



# St. Mary's College & Preparatory School

## Health and Safety Policy

## Section One

Health & Safety Policy Statement inc. Health & Safety at Work Legislation & Health & Safety Regulations	3
Principals Agreement for Health and Safety	5
College H&S Structure Flow Diagram	6
Organisation for carrying out this policy inc. Accountability & responsibility	7
Consultation with Employees	12
Staff Notice Boards	13
Health & Safety Training Policy	13
Health & Safety Auditing	14
Accident Reporting Policy inc RIDDOR	15
COSHH	16

# **HEALTH & SAFETY: STATEMENT OF GENERAL POLICY**

## **LEGAL FRAMEWORK**

### **Health & Safety regulations**

The Health and Safety at Work Act 1974 places obligations on both the employer and the employee. In order to provide legal controls on specific areas relating to health and safety, various regulations have been introduced under the main provisions of the Health & Safety at Work etc. Act 1974, the Management of Health & Safety at Work Regulations 1999 (as amended).

## GENERAL PRINCIPLES

St Mary's College is committed to meeting in full its duty to ensure so far as is reasonably practicable the health, safety and welfare of staff, pupils, contractors and members of the public. The staff are a key resource and their commitment to its pupils is an essential cornerstone of the business. The commitment of St Mary's College to their health and safety is recognised by this policy document.

The day to day responsibility for the operation of health and safety in school is vested with the Principal. St Mary's College will provide the training, assistance and resources necessary to ensure that all the requirements of the Health and Safety policy can be met in full. Each of us must accept our role and responsibilities and undertake them to the best of our ability. In this way we can all play a part in creating a safe, risk free environment for everyone.

The health, safety and welfare of all staff, pupils and other users of our premises is one of our prime objectives and as such is incorporated into our training policy.

Health, safety and welfare will so far as is reasonably practicable, take precedence over all other objectives. We are committed to meeting all health and safety requirements specified in law and to further demonstrate our commitment by adopting codes of practice and industry best practice as appropriate to ensure a safe environment for our staff, pupils, contractors and members of the public.

This policy re-affirms our commitment to provide the appropriate level of resources in terms of manpower and finance to ensure compliance with our duty in terms of health and safety at work. We are also committed to liaise fully with other professional bodies as relevant regarding health and safety. St Mary's College as a whole is committed to providing the resources necessary to ensure a high standard of safety.

## PRINCIPAL'S AGREEMENT FOR HEALTH & SAFETY

I, The Principal of St Mary's College, Crosby have studied in detail the Health and Safety Policy and the Procedure Manuals and am satisfied that it identifies all relevant hazards within the College operation and lists appropriate controls and monitoring.

