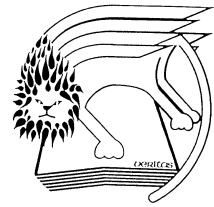


Date Approved:	November 2020
Date of Next Review:	November 2021
Designated SLT:	DFE
Governors' Committee	Premises



St Mark's Catholic School

HEALTH AND SAFETY POLICY STATEMENT

School Vision and Mission Statement

The community of St. Mark's believes that every individual is created by God and is precious to God. Each person is called to serve God and their neighbour and to fulfil their potential.

St. Mark's is a Catholic School which has at its heart a love of God, the education of its students and a mission to serve our neighbours and community. We seek to foster a spirit of truth, reconciliation, justice and peace. We are committed to developing the spiritual, intellectual, moral, cultural, social and physical potential of all our members within a safe and supportive environment.

Summary of contents

This policy is a framework document which establishes the School's Health and Safety Management System (HSMS). Under the Health and Safety at Work Act (1974) and additionally under the Management of Health & Safety at Work Regulations (1992) it is the duty of the school to create an effective Health and Safety Policy and develop a sound safety culture.

The policy is organised into three main areas: -

- **Statement of Intent**

This section details the School's commitment to Health and Safety.

- **Structural Organisation**

This section details the structures and responsibilities that are in place for the general oversight of the policy and its implementation throughout the School. The section details departmental responsibilities for Health and Safety. For instance, formulating specialist Health and Safety procedures and statements for use in specialist or other areas. An example would be the special arrangements in place in the Science department for dealing with hazardous chemicals or ensuring that only suitably qualified staff carry out experiments with radioactive materials.

Guidelines and statements outlining specific arrangements for implementing procedures will also be included in this section, for example, risk assessment and accident reporting.

- **Procedures and Arrangements**

This section outlines the practical arrangements and procedures, which will ensure the

effective implementation of the School's Health and Safety Policy. This will include the role of the Governors' Health & Safety Committee.

This Statement of Safety Policy is produced in respect of St. Mark's Catholic School only and forms the basis for future planning and implementation of health and safety procedures within the school.

1. Statement of General Policy and Intent

- a) The Governing Body working, in conjunction with information, procedures and codes of practice as identified by Ellis Whittham (The trust contracted official professional body)
- b) The planning and implementation of the policy is the direct responsibility of the Headteacher (with the co-operation of the Finance & Resources Director). The Headteacher will ensure that departmental heads, teachers, support staff and supervisors and employees at all levels fulfil their duties in a manner which ensures full co-operation with the policy. Everyone within the school community, including pupils of the school, should be aware of their individual responsibilities in creating a safe environment for everyone.
- c) The Governors recognise the need to consult staff on health and safety matters and the need to consult individuals before allocating particular health and safety functions. This will be achieved by discussion through the school's Health and Safety Committee.
- d) It is the Governor's policy to take all steps within their power to prevent personal injury, health hazards and damage to property. It is also the Governors policy to extend this protection to pupils, contractors and members of the general public from foreseeable risks.
- e) The Governors recognise their responsibility under the Health and Safety At Work Act so far as is reasonably practicable to :-
 1. Provide plant, equipment and systems of work which are safe and without risks to health
 2. Make arrangements for ensuring so far as is reasonably practicable and without risks to health, the handling, storage and transportation of articles and substances
 3. Provide adequate training, information, instruction and supervision so far as is reasonably practicable to enable all staff employed in the school (or on casual contract) and pupils on roll or visiting the school, to perform their work safely and efficiently
 4. To promote the development and maintenance of sound safety, health and welfare practices
 5. To maintain the premises in a condition that is safe and without risks to health and the maintenance of access to and egress from the premises
 6. To provide and maintain a working environment that is so far as it is reasonably practicable, safe and without risks to health and adequate as regards welfare facilities for staff and pupils
 7. To ensure sufficient funds are available to provide as necessary PPE to all staff and pupils working in the school
 8. Maintain a close interest in all health and safety matters in so far as they affect activities on the premises under the control of the school

9. f) The school Governors will require the Finance & Resources Director to present an annual management audit on health and safety matters in order to determine strengths and weaknesses and to determine the best way forward. All findings will be represented by Health and Safety targets presented in the annual School Improvement Plan (SIP).

