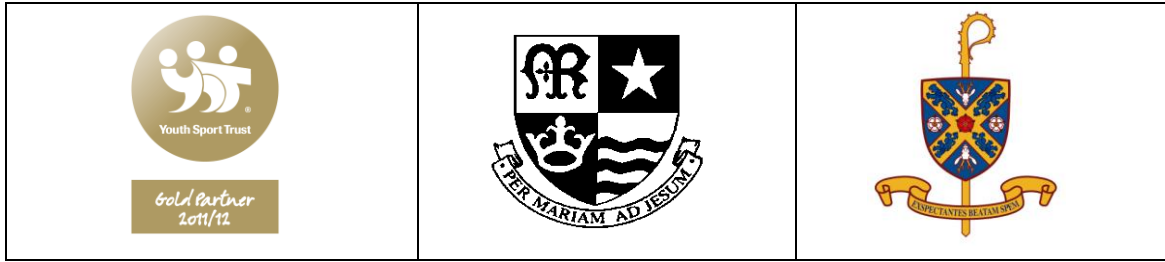


**St. Mary's College
Health and Safety Policy**



St Mary's College

HEALTH AND SAFETY POLICY

May 2013

**Approved by the Governors of the Finance
and Personnel Committee**

May 2013

**St. Mary's College
Health and Safety Policy**

Part 1	STATEMENT OF POLICY - Introduction
Part 2	ORGANISATION AND RESPONSIBILITIES
2.1	Governors
2.2	Head teacher
2.3	Employees
2.4	General Responsibilities of the Staff
2.5	Other Responsibilities
2.6	Outside Bodies
2.7	Health and Safety Support
Part 3	ARRANGEMENTS - Health and Safety Management
3.1	Action Plan
3.2	Competent Advisors
3.3	Employee Consultation
3.4	Safety Inspections
3.5	Identification and Control of Hazards and Risks
3.6	Arrangements for Pupils with Special Educational Needs
3.7	Personal Protective Equipment
3.8	Lifting of Goods and People
3.9	Training of Employees
3.10	Emergency Procedures
3.11	First Aid Provisions
3.12	Supporting Pupils with Medical Needs - Administration of Medicines
3.13	Drugs Policy
3.14	Accident and Dangerous Occurrence Reporting
3.15	Violence at Work
3.16	Workplace Stress
3.17	Display Screen Equipment
3.18	Maintenance of Premises
3.19	Waste Management and Cleaning Arrangements
3.20	Entering & Leaving the Premises
3.21	School Security
3.22	Vehicle Movements in the School Grounds
3.23	Use of Premises Outside School Hours
3.24	Adaptations or Improvements to Premise (Building & Grounds) - Self Help Schemes
3.25	Housekeeping
3.26	Smoking
3.27	Hazardous Substances
3.28	Work Equipment
3.29	Electricity at Work
3.30	Use of School Equipment by Contractors & Outside Bodies
3.31	Visitors
3.32	Educational Visits
3.33	Work Experience Arrangements
3.34	Hire or Purchase of Vehicles
3.35	Activities of Non-Employees
3.36	Provision of Information
Part 4	CONCLUSION

**St. Mary's College
Health and Safety Policy**

4.1	Monitoring Performance
4.2	Review
	Appendix [a] risk assessment form

Part 1: Governing Body Statement

The governing body of St. Mary's College will so far as is reasonably practicable, ensure that all activities under its control are carried out in accordance with the Health and Safety at Work Act 1974 and all other health and safety legislation relating to their activities. The basis for this policy is to work in accordance with the Health and Safety policy originally drawn up by Kingston upon Hull Children and Young People's Services.

The governing body will ensure, so far as is reasonably practicable, that the premises, including access and egress, all plant, equipment and substances used or stored on the premises, or provided for use elsewhere by staff or pupils, are safe and without risks to health. In the case of a letting arranged by the governing body, it will ensure that appropriate health and safety arrangements are in place. Sufficient funding, time and other resources will be allocated so far as is reasonably practicable to meet the requirements set out in this policy.

The governing body will ensure that such competent technical advice as is necessary on all matters of health and safety is made available to assist managers in providing safe conditions at work.

In addition, the governing body will implement systems to:

- Maintain high standards for health, safety and welfare
- Ensure all employees are aware of such standards through communication and consultation
- Provide adequate finance for appropriate training and instruction in all aspects of health and safety
- Ensure risk assessments are undertaken and reviewed as necessary
- Establish and maintain systems for recording and monitoring health and safety performance at the school.

The governing body will review this policy at least every two years or if circumstances change in the interim period. The governing body recognises and endorses the need for good communication and consultation at all levels on health and safety matters.

In order to assist in the discharge of its responsibilities, the governing body will receive copies of all health and safety reports issued through the Local Authority.

Signed: Canon M Loughlin

Date

Chair of governors, on behalf of the governing body.

St. Mary's College

Health and Safety Policy

Introduction

This Policy sets down the health and safety organisation and arrangements for St Mary's College.

Copies of this policy are available to all staff on the schools intranet and a hard copy is in the staff room.

Part 1 of the policy is a statement of intent by the governing body dealing with those responsibilities held by the school's governing body and over which the Head teacher has day-to-day control.

Part 2 describes the organisation for implementing the policy and the delegated functions of individuals. It covers safety matters associated with repairs, maintenance, upkeep and alterations to buildings.

Part 3 shows the arrangements for carrying out the functions allocated to individuals and the monitoring, reporting and recording of the effects of the safety policy.