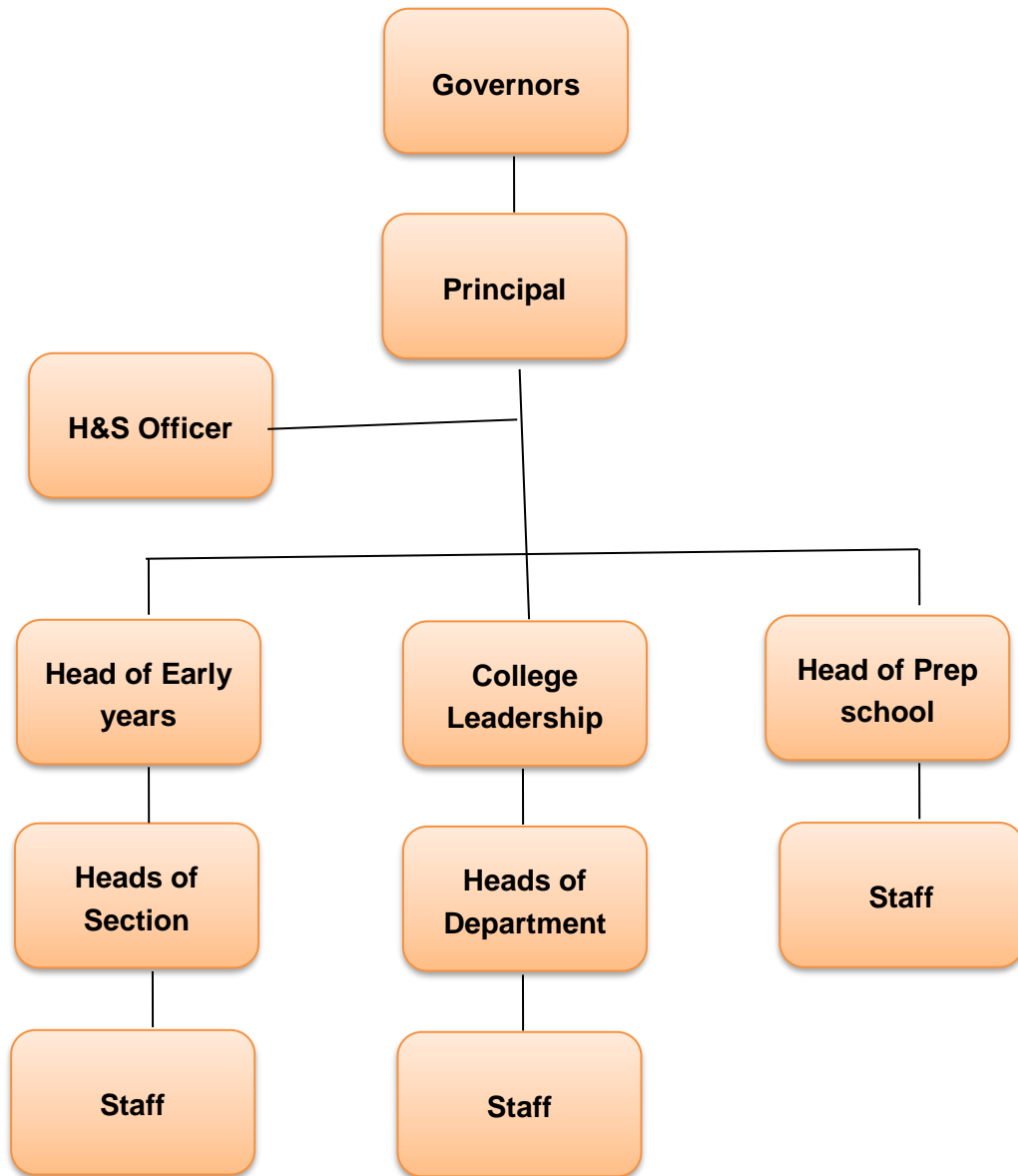
Signed \_\_\_\_\_ Date \_\_\_\_\_

The staff responsible have completed the Department Specific Risk Assessments and made relevant additions to the Generic Risk Assessments where appropriate.

Signed \_\_\_\_\_ Date \_\_\_\_\_

All Risk Assessments will be reviewed annually by the Leadership Team. In addition, they will be reviewed when management changes, when operations change and after an accident / incident, and signed by the Head of Department when completed.

# ST. MARY'S COLLEGE HEALTH & SAFETY STRUCTURE FLOW DIAGRAM



## ORGANISATION FOR IMPLEMENTING THIS POLICY

This part of the policy describes the health and safety organisation and the arrangements within St Mary's College to ensure that the objectives of the policy are fulfilled.

**NOTE: FOR THE PURPOSES OF THIS MANUAL ST MARY'S COLLEGE, THE MOUNT, BRIGHT SPARKS EARLY YEARS & THE SPORTS CENTRE WILL BE REFERRED TO AS 'THE COLLEGE'**

### ACCOUNTABILITY AND RESPONSIBILITY

The Health and Safety at Work etc. Act 1974 sets out clear areas of responsibility for employers and employees. The objective of this Act is to provide a legal framework to promote, stimulate and encourage high standards of health and safety at work. St Mary's College is committed to fulfilling its duties described below and aims to achieve these by implementing, monitoring and reviewing this Health & Safety Policy.