2. Structural Organisation

- a) The Governors recognise the need to identify organisational arrangements in the school for implementing, monitoring and controlling health and safety matters. The Governors must ensure that the school budget reflects the finance necessary to implement health and safety matters. A summary of the individual duties including reporting arrangements and hence the organisation and accountability are as follows:-

b) The Headteacher (Ms. A Waugh-Lucas)

1. The Headteacher is responsible and accountable to the governors for implementing the school safety policy and for all matters relating to health, safety and welfare within the establishment.
2. The daily and routine management of health and safety matters will be delegated to Mrs. D. Fear (Finance & Resources Director, in charge of all premises issues).
3. The Headteacher must be aware of all contracts and /or third parties entering the school to undertake maintenance, service or works contracts. Again this duty will be delegated to the Finance & Resources Director.
4. When building or plant maintenance work is carried out by contractors, it is the employer's responsibility to ensure that a competent contractor is employed and to oversee the planning and safe execution of the work.
5. The Governors will require the Headteacher to ensure the school's safety policy is effectively implemented and understood at all levels. The policy must be regularly monitored, effectively controlled and revised as necessary.
6. The Headteacher is responsible for ensuring that all new, amended and updated material regarding health and safety matters is brought to the attention of the relevant personnel immediately upon receipt.
7. The Headteacher must ensure that the agreed procedure for reporting all defects, hazards and problems regarding health and safety matters functions efficiently and effectively.
8. The Headteacher must be a member of the school Health and Safety Committee, ensuring meetings are arranged where necessary to resolve uncertain areas of responsibility, considering problems or recommendations and referrals to the Governing Body.
9. The Headteacher will seek advice, when appropriate, from outside agencies who are able to offer expert opinions.

10. The Headteacher shall have the right to stop what is considered unsafe practices, or the use of any plant tools equipment, machinery and other items, which equally he considers to be unsafe.
11. The Headteacher shall ensure suitable arrangements are made for improvements to premises and (with appropriate member(s) of staff) plant tools equipment which are the establishments responsibility.
12. The Headteacher, with the Health & Safety Committee shall review on occasions:
 - The provision of First Aid in school
 - Fire and evacuation procedures
 - Visits and travel procedures
13. The Headteacher will monitor and inform the Governing Body that appropriate training has been or will be given to staff to enable them to fulfil their responsibilities. This must include all new appointments, temporary staff on site (for example, supply teachers) and transfer of staff within the premises to other functions.

c) Finance and Resources Director (Mrs. D. Fear)

1. To be responsible for coordinating all contractual work and maintenance carried out on school premises with the assistance of the Premises co-ordinator. To liaise with Heads of Departments, Heads of Year and other staff with varied responsibilities and to ensure safety procedures and policy agreements are adhered to.
2. To ensure that strict procedures are laid down for building work such as roofing, excavation and drainage, alterations to building structures, refurbishment and renovations or remodeling schemes.
3. To be responsible for ensuring that regular risk assessment surveys are carried out in all areas of the school (including fire risk and visual display screen equipment risk), and that adequate communication structures are in place to respond to all observations recorded.
4. To be responsible for overseeing the “contractors on site” register and ensuring that all reasonable precautions are taken and that health hazards are identified in liaison with the contractor with the support of the Premises coordinator.
5. To be responsible for providing and managing a system that allows faulty or defective procedures, fixtures and fittings or equipment, to be reported efficiently and promptly by all members of staff on the premises. She will also be responsible for ensuring that all necessary corrective work is carried out within a reasonable time scale, providing regular feedback to the Governors’ Health and Safety Committee and delegate to the Site team.
6. To be responsible for compiling and maintaining a school “Buildings Register” identifying known hazardous substances and materials and detailing where they are stored and with possible expiry dates. This responsibility will include ensuring adequate and secure storage facilities are available. This is to supported by the Chef Science technician.
7. To be responsible for overseeing the proper maintenance of all records pertaining to health and safety, including a “directory of works” log, accident reports and risk assessment records. All recorded material is to be signed and dated. Part of this responsibility will be ensuring that accident and other reports are sent to the appropriate authorities when necessary.
8. To be responsible for coordinating all fire safety procedures and ensuring that school fire drills take place regularly and are appropriately monitored.
9. To be arranged by the premises coordinator and Overseen by the Finance & resources