The policy will ensure that all reasonably practicable steps are taken to secure the safety, health and welfare of all persons using the premises by:

- establishing and maintaining a safe and healthy environment throughout the college;
- establishing and maintaining safe working procedures for staff and pupils;
- making arrangements to ensure the safety and absence of risk to health in connection with the use, handling, storage and transport of articles and substances;
- ensuring the provision of sufficient information, instruction and supervision to enable all people working on site to avoid hazards and contribute positively to their own safety and health during work activities;
- providing health and safety training for staff as needs are identified;
- maintaining a safe and healthy place of work and safe access and egress from it;
- formulating effective procedures for use in case of fire and other emergencies and form evacuating the school premises;
- formulating procedures to be followed in case of accidents and incidents;
- the provision and maintenance of adequate welfare facilities;
- identifying through assessment the special needs of disabled staff and pupils and any provisions with regard to young workers and expectant or nursing mothers during normal working routines and emergency situations;

St. Mary's College Health and Safety Policy

- Identifying and controlling as far as is reasonably practicable, the environmental impact of work activities.

Part 2: ORGANISATION AND RESPONSIBILITIES

St Mary's College is a voluntary aided school, teaching and non teaching-staff being employees of the governing body. **The Diocesan and the school governing body are responsible for the preparation of the safety policy and with the Head teacher, for all aspects of health and safety of staff and pupils.** The L.A. will act as advisor where necessary.

2.1 Responsibilities of the Governors

Governors play a vital role in the management of their school. This includes managing the school's health and safety standards.

In summary, the governing body will:

- formulate a health and safety statement setting out in writing the responsibilities and arrangements for ensuring safety in the school;
- regularly review health and safety arrangements within the school by formal inspections, through the undertaking of risk assessments and through the provisions set out in this policy;
- implement new arrangements as necessary;
- provide appropriate resources from within the school's delegated budgets to implement the arrangements set out in this policy and, in particular, ensure that health and safety requirements are taken into consideration when setting priorities;
- receive from the Head teacher, or other appropriate members of staff, reports on health and safety matters including accident trends, and report to the L.A., or other external body as appropriate, any hazards which are their responsibility, or which the governing body is unable to rectify from its own resources;
- consult with employee representatives of on all relevant health and safety issues;
- seek appropriate specialist advice from the L.A. and/or others on health and safety matters where the governing body is not fully competent or where additional advice could usefully be sought;
- ensure that items purchased from budgets which they control meet current health and safety requirements and that appropriate regular maintenance of such equipment is carried out.
- ensuring that health and safety is a standing agenda item at each term full meeting of the governing body;
- promote high standards of health and safety in the college and ensure all employees are adequately informed, instructed and trained;
- ensure that a system exists for informing safety representatives of health and safety issues.

Under section 4 of the Health and Safety at Work etc. Act 1974, governors must take those steps which are within their delegated powers to ensure that the college premises and any plant and substances provided for work use, are safe and without risk to health.

St. Mary's College Health and Safety Policy

Under section 36 (1) of the Health and Safety at Work etc. Act 1974, if an offence is committed due to the act or default of the governing body, the governors may be charged with and convicted of an offence.

In practice, governors should have no difficulty in complying with their legal duties if they act in accordance with the guidance contained in this policy.

NOTE: In voluntary aided schools, the governing body is the employer.

2.2 Responsibilities of the Head teacher

The Head teacher has responsibility for the day-to-day maintenance and development of safe working practices and conditions for teaching and non-teaching staff, pupils, visitors and all other persons using the premises. This includes persons engaged in activities sponsored by the school, in which case the Head teacher will take all reasonably practicable steps to establish & maintain safe working practices and conditions through the delegation of duties to departmental heads, teachers and others as deemed appropriate and clearly communicated to every employee.

The Head teacher must take all reasonable measures to ensure that the requirements of relevant legislation, codes of practice and guidelines are met at all times.

In particular the Head teacher will:

- be aware of the basic requirements of the health and Safety at Work, etc. Act 1974, the Management of Health and Safety at Work Regulations 1992 and all other health and safety legislation relevant to the work of the college;
- ensure that safe working practices throughout the college are understood and implemented by all site users so that each task is carried out to the required standard and all foreseeable risks are controlled;
- consult with members of staff, including safety representatives and the governing body, on health and safety issues and ensure that health and safety is a standard agenda item at staff meetings;
- ensure co-operation and co-ordination of health and safety issues, including relevant risk assessments and safe working practices with all other site users;
- arrange a system for carrying out and reviewing risk assessments to allow the prompt identification of potential hazards;
- carry out periodic reviews and safety audits on the findings of the risk assessments;
- within the financial resources available, ensure that all members of staff who have identified training needs receive adequate and appropriate training and instruction in health and safety matters;
- encourage staff, pupils, visitors and others to promote health and safety and where identified, provide adequate supervision;
- ensure that any defects in the premises, its plant, equipment or facilities which relate to or may affect the health and safety of staff, pupils and others are made safe without delay;
- report any unsafe practices of contractors to the college site manager or his representative.
- report to the college site manager hazards which cannot be rectified immediately or from within the school's resources;
- ensure that instructions from the L.A. on health and safety matters are reported to the governing body and/or implemented as appropriate;

St. Mary's College Health and Safety Policy

- collate accident and incident information and when necessary carry out an investigation (refer to para. 3.14 of this policy, 'Accident & Dangerous Occurrence Reporting');
- monitor the standard of health and safety throughout the school and implement disciplinary measures against those who consistently fail to consider their own well being or the health and safety of others;
- monitor and review, with the governors, the effectiveness of the health and safety management system.