### RESPONSIBILITIES OF ST MARY'S COLLEGE

- To safeguard so far as is reasonable, the health, safety and welfare of all employees, pupils, contractors and the general public.
- To ensure safe systems of work are implemented, resulting in a safe working environment with safe access and egress.
- To advise managers and staff of any risks to health and safety resulting from use and/or maintenance of building, plant or equipment.
- To provide any necessary information, instruction and training, relevant to the member of staff's function, in safe practices and legal requirements.

The **TRUSTEES** of St Mary's College are ultimately responsible for:

- Ensuring the implementation of the policy at all levels within the business and the provision of adequate resources to meet the requirements of the policy.

**GOVERNORS** are responsible for:

- Ensuring compliance with the policy

- Ensuring annual review of all data and documentation
- Ensuring College policy in the area under their control is effectively and consistently implemented
- Monitoring of Health & Safety strategies and enforcement agency actions
- Ensuring that adequate resources are provided to allow for health and safety standards to be maintained throughout the College.
- Ensuring that adequate resources are provided to projects and/or major refurbishment of the College to allow health and safety standards to be incorporated from design stage onwards.

**THE PRINCIPAL** is responsible to the Governors for:

- Ensuring appropriate documentation and records are kept up to date
- Ensuring that Heads of Department are provided with the necessary health and safety information
- Appointing a suitably trained Health and Safety Officer and ensuring that his/her roles and responsibilities are adhered to on a day to day basis
- Ensuring that staff are given the appropriate training by the Health and Safety Officer and Heads of Department
- Actioning reports from Health and Safety Executive Officers and liaising directly with them where appropriate
- Advising the Governors of any matters relating to health and safety that cannot be resolved at Operation level
- Ensuring Risk Assessments are undertaken by the Health and Safety Officer and Heads of Department
- Ensuring the Leadership Team and Heads of Department undertake appropriate training.
- Actively promoting a safety culture throughout the College and ensuring that the health and safety policy is accepted and implemented by all members of staff.

**THE VICE PRINCIPAL** is responsible for:

- Assuming the responsibilities of the Principal during periods of absence from the College or on any other relevant occasions.



**THE HEALTH & SAFETY OFFICER** is responsible for:

- Co-ordinating health and safety information provided to the College via various agencies such as the Health and Safety Executive and ensuring that relevant persons are advised of actions which are required to be taken.
- Co-ordinating with all relevant staff so as to ensure a safe working environment for all pupils
- Providing induction training to all new Teachers (delegated to the Induction Tutor) and Support Staff (delegated to the Heads of Dept.) and making sure that all such training is fully recorded.
- In liaison with the Site Managers ensuring that all building maintenance works are procured through approved contractors and that such contractors are provided with suitable information to enable their activities to be completed in a safety manner.
- In liaison with the Site managers monitoring activities carried out by contractors and reporting to The Principal any unsafe work practices identified along with recommended remedial actions to prevent recurrence.
- Ensuring that all accidents are recorded and that appropriate reporting via RIDDOR is carried out as necessary.
- Ensuring that all accidents are investigated and that risk assessments are reviewed as necessary. Any actions taken will be fully documented.
- Completing yearly health and safety audits of all Departments throughout the College and ensuring any remedial actions required are fully documented and signed off when they are completed.
- Liaising with enforcement agencies such as the Health and Safety Executive during any visits to the College and reporting immediately any actions required to the Principal and Governors.
- Liaising with Heads of Department to facilitate the completion of risk assessments.
- Liaising with the Site Manager/ Head's PA at the Mount and Head of EYD to ensure that adequate first aid provisions are made.
- In liaison with the Site Managers ensuring that all work equipment is properly maintained and that appropriate records are kept.
- In liaison with the Site Managers and Heads of specialist depts., ensuring that any necessary personal protective clothing and equipment is provided and that it is properly maintained and renewed when required.