Director: To ensure that specialist contractors are employed to maintain specific plant, firefighting equipment, electrical and gas services and security equipment and to monitor carefully all services provided.

10. To oversee the work of the Premises coordinator and caretakers in their supervision of cleaners on site and to liaise with the area supervisor of the company contracted to clean the school, regarding all matters of Health and Safety which are of mutual concern.
11. To be responsible for emergency procedures responding to incidents which might lead to the prompt evacuation of the school premises.
12. To be responsible for facilitating staff training needs as they arise or are identified. This will include ensuring that such training schedules are written into the School Development Plan.
13. To be responsible for circulating and bringing to the attention of all staff concerned, any new or revised guidelines or instructions which might be periodically published by Ellis Whittham and government bodies.
14. The Finance & Resources Director, Headteacher, and Health & Safety Committee will convene at least once a year in the summer term. The Health & Safety Committee will be made up of a range of staff including a member of the Site Team. Then the Committee will report back to the PITS Governors' Committee.

d) School Trips Co-ordinator – Chris Greensmith

1. To be responsible for ensuring that all off-site visits and trips (both category A and category B), are organised and take place within the guidelines and regulations laid down within the Government & Trust framework manual covering all such trips made by supervised school parties.
2. To be responsible for co-ordinating all school trips and visits and ensuring that detailed risk assessments are carried out by responsible staff well in advance of the date of the visit. He will also be responsible for ensuring that appropriate records are produced and maintained securely and that relevant bodies, including the Headteacher, Governors, Trust and Insurance Companies, are advised and informed as necessary.

e) Subject Leaders

1. Subject Leaders are responsible and accountable to the Headteacher for all matters relating to health, safety and welfare within departments. Pastoral Leaders are similarly responsible and accountable in respect of areas that are designated "pastoral" areas as opposed to being "departmental" areas.
2. In the exercise of this responsibility, Subject Leaders must ensure that:-

3. All staff under their control receive instructions in their duties regarding health and safety matters
4. All staff under their control are *adequately trained* to carry out their duties efficiently and effectively. *This is extremely important for all staff who operate, use or instruct in the use of plant machinery, equipment or staff who use, handle and store hazardous substances and chemicals.*
5. Subject Leaders must be aware of regulations; codes of practice and guidance notes appropriate to their specialist areas.
6. Subject Leaders are responsible for producing their own departmental safety policy, defining safe working arrangements and bringing it to the attention of members of staff including new entrants, supply teachers and cover teachers.
7. The Subject Leader is responsible for ensuring all statutory notices, placards, regulations and safety signs are displayed as appropriate to their workplace. This will include arrangements for facilities such as first aid equipment, protective clothing/equipment, registers and incident logbooks.
8. Under Section 6 of the Health and Safety at Work Act, Subject Leaders are responsible for ensuring that everything received from suppliers is accompanied by adequate information (including, where appropriate, manufacturers data sheets) and instruction prior to use.
9. Subject Leaders must report to the Finance & Resources Director all problems, defects and hazards as they arise or are identified.
10. Subject Leaders and Pastoral Leaders must ensure that a copy of the Fire Drill regulations and assembly points are prominently displayed in all rooms and areas for which they are responsible.
11. Subject Leaders must carry out regular safety inspections of the department. Priorities must be given to plant, machinery, equipment, and electrical appliances. EC Directives require that Subject Leaders carry out regular risk assessments in their departments. *The assessment must take into account not only substances used but also operational practices, including risks detailed in teaching programmes and guidelines.*