The college site manager will be responsible as the Head teacher's deputy and oversee welfare, health and safety matters on a day-to-day basis. The responsibility for securing a safe working environment, practices & conditions remains with the Head teacher.

2.3 Employees Responsibilities

In accordance with sections 7 and 8 of the Health and Safety at Work etc. Act 1974 and Regulation 12 of the Management of Health and Safety at Work Regulations 1992 all employees have a duty to:

- take reasonable care of their own health and safety;
- take reasonable care of the health and safety of other persons who may be affected by their acts or omissions while at work;
- co-operate with their employer to enable any duty or requirement placed on their employer to be complied with;
- familiarise themselves with the health and safety aspects of their work & work areas and avoid conduct which may create risk;
- not to intentionally or recklessly interfere with or misuse anything provided in the interests of safety, health or welfare, or do anything likely to endanger themselves or others.

In particular all members of staff will:

- familiarise themselves with this safety policy and all safety regulations as laid down by the L.A. and governing body;
- ensure that health and safety regulations, rules, routines and procedures are being applied effectively by both staff and pupils giving clear instructions & warnings as often as necessary;
- use the correct tools, equipment and materials appropriate for the task to be undertaken;
- ensure that all plant, machinery and equipment is in safe working order and correctly guarded;
- not allow unauthorised or improper use of plant, machinery or equipment;
- observe standards of dress consistent with safety and/or hygiene;
- ensure that any protective equipment, guards or safety devices supplied are used as intended;
- ensure that all toxic, hazardous and flammable substances are correctly used, stored and labelled;
- report all defects and unsafe practices in accordance with the school reporting procedures;
- take an active interest in promoting health and safety and suggest ways of reducing risk;

St. Mary's College Health and Safety Policy

- exercise good standards of housekeeping & cleanliness for activities within their control.

2.4 General Responsibilities of Staff

Pupils will only be allowed off site during the school day if given permission from staff they must sign out at the reception area and sign in if returning the same day. The midsession breaks are legally deemed as directed time. The procedure and supervisory roster are displayed in the frog system (staff info portal) any queries should be directed to the relevant head of year.

Pupils should not 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.

Safety of pupils is the responsibility of class teachers. 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 that they cannot accept this responsibility, then the matter should be discussed with the appropriate member of the department before allowing practical work to take place.

Class teachers are expected to exercise effective supervision of the pupils and to know the school's emergency procedures and carry them out.

Special care must be taken to ensure that no pupil leaves the school until 12.25 p.m. lunch, or 3.30 p.m. home time. The exception to this would be pupils who have special permission to sign out of school. Pupils signing in or out must do so at the reception desk.

Where possible, staff on "before school" duty should be in position no later than 08.40 and are expected to leave their post no earlier than 08.50. Parents are requested to ensure that children arrive at college as near to 08.45 as possible and leave the premises at the end of the day as soon after 15.30. as possible. Pupils who arrive early or late may contact any member of staff in an emergency. The college has a laid down programme for the supervision of pupils arriving and leaving by transport, which is located in the Frog system (staff info portal). If transport is late or does not turn up, staff will supervise pupils and make enquiries to its estimated arrival/collection of pupils.

Staff should be on duty at the end of the school day and be present at the bus/transport stopping area by 15.31. The most senior member of staff on duty will be responsible for maintaining safe practices.

2.5 Other Responsibilities

St Mary's College site manager, Mr P. Toker, is responsible for overseeing health and safety matters on the college site on behalf of the Head teacher. He will provide such information, review all policies and assessments and make such recommendations as are required to comply with relevant health and safety legislation and ensure a safe place of work.

St. Mary's College Health and Safety Policy

Each Head of Department is responsible for co-ordinating health and safety arrangements within their department. This includes drawing up and reviewing procedures which are particular to the department in question and acting on all reports received. It is the responsibility of the head of department to be aware of and implement safe working practices and methods appropriate to their subject area.

Heads of Department / Faculty / Subject are responsible for producing a safety statement for their area of responsibility. Such statements are supplementary to this policy, brought to the attention of staff & pupils and are kept in each head of department's office.

Teaching & non-teaching staff, holding posts / positions of special responsibility; such staff have a general responsibility for the application of this safety policy to their own area of work and shall carry out a regular safety inspection of the activities for which they are responsible reporting concerns to the appropriate line manager.

2.6 Responsibilities - Outside Bodies

General - Refer also to paragraph 3.23 of this policy (Use of Premises Outside School Hours).

When the premises are used for purposes not under the direction of the Head teacher then the principal person in charge of the activities will be responsible for implementing all safe practices as required by this document.

The Head teacher / site manager must seek to ensure that hirers, contractors and others who are working on or hiring the school premises conduct themselves in such a manner that all statutory and advisory safety requirements are met at all times.

When the school premises or facilities are being used out of school hours for a college sponsored activity then, for the purpose of this policy, the organiser of the activity, even if an employee, will be treated as a hirer and will comply with the requirements of this section.

All hirers, contractors and others using the college premises or facilities must familiarise themselves with the relevant parts of this policy, comply with all safety directives of the governing body and ensure that they will not without the prior knowledge of the Head teacher:

- (a) introduce equipment for use on the school premises;
- (b) alter fixed installations;
- (c) remove fire and safety notices or equipment;
- (d) take any action that may create hazards for persons using the premises at that time, or staff or pupils of the school at a later time.

Written instructions regarding emergency procedures and safety requirements while using the premises or college equipment are given to the hirer and a signed copy will be filed with the hire agreement.