**THE LEADERSHIP TEAM MEMBERS** are responsible for:

- Implementing the procedures set out in the policy

- Bringing this policy to the attention of the Heads of Department
- Reporting problems which could affect health and safety to the Principal
- Reporting problems relating to structure and maintenance and equipment, e.g. PAT testing, fire signage, damaged electrical flexes etc...
- Ensuring that staff have received induction training prior to commencing work
- Ensuring that staff have received instruction from Heads of Department regarding action in the event of an emergency or fire and are familiar with the location of First Aid facilities

**HEADS OF DEPARTMENT** are responsible for:

- Cascading information received from the Leadership Team to Departmental Staff members
- Completing risk assessments within their Department
- Ensuring that all staff within their Departments are suitably trained regarding action in the event of an emergency or fire and are familiar with the location of First Aid facilities
- Ceasing operation of defective equipment
- Awareness of the specific hazards that exist within their Department

**THE SERVICES MANAGER or SITE MANAGER when ENGAGING CONTRACTORS** is responsible for:

- Ensuring that contractors work in a safe way when they are working in areas on the property of St Mary's College.
- That only approved contractors are used on St Mary's College property.

#### **RESPONSIBILITIES OF ALL EMPLOYEES AND PERIPATETIC STAFF**

- To take reasonable care to avoid injury to themselves or others by their work activities.
- To co-operate with St Mary's College in achieving good standards of health and safety.
- Not to interfere or misuse anything provided to protect their health and safety.
- To report all accidents, incidents, near misses dangerous occurrences and hazards to their line Manager. Accidents should be noted on an accident reporting form.

- To make full and appropriate use of any equipment provided to safeguard their health & safety and to report any shortcomings or defects in that equipment to their line Manager.
- Never take part or promote horseplay, pranks or practical jokes, which may result in an accident or injury.
- To participate in all prescribed training.
- To follow safety procedures and to use equipment in a safe way, but only if trained to use it.
- Ask if in doubt of any safety operation.
- Their own health and safety and that of others including all pupils, by their acts and omissions.
- Reporting any accidents to their Head of Department
- Advising the Head of Department of any faulty equipment or matters that could affect the health and safety of others.

All job specifications will contain safety requirements and instructions highlighting health and safety responsibilities.

**CONTRACTORS** are responsible for:

- Ensuring their employees understand and comply with appropriate procedures stated in this policy, accepting responsibility for complying with the provisions of the Health & Safety at work etc. Act 1974
- Providing their own Health & Safety Policy, where appropriate.
- Ensuring that all works are carried out in a manner that minimises risks to College staff and visitors

#### **Note**

- All master forms are held on the College database
- They should be printed as required to ensure that the most up to date version is used.
- All completed monitoring forms, checklists and risk assessments should be kept in a separate file on site, entitled “Health and Safety Procedures and documents”. Completed risk assessments should be uploaded on the Tdrive – Health & Safety – Risk Assessments

## CONSULTATION WITH EMPLOYEES

St Mary's College recognises the fact that communication as the single most important area in passing information to employees, contractors and visitors. As such the St Mary's College will endeavour to achieve suitable levels of communication coming into the College, flowing through and going out of the College.

St Mary's College will actively encourage and support the consultation with employees via the Health and Safety Committee. This committee will be chaired by a member of staff as appointed by the Principal. Minutes will be taken at each meeting and these will be made available to the Governors and all staff.