f) Teachers, Technicians and other Support Staff

1. Teaching staff and technicians are responsible and accountable to their Subject Leader or immediate line manager for the implementation of the school's Health and Safety Policy in the performance of their duties.
2. They must be familiar with the school's Health and Safety Policy, the implications of that policy and equally any procedures, arrangements and practices relating to their department or area of duty.
3. They must conform to responsibilities as laid down in their own departmental policy and safe working arrangements.
4. They must ensure that where conditions apply, all pupils or persons under their control receive instruction and are provided with on-the-job training to enable them to operate in a safe and efficient manner.
5. They must report to their Subject Leader, using the agreed procedure, all problems, defects and hazards that are brought to their notice.

g) **Supply teachers** must be made aware of the school's Health and Safety Policy and of any special arrangements or procedures relating to their work area before commencing work.

h) Premises Co-ordinator (PCO) & Caretakers

1. The PCO & caretakers are responsible and accountable to the Finance & Resources Director in matters relating to health, safety and welfare within their sphere of activity.
2. The PCO & caretakers must ensure that they are familiar with the school's Health and Safety Policy and that cleaning staff /Catering staff (contractual) are equally aware of any implications of the policy as it affects their work activities (for example, storage arrangements for materials and equipment and controlled or dangerous substances).
3. The PCO & Caretakers must ensure that the catering staff (contracted) will follow all food and safety regulations and legislations.
4. The PCO and caretakers will ensure that the kitchen area will be maintained and meet the requirements set out by the government to meet food production legislations to pass all food audits and food standard regulations.
5. The PCO & caretakers must report to the Finance & Resources Director using the school's procedure, any faults, defects and hazards that are brought to their attention from around the school site or kitchen area.
6. It will be the duty of the PCO & caretakers to record the activities and relevant details of all contractors on site, using the schools agreed procedure. The caretakers will assist the Premises Co-coordinator in the monitoring of all works carried out by external contractors on site, paying particular attention to all matters concerning welfare and safety.
7. It will be the responsibility of the PCO & caretakers to carry out only those duties for which they are specifically trained or have adequate safety instruction (for example, the use of scaffolding and corded drills under certain operating circumstances). In addition, the PCO & caretakers will follow accepted safety procedures when engaging in heavy lifting or other manual work.

3. (a) Procedures and Arrangements

The governors recognise that the way forward in achieving effective management of the school's Health and Safety Policy and the arrangements necessary to fulfil the obligation is through the school "Health and Safety Committee"

The committee should meet at least twice a year.

The Health and Safety committee will include: -

- Chair of Governors, & Health & Safety Governors' Committee
- The Headteacher
- Finance & Resources Director
- Premises Co-ordinator
- The school Trips Co-ordinator
- Two subject leaders.
- One other governor from the elected body

1. The committee is entitled to ask other members of the school community to attend meetings or advise on specialist issues (an example might be the Head of Science advising on the storage of hazardous chemicals).
2. One of the main tasks of the committee will be to recommend to the full Governing Body any alterations in the Health and Safety Policy and procedures following analysis of risk assessments, staff reports and observations and communications from Ellis Whittham.

(b) General Safety Arrangements

1. Accident Reporting and Investigating

- a. The reporting procedure will be in accordance with the Trust guidelines.
- b. Oversight of all First Aid provision will be the responsibility of the welfare officer (Mrs S de Roeper). First Aid boxes will be located in all high risk areas. It is the intention of the Governors to ensure that at least 10 % of the staff have recognised First Aid qualifications, and to provide access to suitable training programmes as and when required.

2. Fire Precautions

- a. The Governors will ensure that the school continues to fulfil the National regulations laid down regarding the provision of firefighting equipment, notices and warning systems. Apart from the annual risk assessment on potential fire hazard, the Governors are committed to biennial inspections by Ellis Whittham. A full school fire drill will be held at least once each term.
- b. The Governors will continue to employ outside contractors to maintain, replace and service all fire equipment.