St. Mary's College Health and Safety Policy

Contractors

All contractors who work on the school premises are required to ensure safe working practices by their own employees and compliance with statutory regulations. They must pay due regard to the safety of all persons using the premises in accordance with sections 3 & 4 of the Health and Safety at Work, etc Act 1974.

Should a contractors' work create hazardous conditions and the contractor cannot / will not eliminate them or take action to make them safe, the Head teacher / site manager will take such actions as are necessary to protect persons in his care from risk of injury.

Consultation and liaison between contractor and school will be either through the head teacher or the college site manager or their representative.

The governing body draws to the attention of all users of the school premises (including hirers and contractors) sec. 8 of the Health and Safety at Work, etc Act 1974, which states that no person shall intentionally or recklessly interfere with or misuse anything which is provided in the interests of health, safety or welfare in pursuance of any of the relevant statutory provisions. All contractors must read and sign a copy of the colleges own safety guide for contractors and employees of contractors working on the college premises.

Food Catering

The Head teacher has day-to-day responsibility for the school and its staff including the kitchens and catering equipment. The site manager is the designated responsible person for compliance with the Food Safety Act 1990 and the Food Safety (general food hygiene) Regulations 1995. The site manager and the catering manager will ensure that equipment tests, food hygiene and other health and safety matters meet all legal requirements. Information on the regulations can be found in both the site manager's office and the kitchen office.

Close co-operation between the Head teacher, the site manager and the catering manager, ensures that high standards of health, safety and hygiene exist in accordance with the food regulations.

2.7 Health and Safety Support

The governors recognise that there will be occasions when the college will require specialist advice on health and safety matters. First contact will be through the college's site manager. He will then liaise with the LA Health and Safety Team from where advice will be provided or actions implemented to rectify the situation. Other sources of advice are listed below.

Health and Safety team
Kingston House South

Tel: (01482) 612130
Fax: (01482) 612897

Health and Safety Executive
Edgar Allen House
241 Glossop Road
Sheffield
S10 29W

Tel: (01142) 912300
Fax: (01142) 912379

St. Mary's College Health and Safety Policy

discussed at the regular finance meetings held internally, generally on a weekly basis.

3.4 Safety Inspections

The practice of self-monitoring is a vital feature of health and safety. It is the responsibility of all staff to be vigilant on health and safety matters at all times.

Health and safety inspections of the premises, site plant and equipment will be an ongoing activity. They will be carried out by the college site manager or his representative and accompanied by the school's employee safety representative if available.

Inspection and report forms will be completed and held in the site office. A summary of the findings and general standards of college health and safety will be presented at governor meetings. The Council's health and safety department inspect the college annually and a copy of their 'general comments' can be found at the back of this policy after the latest inspection.

3.5 Identification and Control of Hazards and Risks

Risk Assessments form the basis of work procedures and the control of such risks will determine the schools safety rules & procedures and identify training needs as part of the preventative and protective measures.

The governing body is responsible for ensuring such assessments are completed, recorded and monitored. Copies of site risk assessments are available to all relevant employees and other site users. Written risk assessments are located in the site manager's office.

All employees and governors should report hazards of which they become aware by e-mailing the caretakers at 'sitestaff@staff.st-marys.hull.sch.uk, (**email Site Staff**) or if the matter is urgent by telling either the site manager, or the caretaking staff. The college receptionist can contact relevant staff by means of a two-way radio (tel- reception 100)

The head of each department is responsible for carrying out risk assessments for their areas and must file copies for inspection. These must be reviewed annually or amended if there are changes to work practices. The head of department must ensure that their staff receive training that complies with the department's risk assessments and safe working practices. The site manager will offer advice and assistance if required. Appendix [a] is an example of a risk assessment form.

Specific risk assessments will be completed by teaching staff for educational visits and be countersigned by the college's educational visits coordinator [EVC]. Young persons, pregnant workers will be assessed in accordance with the Disability Discrimination Act (DDA) 1995.

Parents are asked to ensure that children do not bring items to school, which could be hazardous or dangerous. If such items are found by any member of staff the item will be confiscated and the parents asked to come into school to collect them.

3.6 Arrangements for Pupils with Special Educational Needs

St. Mary's College Health and Safety Policy

Identification and management of special educational needs, including emotional and behavioural difficulties, is the duty of teachers and the special educational needs co-ordinators.

Where it is identified that a pupil is in requirement of special needs, it is a duty that the following requirements are considered and if necessary, implemented:

teacher training, including manual handling of persons;
requirement of specialist equipment;
means of access / egress etc.

Advice can be obtained from the following specialist services;
Educational Service for the Hearing and Vision;
Education Services for Physical Disability.

3.7 Personal Protective Equipment

Suitable Personal Protective Equipment (PPE) will be provided where identified as necessary in a risk assessment. All employees are responsible for informing their line manager as soon as they become aware of a need to repair or replace PPE which they use. Their line manager will be responsible for replacing worn PPE.

PPE will be inspected each term by line managers or more frequently if required; Teachers must ensure that PPE is being used by pupils (duty of care) when it is required. Teaching and non-teaching staff must use protective equipment where it has been identified as necessary for their personal safety.

There are special inspection, maintenance and recording procedures for PPE identified by a COSHH assessment.

3.8 Manual Handling

Suitable and sufficient manual handling assessments will be undertaken prior to any lifting activity and appropriate controls will be put in place. Risks, which cannot be adequately controlled, must be referred to the college site manager. Assessments are kept in the site manager's office. Instruction on lifting can be obtained from the site manager. Caretaking staff and others whose normal work involves manual handling will attend a manual-handling course.

