

HEALTH AND SAFETY

WHY DO WE HAVE THIS POLICY?

In line with the Health and Safety at Work Act 1974 and its 1977 revision, the Headteacher and governors of Notre Dame Catholic College exercise particular regard for the well being, health and safety of all staff, pupils and visitors to its premises, quite apart from any legal obligations that exist.

HOW WILL THE SCHOOL RESPOND?

- ❖ The Headteacher and governors acknowledge the paramount importance of commitment to an ongoing process of awareness-raising among staff and pupils on issues related to all aspects of health and safety. They would urge all staff to exploit their curricula on a day to day basis with a view to ensuring an ongoing process of education of pupils in aspects of health and safety;
- ❖ all staff share responsibility for Health and Safety and all departmental meetings must have Health and Safety as a regular item on the agenda to ensure efficient and effective communication on all Health and Safety issues;
- ❖ risk assessment should be an integral part of all school planning for activities inside and outside school and risk assessments should be carried out termly by Heads of Department in their own areas;
- ❖ it is a legal requirement that risk assessments are carried out for all activities inside and outside school covering areas such as:-
 - (i) control of Substances Hazardous to Health (COSHH) regulations
 - (ii) manual Handling Regulations
 - (iii) personal Protective Equipment at Work (PPE) regulations
 - (iv) pregnant workers
 - (v) provision and Use of Work Equipment regulations
 - (vi) Health and Safety (Display Screen Equipment) regulations
 - (vii) Educational visits.
- ❖ Risk assessments are to be carried out by a competent person, and in the case of teaching staff, it is usually the Head of Department. Details of specific regulations and risk assessment forms can be obtained from Mr S Holden, Health and Safety Co-ordinator;
- ❖ the completed risk assessments should be included in all departmental policies and reviewed and revised as necessary. The Headteacher should approve all risk assessments and departmental policies;

Creation date:	Version	Staff reviewed without change	Last Approved:	Approval date:	Review date:	Pages
July 2011	2	SH/ July 2016	15.10.2015	20.10.2016	July 2017	Page 1 of 3

- ❖ Heads of Department must ensure that risk assessments, hazard warnings etc are included in schemes of work to ensure that all personnel are familiar with all aspects of Health and Safety;
- ❖ following the completion of risk assessments staff should be informed of the hazards and the control measures to be taken to avoid or reduce risks;
- ❖ INSET will be provided for staff and pupils re: procedures and awareness-raising as appropriate;
- ❖ all documentation received by the school relating to health and safety will be copied and handed to the Chair of the Governing Body and Deputies, and published, if appropriate, in the weekly bulletin and retained in the headteacher's office for reference. Where a memorandum is relevant to a particular department, a photocopy will be sent to the Head of Department who will ensure that all members of the department are advised of its contents. All information must be minuted;
- ❖ health and safety must appear as a regular agenda item at departmental meetings during which all staff will have the opportunity to raise issues relating to Health and Safety. Wherever possible, Health and Safety will appear as an item in the staff bulletin;
- ❖ a Health and Safety Committee has been established to disseminate information and share good practice;
- ❖ all accidents must be reported in line with Children's Services and DfE guidelines. The Accident Book (B1510) must be completed in all cases and Forms ACC1 and F2508 to be completed as necessary. Staff must consult Staff Handbook for full accident reporting procedures. The Health and Safety Co-ordinator, Mr Holden must review the accident book and liaise with Headteacher;
- ❖ reporting near mishaps: Where there has been an occurrence where no one has actively been hurt or become ill, but where the consequences could have been serious for staff or pupils, then the incident must be reported in the same way as an accident. By reporting near misses, it is possible to learn from such incidents so that staff and pupils are protected in future;
- ❖ health and safety representatives from all areas of the school will meet once each half-term to discuss issues raised by staff and to review progress in dealing with outstanding issues. The minutes of these meetings will be displayed on noticeboards and distributed to departments for discussion;
- ❖ during their induction to the school, all new staff, both permanent and temporary will be advised of all Health and Safety procedures and systems. Heads of Departments will relay relevant information on the School Health and Safety Policy to teaching staff and to any supply teachers working in their departments;

Creation date:	Version	Staff reviewed without change	Last Approved:	Approval date:	Review date:	Pages
July 2011	2	SH/ July 2016	15.10.2015	20.10.2016	July 2017	Page 2 of 3

- ❖ all departments are requested to draw up Health and Safety Guidelines specific to their curricular area, which will operate within the school's Health and Safety Policy;
- ❖ in-service training in Health and Safety matters will be given to staff as needs are identified and Leadership Team will ensure that on an ongoing basis. Some staff will be trained to a higher level of competence in First Aid. Their names will be publicised for all staff and will include those staff available to be called upon on a day to day basis;
- ❖ all staff will be encouraged to report immediately any health and safety hazard within the building or in connection with furniture and fittings. Matters of urgency must be recorded and reported directly to the Leadership Team. Staff should email their comments/concerns to Mr Kevin Foy, School Facilities Manager, who in conjunction with Mr Simon Holden, Business Director will monitor the reports;
- ❖ emergency evacuation procedures are practised regularly and monitored within the guidelines issues by the School Improvement Team. (See Evacuation Procedures);
- ❖ security precautions are always given a high priority by all staff and procedures for visitors are clearly defined at reception.

This Policy must be cross-referenced to, and read in conjunction with, all other documents relating to Health and Safety e.g. for residential visits, educational visits, administration of first aid, evacuation.

Creation date:	Version	Staff reviewed without change	Last Approved:	Approval date:	Review date:	Pages
July 2011	2	SH/ July 2016	15.10.2015	20.10.2016	July 2017	Page 3 of 3