3. Cleaning Arrangements

- a. The school employs an outside contractor to ensure that the school is cleaned regularly to an exacting specification and that all Hygiene provision (such as the removal of specific waste) is carried out by recognised and suitably qualified contractors. The PCO is responsible in the first instance for the monitoring of all cleaning carried out within the school.

4. Training Arrangements

- a. Training will always be viewed as a constant requirement, based on the ability to recognise who requires it and when. New employees/entrants and supply staff will be provided with either a level of awareness relevant to their task or a more in-depth training programme.
- b. New technology, legislation, regulations and standards are all factors which determine a fresh approach to training requirements and indeed a re-training programme for existing staff.

- **Induction training**

This will apply to new employees or those transferred from previous positions elsewhere in the school. They will have access to specified training if required and will be provided with an induction course in the new area by a suitably qualified person (for example, an outgoing Subject Leader).

If necessary, direct supervision will be provided until individuals are sufficiently safe and competent to work independently.

- **Specific Training**

The Governors recognise the need to provide specific training when necessary. The list below provides some examples of specific training needs, but it is not intended to be an exhausted list of all requirements.

Design and Technology. Training will be provided (where necessary) to ensure that staff are adequately qualified to use and instruct on dangerous machinery, welding equipment and other equipment or plant using high heat sources. No member of staff will be allowed to use such equipment until they have received the necessary training or acquired suitable qualifications.

Science. Employees will be required to be trained in biological hazards and also in accordance with the latest COSHH regulations. Staff which use radioactive materials and other dangerously hazardous materials must have a recognised COSHH qualifications and be trained to a standard recognised within "Ionising Radiation Regulations 1985" and other DfCFS circulars.

First Aid. The school will have a total of 10% of its staff certificated in First Aid, ensuring coverage of a range of working areas.

c) Statutory Requirements

1. **COSHH (Control of Substances Hazardous to Health)**

The Governors recognise the need for the school to carry out risk assessment of all areas in accordance with the legal requirements under recent safety legislation and European directives. Working in conjunction with the school chemical register (part of the Buildings Register), Heads of Department will be required to make provision for this aspect of risk assessment and ensure that suitable arrangements and procedures for further monitoring are in place.

2. No new substances must be taken into school until they have been cleared with the Finance & Resources Director.
3. The Governors recognise there will be occasions to refer to outside specialists for air monitoring and the checking of ventilation systems already installed for the removal of dusts, vapours and gases (for example, fume cupboards, woodwork extractions systems and heat treatment ventilation).

d) Checking of Electrical Appliances and Equipment and Gas Services

1. The governors will ensure that a recognised contractor (on an annual basis in compliance with all current legislation) tests all portable appliances. The Governors will similarly employ an outside contractor to carry out a fixed wiring survey every five years as specified in regulations.
2. Gas inspections will be carried out by qualified external contractors on a regular basis.

e) Plant Machinery/Equipment

The governors will ensure that adequate advice is sought in determining the safety requirements for:

1. Adequate and correct guarding of machinery
2. General inspection of plant, equipment and machinery
3. Storage and transportation of toxic substances
4. Disposal of toxic and other waste substances and materials
5. The Subject Leader will be responsible for carrying out periodical checks within their department using the checklists provided by outside bodies and manufacturers data lists. Any special certification of specific equipment will be carried out with the assistance of a qualified professional.
6. No new machinery is to be brought onto the premises unless it has been cleared by the Health and Safety Committee or delegated person.
7. Heads of Department will be responsible for defining safe systems of work for cleaning and maintaining plant machinery/equipment.
8. Heads of Department will be required to select and provide protective clothing and equipment of the correct type and specification. Should it be necessary, Heads of Department should not hesitate in seeking external expert advice on such matters.

f) Contractors on Site

1. All contractors entering or working on school premises will be the responsibility of the Headteacher with the task for overseeing such activities delegated to the Finance & Resources Director.
2. The contractor must make the Governors aware of any particular safety issues or hazards that might arise from work being carried out on the premises, but the Governors realise that it is their final responsibility to ensure that safe and adequate safeguards are in place.