3.9 Training of Employees

The opportunity is provided for all employees to have access to the information, instruction, supervision and training as is required to enable them to work in a safe environment.

All employees whether permanent or temporary will undergo Induction training which will include the following health and safety matters:

- Emergency Arrangements
- Fire Drills

St. Mary's College Health and Safety Policy

- First Aid Arrangements
- Accident Reporting
- Good Housekeeping
- Codes of Safe Practice and Guidance
- Special Hazards/Responsibilities Associated with Work Activity
- Special Needs of Young Employees

Further training needs will be considered when employees transfer or take on new responsibilities, or when there is a change in the work equipment or systems of work in use.

The site manager or the relevant head of department will identify health and safety training needs in consultation with the employees concerned.

Employees who feel that they have a need for health and safety training of any kind should notify their line manager in writing.

A record of individual employee training to ensure that training is up to date and appropriate for the duties undertaken is maintained by heads of departments / site manager. Where certificates of competence are required for potentially hazardous activities e.g. woodworking machinery, swimming etc, heads of departments are responsible for checking the validity of certificates and for arranging refresher training when necessary.

Responsibility for facilitating attendance and funding of training will be allocated by the college.

3.10 Emergency Procedures

Emergency procedures exist covering a range of hazardous situations (e.g. fire, severe electrical fault, bomb alert, severe weather, intruders) that could arise in the school or during an organised activity off site.

In an emergency, the college site manager and his team are to clear the area of all people, take appropriate action e.g. close doors, isolate services, call emergency services, and summon the Head teacher or other member of the senior management team to arrange follow-up action.

FIRST PRIORITY:

in all hazardous situations, the safety of people, their removal from danger, reassurance and care and the application of first aid when required.

SECOND PRIORITY:

The site manager or his deputy will assess the emergency and call the relevant emergency services; he will take full control of the incident site until the arrival of the services without putting himself or staff at risk. The head teacher will control the evacuation, assembly and safety of the staff and pupils.

THIRD PRIORITY:

safeguard premise and equipment as far as it is safe to do so.

St. Mary's College Health and Safety Policy

The site manager is responsible for providing the college senior management team with emergency telephone numbers for use if an emergency occurs outside of school hours. [these can be found in the contingency plan].

The procedure for educational visits covers accidents and emergencies when staff and pupils are away from college on organised trips.

Details of the position of mains isolation points are kept in the site manager's office. The file is always on show and has the title 'SITE PLANS'.

Fire

A fire risk assessment as required by the Fire Precautions (Workplace) Regulations 1997 has been undertaken and is constantly being reviewed and when necessary amended.

The procedure will be tested with a full evacuation of the school once per term, including college personnel/students on organised lessons in the academy. A log of all drills and points for improvements is kept by the site manager. If the fire alarm is activated due to an act of vandalism and full evacuation and assembly results, this can be classed as a planned drill.

All fire doors and must be kept closed at all times unless held open by electronic devices directly linked to the fire alarm. Fire exit doors / gates must be unlocked and easily accessible and can open from within the building without the necessity for a key.

The fire alarm is tested weekly. Fire panel lamps, call points, and fire extinguishers are inspected each month. A record is kept of all tests by the site manager.

Fire extinguishers are tested and serviced by the fire brigade on an annual basis, with the date of each test indicated on the appliance. The site manager is responsible for organising such examinations by a competent person.

Different alarm actuation points will be used at each drill and test, and from time to time certain escape routes will be deemed impassable. Staff will be practised in the normal escape route from their place of work and alternative routes to the muster area.

Emergency Action signs are posted in prominent positions throughout the school for the benefit of visitors and non-school personnel in accordance with the health and safety (Signs & Signals) Regulations 1996. Fire and health and safety information are also in the 'signing in book' in the reception area.

Bomb Threat

The school procedure for dealing with a bomb threat will closely follow the guidelines set out in the City Council policy.

The recipient of a verbal threat should never assume that the threat is a hoax.

When a threatening call is received the recipient is instructed to stay as calm as is possible, not to interrupt the caller, write down the details exactly as stated and keep the telephone line open even after the caller has hung up.

St. Mary's College Health and Safety Policy

Immediately inform the site manager/deputy who will assume the responsibility of Principal Co-ordinator and direct his staff accordingly.

When in any doubt as to the validity of the threat, the Principal Co-ordinator in full consultation with the Head teacher will err on the side of safety and evacuate the buildings as detailed in the school's policy. In all cases, the police must be informed.

3.11 First Aid Provisions

The governors through the Head teacher will assess the first aid needs of the school, taking into account actual levels of risk and for determining the required number of first-aid personnel taking into account the number of employees & other site users (i.e. pupils), out of hour's workers and visitors to the site.

All employees will be aware of the First Aid provisions and notices are posted giving details of trained personnel and reporting procedures.

The following employees have been trained to first aid at work level (Designated first aiders):

Name	Date of expiry of certificate
J. Young (admin)	JAN 2014
A.Brown (student services)	DEC 2015
D. Anderson (D&T)	JUNE, 2014
H. Ashton (admin)	NOV, 2014
K. Walton, Student Serv.	DEC, 2015
S,Gillyon (P.E..)	JUN,2014
L. Bromby (kitchen)	APR, 2014
K. WHITE (science)	NOV, 2014

Prior to the expiry of certificates employees will be notified by Admin staff they the must seek approval of their line manger to attend a refresher course by the due date. Admin will then arrange the course.

