners on work placements. Schools inform the local authority of any accidents and LA ensures AF1(WE) is completed for all incidents that are reported under RIDDOR regulations. The College supports the SBC recommendation for specific learner incident reporting requirements.
- The Local Authority monitors and audits these arrangements in school on an annual basis.

The Chief Financial & Operations Officer, Pastoral Manager, Tutoring Team and Work Experience Co-ordinator are committed to delivering recognised Health and Safety preparation and assessment of all learners. In addition to this we ensure continued professional development by co-ordinating staff training to communicate changes and updates regarding H & S and process's to be undertaken during employer visits.

Appendix

Location of First boxes:

Our First Aid Assessment has identified **19** First aid kits; they are located in the following places;

- x12 in the Medical Room
- x1 in the MRT
- x1 in Reception
- x1 in each School Vehicle (total 2)
- x1 Community Entrance
- x1 School Kitchen
- x1 Chief Financial & Operations Officer Office - WF18

First aid trained staff:

- | | |
|----------------------|--|
| • Flo Bradley Sutton | Defibrillator trained. |
| • Ginny Mills | Anaphylaxis and Defibrillator trained. |
| • Tim Collinge | Anaphylaxis and Defibrillator trained. |
| • Liz Tkocz | Anaphylaxis and Defibrillator trained. |
| • Jackie Maxwell | Anaphylaxis and Defibrillator trained. |
| • Helen Peace | Anaphylaxis and Defibrillator trained. |
| • Debra Haynes | Anaphylaxis and Defibrillator trained. |
| • Michelle Ferris | Anaphylaxis and Defibrillator trained. |
| • Charlie Peace | Anaphylaxis and Defibrillator trained. |
| • Alan Wickson | Anaphylaxis and Defibrillator trained |