g) School Visits and Trips

1. The Governors fully accept the need to follow all the guidelines set down by the authorities in their framework manual and delegate the daily management and co-ordination of this area to the Trips Co-coordinator. The manual is made readily available to staff responsible for running trips or visits.
2. Staff running trips are made aware of the need to liaise with the School Trips coordinator in ensuring all necessary risk assessments are carried out well in advance of the date of the trip.

h) Emergency Procedures and Response to a Traumatic Incident

The Governors have drawn up specific guidelines dealing with the school's response to a serious emergency or traumatic incident. The Headteacher will take complete responsibility for the operation of this procedure, delegating as she sees fit.

i) Site Security

1. The Governors recognise the need to ensure the security of the premises and all buildings are alarmed as per Insurance requirements plus the school have installed 24-hour recording and CCTV facilities
2. All visitors to the school have to sign in at the front reception and are given a visitors' badge. They are not allowed to enter the site proper until accompanied by the person they are visiting. A visitors' record is stored on the cloud based "Sign In App" or hard copies in reception area.

L) Reference Material and Communication of Information. Monitoring and Auditing

1. The Headteacher is responsible for passing on all information regarding Health and Safety which arrives at school to the Finance & Resources Director. The Finance & Resources Director concerned will ensure that all relevant staff are circulated directly.
2. An annual report will be produced by the Health and Safety Committee detailing the findings of any inspections, audits or risk assessments carried out in the year. This annual report will present findings on the Health and Safety Policy and its efficacy and suggest improvements and developments for the future.
3. The Governors may occasionally prefer to employ an outside contractor or body to carry out a specific or more general audit in order to better inform decision making and training needs.

HEALTH AND SAFETY POLICY – Appendix I

Use of private vehicles whilst at work

On occasions, teaching and non-teaching staff will have the need to use their own car for school business. This may include travel to a course or similar, transportation of light goods and transport of children. The guidelines below are offered as a checklist before such journeys are undertaken.

- The guidance from the National Association of Headteachers and the Trust is for staff to avoid transporting pupils to a venue whenever possible. Alternative means of transport should always be sought before resorting to the use of a private car.

Should it prove necessary for a pupil to travel in a member of staff's car, the following risk assessment should be carried out.