The Health and Safety Committee will comprise of the following members:

- The Principal
- A Governor
- The Health and Safety Officer
- A member of Senior Management from the College and from the Mount
- The Fire Manager
- The member of staff responsible for electrical safety
- The Head of the Science Department
- The Head of boys or girls PE & Games
- The Services Manager
- The School Secretary
- The Representative for Early Years Department
- The Site Managers
- A representative from the Duke of Edinburgh award team
- A representative from CCF
- The person responsible for First aid - college

The Leadership Team will ensure that regular team meetings are held at which a staff representative will be in attendance. Minutes of each meeting will be maintained and be made available to all staff.

St Mary's College will therefore: -

- Ensure the opinions of staff are heard before Health and Safety decisions are made.
- Actively promote communication via Managers and encourage records to be kept of safety meetings.

- Give full co-operation to any elected safety representative in carrying out their duties, including giving time to attend meetings and reasonable time off with pay for training.
- Encourage consultation and participation with staff regarding safety issues e.g. attendance at safety/committee meetings.

### **STAFF NOTICE BOARDS**

Notice boards should be provided and the following information should be clearly displayed at all times:

- Health and Safety Law poster (HSE)
- St Mary's College Health and Safety Policy statement
- Certificate of Employers liability insurance
- Investigation and reporting procedure for accidents
- List of Certified First Aiders
- No smoking notice
- Fire Action Notice and Assembly point information
- Minutes of latest Health and Safety Committee meeting

### **HEALTH & SAFETY POLICY TRAINING**

To demonstrate St Mary's Colleges commitment to health and safety awareness and to comply with relevant legislation, St. Mary's College aims:

- To train the Health and Safety Officer to Level 3 Health and Safety certificate to allow them to monitor health and safety standards throughout the College and be in a position to provide solutions to problems which may arise on a day to day basis.
- To train all Heads of Department in policy implementation to enable them to ensure this policy is implemented at Departmental level.
- To train the Health and Safety Officer, the Leadership Team and all Heads of Department in risk assessment principles.
- To ensure all staff receive health and safety training on induction, prior to commencing duties. This should be completed by the Health and Safety Officer, delegated to the relevant Head of Dept. or designated staff member. The Induction checklist available on the T drive, must be used, retain a copy for the

staff file and give a copy to the Services Manager. Any training should be recorded and copies of these records maintained in individual staff files. Further specific instruction and supervision in use of any equipment their duties involve should be completed during their normal day to day duties.

- To ensure that all Early Years staff and other appropriate staff throughout the College receive manual handling training defining safe lifting methods appropriate to their roles and activity
- To ensure that all staff receive departmental refresher health and safety training annually, usually September each year, and all new staff at induction.
- To ensure that all training is documented by Heads of Department and the Health and Safety Officer and records are complete and maintained up to date.
- To review this training policy in light of any legislative changes.
- To retain the services of an external consultant for advice, support and training.

### **HEALTH & SAFETY AUDITING**

- The Health and Safety Officer will complete a Health and Safety Audit of the College each academic year. This will highlight any areas within each Department where non-compliance with policy and procedure is evident. Health & Safety will be an agenda item at each Head of Depts. meeting.
- An action plan should be drawn up following the completion of the audit along with timescales for action.
- Any major issues of concern, particularly those concerning large capital expenditure, should be drawn to the attention of the Principal/Governors.
- All issues on the Action Plan should be signed off by the Head of Department/relevant person on completion.

Third party auditing is a proven method of ensuring that a non-biased opinion of health and safety standards is given. Third party audits will be carried out on an annual basis by an appropriately appointed person/company. On completion of the audit a report will be completed detailing areas of non-compliance together with corrective actions required.

# ACCIDENT REPORTING POLICY

To comply with the requirements of the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013(RIDDOR) St Mary's College policy is to:

- Provide an Accident Book.
- Ensure Heads of Department record all accidents or near miss accidents on an Accident form (found in the main office at each site). This includes details of accidents to staff, pupils of the public and contractors. The form should be given to the Health & Safety officer and a photocopy placed in the file. Details of injuries, dangerous occurrences and occupational diseases should be kept in the accident report book, which complies with the Social Security (Claims and Payments) Regulations 1979. The accident reports must be kept for at least 3 years from the date of the last injury, but in any event they should never be destroyed or disposed of without the prior consent of the school's insurers.