First aid boxes are kept at the following locations:

THE FIRST AID ROOM IN THE RECEPTION AREA.

and will be maintained by Kay Walton, Student Services.

The Travelling first aid box is kept IN THE FIRST AID ROOM. There are other first aid boxes IN EACH YEAR OFFICE these are for the use of trained first aiders only.

Records of first aid administered are kept by the student services officers, which includes the first aid officer.

The contact numbers for the nearest hospital casualty department and other medical services are in the first aid room.. Guidelines dealing with specific risks e.g. Blood Borne Viral Infections, Hepatitis B and HIV - Hygiene Guidelines for Schools; Policy

St. Mary's College Health and Safety Policy

on Head Lice etc. In all cases, disposable gloves are to be used when treating wounds.

Sharps.

All sharps, including hypodermic needles & syringes must be handled with great care in accordance with L.A. guidelines and disposed of in a suitable sharps container conforming to BS7320.

Sharps bins are located in the site manager's office and the first aid room. (For disposal of sharps boxes, refer to section 3.18 of this policy, 'Waste Management and Cleaning Arrangements').

Caretaker staff will remove all discarded sharps and have received training in handling hazardous materials. Discovery and reporting of sharps are included in the overall strategy of the college's health and safety policy.

3.12 Supporting Pupils with Medical Needs - Administration of Medicines

The governing body has approved a school-based policy on managing medication and implemented management systems to support individual pupils with medical needs.

The first aid officer or student services officers who are in charge of the medical room are responsible for deciding whether to agree to requests for the administration of medicines to pupils in accordance with the governing bodies policy.

Records of requests for the administration of medicines to pupils, which the school has agreed to meet, are kept IN THE MEDICAL ROOM. The administration of medicine records are kept IN THE MEDICAL ROOM.

Records of medical training for employees - refer to Training of Employees (section 3.9 of this policy).

3.13 Drugs Policy

Guidance – L.A. 'Drugs Policy for Schools & Community Education Services'.

The governing body has approved a policy for drugs education & drug prevention. The named person for drug information education & co-ordination of policy is the PSHE coordinator, Mrs Hugill.

Any other drug related issues [i.e. pupils found with street drugs] should be notified to Mrs Ogilvie the assistant headteacher.

3.14 Accident and Dangerous Occurrence Reporting

The college reports accidents and incidents using the online 'AIRSWEB' system. Incidents of violence, property damage, racial abuse, environmental concerns, all accidents, RIDDOR reports, (Reporting of Injuries, Diseases and Dangerous Occurrences Regulations, 1995), and occupational health concerns can all be reported using the system. Accident trends and incident history are now accessed by using the system. This system has been in place since July 2010 and Student Services are responsible for completing records on AIRSWEB.

St. Mary's College Health and Safety Policy

Copies of all accident reports for employees will be retained on site for a minimum of 6 years following the incident.

Accident/incidents should be brought to the attention of the site manager and/or first aid officer or personal care manager. Where they are found to be caused by faulty plant, equipment, premises or unsafe systems of work, he / she will act to remove or isolate the hazard until the necessary modifications or repairs can be made. In the event of a serious accident he / she will report the accident to the Council's health and safety team as a matter of urgency.

3.15 Violence at Work

All acts of violence to members of staff, whether physical or verbal, will be reported via the 'airsweb' system.

Where injury results from a violent act, the injury should be reported in the normal way as an accident but with the violence at work report attached. Student services keeps copies of reports for investigations if needed.

All acts of violence will be monitored by the governing body in order that appropriate control measures can be implemented to reduce or eliminate a re-occurrence of the incident. Challenging behaviour should be reported to the behaviour team leader Mr Cooper. If students have to be physically restrained then a 'use of force' form must be completed, and the forms can be obtained from Mr Cooper.

Support is available to employees following incidents through the Occupational Health Unit, at Hull & East Riding Hospitals.

3.16 Workplace Stress

Ill health resulting from stress caused at work is treated in the same way as ill health due to physical causes in the workplace. During the undertaking of risk assessments, the symptoms of work related stress are actively sought and steps taken to deal with the organisational causes.

The governing body recognises that working in a college can at times be a stressful experience and is committed to helping staff cope when they feel under pressure. A Staff Welfare Policy is in place, which includes support in relation to stress. Support and advice may also be available from the Occupational Health Unit, telephone (01482) 622035/674773. Individual concerns should be discussed with the Head teacher or Director of Learning Services.

3.17 Display Screen Equipment

Employees who are assessed as Display Screen Equipment 'Users' in accordance with city council guidelines will have their work station assessed to ensure compliance with the 1992 Regulations. 'Users' are entitled to eyesight tests and corrective appliances in line with college policy and guidelines. 'User' assessment forms are available from the site manager.

3.18 Maintenance of Premises

St. Mary's College Health and Safety Policy

The site manager is responsible for ordering building, site or plant work related to maintenance of premises and for ensuring that work is done to a satisfactory standard and in a safe manner. However, during such work the site manager must exercise common sense in noting dangers to staff, pupils and other visitors to the site.

All arrangements for dealing with asbestos (where present) will be co-ordinated by the site manager.

Co-ordination and co-operation between the college and contract manager will prevent work delays and ensure a safe environment for all parties. Where a difference of opinion cannot be resolved, advice from a safety specialist should be requested. The Head teacher must always have the final say regarding the safety of the pupils.