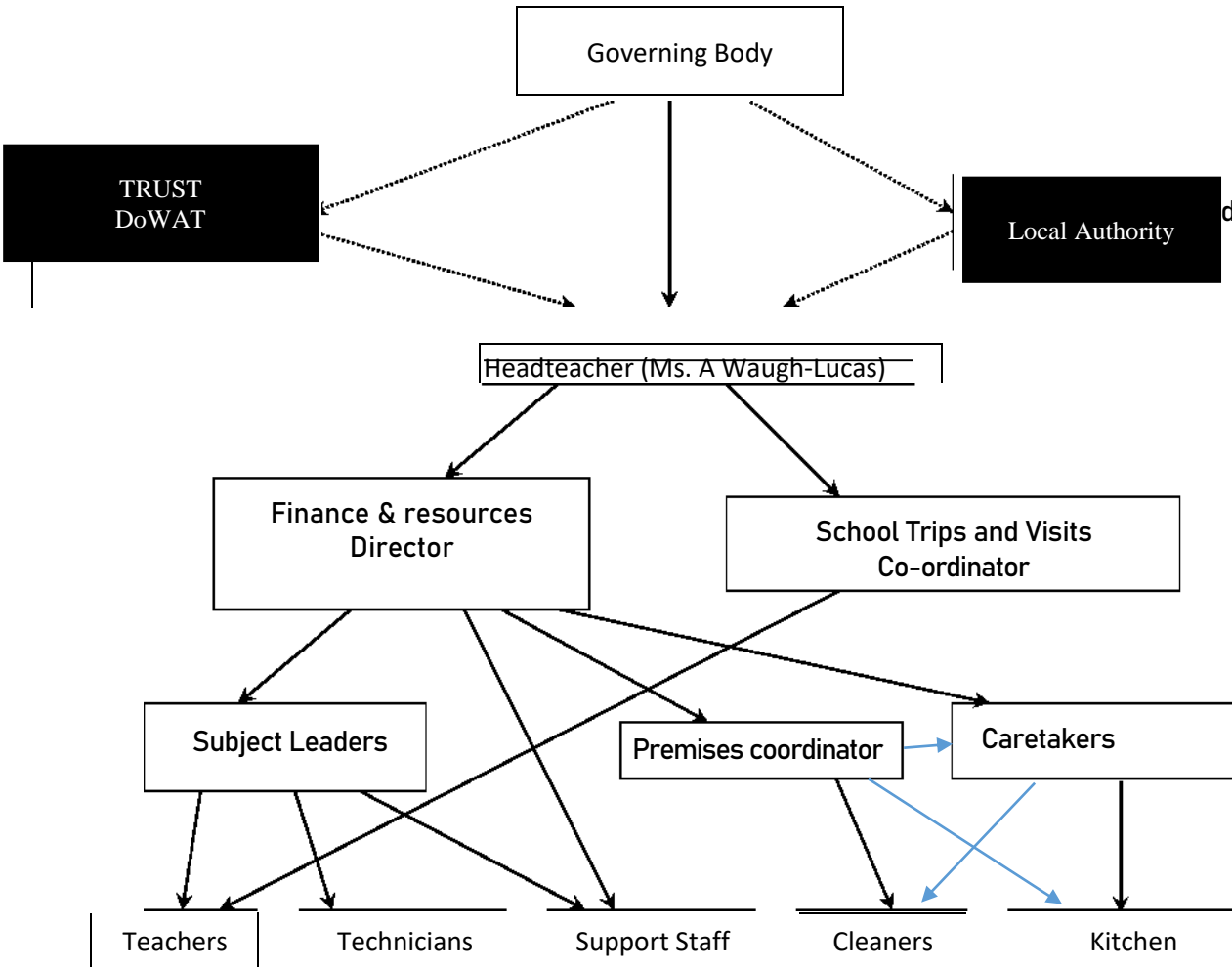
- The member of staff should only transport pupils (and goods) voluntarily.
- The driver of the vehicle should have a current valid driving license applicable to the vehicle concerned.
- The vehicle itself must be insured. A copy must be given to the Finance and Resources Director and consent must be written from the parent.
- The vehicle must be in a roadworthy condition and possess a current M.O.T. certificate if necessary. Seatbelts must be provided and used. No more than the stated number of passengers should be carried (see insurance details).
- Permission from the parents and the child must be sought *before* such a journey takes place (permission must be given in writing to the Headteacher).
- The Headteacher must give permission for the journey concerned and only after other forms of transport have been adequately considered. Details of the journey (destination, duration and purpose) must be given in writing to the Headteacher before the journey takes place.
- Wherever possible, it should be easy for the school to contact the member of staff and children concerned, perhaps by mobile telephone or through previously stated contact numbers (for example, telephone number of the venue).
- Any goods being transported should be carried in a safe manner. The weight of the load must be carefully assessed and an assessment made of any handling operations that might be necessary, for example, manual lifting.
- Every effort should be made to ensure that more than one member of staff is involved in a journey where pupils are being transported.
It should be noted that if a member of staff takes a pupil to any venue in their own car they would be acting in *loco parentis* and would owe the pupil a high degree of care.
- It is the responsibility of the member of staff driving the vehicle to plan carefully the route taken to the venue and to ensure that there are adequate parking facilities available.

Medical Emergencies

In cases of medical emergency where a member of staff is to take a pupil to hospital or other medical facility, as far as possible, the above guidelines should be adhered to wherever practicable. In addition, the following points should be noted:

- Provision should be made for the school to remain in constant contact with the designated member of staff (usually by mobile telephone)
- A member of staff must be designated to make suitable arrangements at school (for example, telephone and inform parents, arrange cover for any classes unattended, etc.).

Safety Management Structure



Updated: March 2020