The accident report must contain the following information:

- the full name, address and occupation of the injured person;
  - the date and time the accident/incident occurred;
  - the place where the accident/incident occurred;
  - the cause and nature of the injury;
  - the name, address and occupation of the person entering the details (if not the injured person).
- Ensure all reportable accidents, dangerous occurrences or diseases reportable under RIDDOR are reported to the Health and Safety Officer and The Principal immediately **i.e. without delay**.
  - Ensure all reportable accidents, dangerous occurrences or diseases reportable under RIDDOR are notified to the HSE - website:  
<http://www.hse.gov.uk/pubns/edis1.pdf> The Health & Safety officer is responsible for reporting. They should take charge of the accident book and decide whether or not reporting of the accident/incident to the enforcing authority is required.
  - Further detail as to which accidents/incidents are reportable is given overleaf.
  - An Accident and Incident Investigation form for every accident/incident should be completed and file completed forms together with details of any actions

taken subsequently. The accident and incident investigation form should be completed by the Health & Safety officer, Site Manager, or a member of SLT or a member of staff designated by SLT.

- It is important to investigate all accidents/incidents to:
  - discover the root causes so as to prevent a recurrence;
  - apply disciplinary procedures, where appropriate, for employees or pupils where health and safety rules have been breached; and
  - (in certain circumstances) brief lawyers for the purpose of obtaining legal advice or to conduct or aid in litigation.
- St Mary's College recognises the importance of monitoring accidents and as such will identify any trends within accident statistics on a periodic basis. Relevant action will be taken where trends are identified or where particular accidents are highly prevalent.

## **ACCIDENTS REPORTABLE UNDER RIDDOR**

RIDDOR lays out certain criteria for accidents/incidents that must be reported to the HSE if they are work related. Many of the common incidents that cause injuries to pupils at school tend not to be reportable under RIDDOR, as they do not arise directly from the way the school undertakes a work activity. Please follow the link above for further information as there are many scenarios to consider.

Reportable, **work related** accidents are as follows:

- accidents resulting in the death of any person
- accidents resulting in specified injuries to workers
- non-fatal accidents requiring hospital treatment to non-workers and dangerous occurrences
- For accidents resulting in the over-seven-day incapacitation of a worker, you must notify the enforcing authority within 15 days of the incident, using the appropriate online form.
- Cases of occupational disease, including those associated with exposure to carcinogens, mutagens or biological agents, as soon as the responsible person receives a diagnosis, using the appropriate online form.



### **Note**

For an accident or incident to be reportable under RIDDOR it must have been related to the work activity. The duty to notify and report rests with the responsible person, normally the Health and Safety Officer, delegated from the Principal. A report must be received within 10 days of the incident

## **CONTROL OF SUBSTANCES HAZARDOUS TO HEALTH**

### 1 Scope

This guidance is applicable to all employees of, workers for, and pupils of the school when using substances hazardous to health.

### 2 Objectives

2.1 To ensure that foreseeable work activities using / generating hazardous substances are identified.

2.2 To ensure that suitable and sufficient risk assessments are in place where significant risks have been identified.

2.3 To ensure that suitable control measures are put in place to protect the health, safety and welfare of those who may be affected by activities at the school.

### 3 Guidance

3.1 Heads of Department (including support departments) will be responsible for the management of hazardous substances within their areas of responsibility.