3.19 Waste Management and Cleaning Arrangements

Waste is collected daily by the cleaners, and site staff, who will arrange for its safe storage in appropriately sited secure containers. All employees are responsible for reporting accumulation of waste, or large items of waste that require special attention to the site staff who will arrange for its disposal.

All members of staff are responsible for arranging to clear up spillages which occur within the area under their control. Other spillages or leaks should be reported to site staff who will arrange for them to be dealt with.

The cleaning arrangements for the school are made by the site manager. Hazardous materials or substances require special procedures for disposal. Reference is to be made to section 3.24 of this policy, 'Hazardous Substances'.

All 'sharps/needlestick' finds should be reported to the site manager who will arrange for the caretaker on duty to collect the sharp for storage in the sharps container stored in the site manager's office.

3.20 Entering and Leaving the Premises

Site staff are responsible for opening and securing the building. The procedure is set out (including arming and disarming of intruder alarms as appropriate) in the site manager's office and other locations.

During periods of severe weather, arrangements for maintaining safe access to, from and within the premises are determined by the site manager; see college policy in the FROG system (staff information portal). A plan of the safe routes is posted in the staff room. Staff should wear appropriate footwear for the weather conditions.

All staff who leave the premises during the day must sign out at the reception desk and sign in when they return.

3.21 School Security

A security survey, outlined in the DfEE publication 'Improving Security in Schools' has been completed for this site and is monitored & updated by the site manager.

St. Mary's College Health and Safety Policy

All concerns / issues should be referred to the site manager.

The survey assessed the type & scale of risk present to all site users and formed the basis of the sites overall security policy.

3.22 Vehicle Movement in the College Grounds

For site traffic, routes and vehicle parking is organised to allow for pedestrians and vehicles to circulate safely.

Suitable measures have been developed to ensure:

- pedestrians and vehicles use traffic routes without causing undue risk to site users;
- vehicles are kept clear of exit doors, gates, or pedestrian only areas which would restrict means of escape endanger pupils in play or circulation areas;
- that where vehicles & pedestrians have to use the same route, there is speed restriction and traffic calming measures in operation.
- Staff vehicles should not leave the main school car park until 3.40pm, (unless for emergency reasons) to allow students to exit the site safely. All staff have been informed of this requirement which is for the safety of students.

A speed limit of **5mph** is in force on the site along with traffic calming measures.

3.23 Use of Premise Outside School Hours

Refer also to section 2.5 of this policy "Responsibility - Outside Bodies General".

The Sports Academy manager and the site manager are responsible for co-ordinating lettings of the premises in accordance with the school's Community Use of School Premises Policy.

The site manager or his staff are responsible for informing college hirers of any facilities of the presence of any hazards which have not been rectified.

Where use is sought of specialist equipment or fittings, a suitable qualified person must be available to supervise such use, and no equipment or fittings will be removed or adjusted without previous approval from the governors.

The duty caretaker is responsible for checking that the premises are left in reasonable order by others before securing the site.

Emergency procedures and any relevant risk assessment are made known to hirers, in writing, at the time of the letting as part of the conditions of hire.(Item 2.6 refers)

3.24 Adaptations or Improvements to Premises (Buildings & Grounds) - Self Help Schemes

St. Mary's College Health and Safety Policy

The Headteacher is responsible for submitting proposals to the Council's Asset Management Team and the Diocese and for gaining the necessary approvals before work starts. This includes work financed by an external body or PTA.

All arrangements for dealing with asbestos (where present) will be co-ordinated by the site manager.

3.25 Housekeeping

All corridors, passageways and gangways should be kept clear of rubbish and obstructions. The site manager and team will make a daily check. All employees and other site users are required to co-operate with decisions taken as a result of this check.

An employee encountering any damage or wear and tear of the premises, furniture or fittings which may constitute a hazard, should report to the site manager / site team direct, or via the receptionist by two-way radio.
(Sec. 3.5 refers)

3.26 Smoking

The governing body recognise the right of individuals to work within a smoke free environment. In order to improve the health, safety and welfare of all school employees the governors have made the decision that the college will be a smoke free zone. There is no provision made for smokers on the college site.

3.27 Hazardous Substances

The governing body will ensure that the storage, use and disposal of all hazardous substances is assessed and that adequate controls are in place to protect the health & welfare of all employees and other site users.

A set of COSHH (Control of Substances Hazardous to Health) assessment records are kept in the site managers office. Each head of department will carry out their own assessment for their area of responsibility. The assessments will be reviewed and updated as necessary and at least once per year.

No new substance may be brought into school without the completion of a full COSHH assessment. This is a legal requirement under the COSHH regulations.

The science department hold their own records. Where the science teachers and technicians hold CLEAPPS hazard cards and work only in accordance with the CLEAPPS teaching manual, this is accepted by law as complying fully with COSHH Regulations including the assessment.

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

Assessment records will be circulated to all relevant staff and appropriate site users.

St. Mary's College
Health and Safety Policy

3.28 Work Equipment and recording of equipment on the school's asset management system

All work equipment purchased by the school should bear the relevant CE or BSEN Safety standard applicable to its safe design and manufacture and used only for the purposes for which it was designed.

The governing body will ensure that a procedure is in place whereby an inventory of all equipment with a current value of over £250 is recorded, with the exception of equipment deemed to be portable and at risk of theft, which will be identified separately on the school's asset management system.

The site manager is responsible for keeping all statutory certification safe and available for inspection.

3.29 Electricity at Work

All portable electrical equipment will be visually examined before use by employees. Portable electrical equipment will be examined and tested every 12 months by a competent person and a record of the inspection kept by the site manager.