3.2 Hazardous substances include:

- Those classified as very toxic, toxic, harmful, irritant and corrosive

- Biological agents connected with work with micro-organisms
- Substantial quantities of any dust
- Substances with a maximum workplace exposure limit assigned by the Health & Safety Executive
- Radioactive substances
- Any other comparable substance, e.g. pesticides

### 3.3 Typical areas which will need to be considered are:

- Chemical usage in science laboratories and in cleaning, maintenance and grounds maintenance
- Biological agents, such as bacteria and micro-organisms
- Adhesives, paints, cleaning agents etc. used in Art, D&T, drama, maintenance, cleaning and catering activities
- Fumes from soldering and welding in D&T, workshops & maintenance
- Wood dust from D&T, workshop and maintenance
- Pesticides in grounds maintenance, pest control
- Exposure to radioactive substances

### 3.4 Heads of Department will ensure that:

- Where hazardous substances are used or stored on the school premises, a risk assessment will be undertaken and any required control measures will be implemented. An example template is given at appendix 1
- Quantities of substances stored will be kept to a minimum and an inventory of substances is maintained
- Material safety data sheets (MSDS) for each hazardous substance in use will be available at the point of use and the instructions for transportation, storage, handling and disposal will be followed.
- Those using hazardous substances are competent to do so and in particular where there are designated standards, eg use of pesticides
- Appropriate personal protective equipment will be available
- Hazard signs will be displayed at locations where substances are stored
- That pupils using hazardous substances are supervised at all times
- Any health surveillance requirements are identified and appropriate surveillance implemented
- Appropriate information, instruction and training, together with the keeping of records takes place
- Where any contractors are used, that suitable and sufficient risk assessments incorporate the use / generation of hazardous substances has been undertaken

### 3.5 Maintenance, examination and testing of control measures will be the responsibility of the Services Manager/ Site Manager/ Head of Department /Science technician Head of Department. Such arrangements will cover:

- Fume cupboards

- Other local exhaust ventilation
- Respiratory protective equipment
- Other personal protective equipment, eg gloves, aprons, eye protection

3.6 Records will be kept by the Services Manager/ Site Manager/ Head of Department /Science technician and will include:

- Records of the thorough examination and testing of local exhaust ventilation equipment (undertaken at least every 14 months) for a period of 5 years
- Records of inspection of respiratory protective equipment for a period of 5 years
- Records of health surveillance and monitoring for 40 years in relation to individuals

3.7 The Head of Science / Physics is the School Radiation Protection Supervisor (RPS). They will:

- Have attended an appropriate course in radiological protection
- Prepare risk assessments on each activity that involves the use of ionising radiation
- Prepare rules for working with radioactive substances
- Notify the Health & Safety Executive that the School is a "user"
- Ensure that practical work is limited to
  - Sealed sources
  - Specified Open source for half life demonstration
  - Geological specimens
- Ensure that apparatus capable of generating x-rays operating at 5 kilowatts or more (other than cathode ray oscilloscopes, television receiving sets or visual display units) are not used
- Ensure that experiments on radiological sources are only undertaken by year 12 and 13 pupils under supervision
- Ensure that younger pupils are limited to watching teacher demonstrations
- Ensure that a strict regime is implemented for the storage and accounting of radioactive substances (including a locked steel box, with warning sign)
- Ensure that a user log is kept for removal and return of substances
- Ensure that any staff have received appropriate training
- Ensure that emergency procedures include arrangements for dealing with radioactive materials

## **FIRST AID POLICY**

**SEE SEPARATE FIRST AID POLICY**

## **RISK ASSESSMENT POLICY**

See separate Risk Assessment policy

**All staff are responsible for taking care of their own safety, together with that of pupils and visitors. They must cooperate with the Principal and the Health and Safety officer to enable the Governors to comply with Health and Safety duties. All members of staff are responsible for reporting risks or defects to the Health & Safety officer. All members of staff and pupils are expected to wear personal protective equipment for tasks that have been assessed as requiring usage.**

**The relevant Health & Safety procedure manual and the Xact Health & Safety employee general handbook must be read in conjunction with this policy. Both are available on the T drive or ask your Head of Dept. for a printed copy.**