Faulty equipment is to be taken out of use and reported to the site manager. Testing of fixed electrical equipment (mains circuit to outlet socket) is the responsibility of the governing body who, through the site manager, will employ competent electricians to carry out this work.

The use of personal electrical equipment will be at the discretion of the site manager who reserves the right to insist that such equipment is tested before it is used on the school premises. The cost of the test may rest with the individual concerned. The site manager will ensure that unsafe equipment is removed from the premises.

Residual current devices will be tested on a weekly basis, the results of which will be recorded by site staff and kept in the site managers office.

3.30 Use of School Equipment by Contractors & Outside Bodies

Due to insurance requirements and legal liabilities, the school will not lend tools or equipment to contractors or outside bodies.

Contractors must supply all equipment needed to complete their work.

3.31 Visitors

All visitors and contractors should report on arrival on site to Main Reception where the Duty Receptionist will:

- identify a contact person;
- issue an identity badge;
- provide where necessary, relevant health and safety information;
- remind them of their duties to the school community, if applicable (e.g. Contractors).

St. Mary's College Health and Safety Policy

Visitors will be required to sign the visitor's book.

An employee seeing an unidentified person on the school premises should act in accordance with the agreed procedures (ask if they need assistance / help, and point out to them that they should be wearing a college I.D. or Visitors badge).

Parent helpers will be made aware of the health and safety arrangements applicable to them through the teacher to whom they are assigned.

If any member of the public refuses to leave the premises, or is becoming a nuisance, the police should be contacted (999) and a request made for immediate assistance.

A report form will be submitted if appropriate via the Airswab system.

3.32 Educational Visits

All visits are to be arranged in accordance with the DfE and L.A. guidelines.

No staff member will take pupils off school premises without the head teacher's permission and assurance of specific insurance cover as governed by current L.A. requirements. Such visits will be arranged by the relevant group leaders/organisers.

A risk assessment, carried out by a competent person as defined in HSE and DfE guidance, must be in place prior to any educational visit.

The Group Leader must ensure that the risk assessment has been completed and that all accompanying staff, pupils and parents are aware of all the relevant details, and where necessary parental consent forms are completed and returned to college.

When planning to use adventure activity facilities offered by a commercial company or by a local authority, the group leader must check whether the provider is licensable under law and, if so that the provider actually holds a licence (Ref: Activity Centres (Young Persons Safety) Act, 1985 and associated Adventure Activities Licensing Regulations, 1996).

A travelling first aid kit will be taken on all outside visits (these can be loaned from the medical room).

The group leader/organiser will ensure that the college procedures are in place and adhered to.

Note: L.A's have no responsibility for pupils in voluntary aided schools. The college will make use of the expertise offered by the L.A. but accept full responsibility for the health, safety, and welfare of its pupils on all visits.

3.33 Work Experience Arrangements

The guidelines are concerned with all work experience placements arranged on behalf of pupils & students following courses offered in schools.

Assessment of the risks to young people, under 18 years old, before they start work are to be completed by the head of careers education and guidance in line with the Health and Safety (Young Persons) Regulations, 1997.

St. Mary's College Health and Safety Policy

Work Experience placements are co-ordinated by the head of careers education and guidance.

3.34 Hire or Purchase of Vehicles and the school mini bus.

The Head teacher is responsible, in conjunction with the driver, for ensuring that vehicles kept or hired by the school are operated in accordance with the law and the Council's regulations for the use and hire of minibuses.

The school lease two mini buses and there is a separate Mini Bus Policy that must be read and followed by all staff driving or using the mini bus. This policy includes the driving licence requirements, regulations and procedures that must be followed when using the mini bus.

3.35 Activities of Non-Employees

It is the responsibility of contract staff to complete all risk assessments (including COSHH) covering their particular work activities.

Copies of such assessments will be made available to the Head teacher / College site manager if requested, and in all cases where an assessment may affect pupils and school staff.

All lettings organiser / leaders must complete their own risk assessments before using the premises. These should be made available to the college if requested.

3.36 Provision of Information

The site manager is responsible for distributing all health and safety information received by the school from the Director of Children and Young Peoples Services or elsewhere.

All health and safety documentation is kept in the site manager's office and is readily available for reference by all employees. Information regarding health, safety and welfare can also be found in the staff handbook.

Curriculum Safety Guidelines are maintained by the relevant subject co-ordinator. In such cases, employees will be informed of the location of such documents with a record kept in the master file.

The original of all health and safety information received at the school will be kept on the appropriate file. The site manager will decide on the circulation of each document. Employees will sign to confirm that they have read and understood the information.

Copies of relevant assessments are filed alongside the college assessment records.

Part 4: CONCLUSION

4.1 Monitoring Performance

St. Mary's College Health and Safety Policy

This document is the governors' statement of policy. It will require regular revision where necessary, but does not need to be approved annually. It includes all reasonably foreseeable items necessary to achieve safe working conditions, while accepting that it cannot cover every eventuality.

This policy is the commitment of the school's governing body and the Head teacher to comply with all statutory requirements with the aid of the Health and Safety Handbook, HSE publications and education guidance notes, to provide a safe and healthy place to work.

4.2 Review

The governing body will make provision to:

- Review the health and safety arrangements for the college;
- Prepare recommendations for a health and safety action plan, detailing improvements and amendments to the existing arrangements;
- Re-assess procedures, risk assessments and the requirements of the college Health and Safety Policy Statement as an ongoing duty.

Signed: _____
Chair of Governors.

Date: _____

Signed: _____
Head teacher

Date: _____