MOUNT CARMEL RC HIGH SCHOOL

1 Health and Safety Policy Statement

1.1 Health and Safety Policy Statement

The Board of the Governors and the Senior Leadership Team are committed to providing and maintaining a safe and healthy working environment for all employees, students, visitors, contractors and other persons having access to our premises. We recognise our statutory duties under modern safety legislation, in particular:

- The Management of Health & Safety Regulations
- The Fire Precautions (Workplace) Regulations
- The Personal Protective Equipment at Work Regulations
- The Health & Safety (Display Screen Equipment) Regulations
- The Health & Safety (First Aid) Regulations

Compliance with these regulations represents the minimum safety standards we must all strive to achieve and it is the school's intention to introduce any industry/best practice safety systems and procedures as may be deemed necessary to ensure, so far as is reasonably practicable, the health, safety and welfare of everyone involved.

A copy of this Safety Policy Statement will be given to every employee during their Health & Safety Induction and will appear on all Health & Safety Notice Boards, and the school's website.

1.1.1 Organising for Safety

The Business Manager, Mr Georgy, is the member of the Senior Leadership Team who leads on Health and Safety and is responsible for the strategic development of safety systems, procedures and policies. The Business Manager with the help of the Assistant Business Manager are responsible for the implementation of the School's safety systems, procedures and policies, and Health & Safety induction training.

The Assistant Site Manager Mr Smith and Site Supervisor Mr Taylor and Mrs Pollard are responsible for any 'site-related' Health & Safety issues. Any site-related Health & Safety concerns should, in the first instance, be reported to the Assistant Site Manager/Site Supervisors.

Curriculum Leaders and Line Managers are responsible for the training of their staff in Health and Safety matters (in connection with their department) to ensure that systems and procedures are in place to comply with the school's safety policies.

Ultimate responsibility for Health and Safety rests with the Headteacher, Mr Bowers, although it is clearly understood by all Line Managers and Supervisors that it is they who have the primary day-to-day responsibility for the implementation, supervision and monitoring of safety policies in their areas of activity. All Line Managers have been allocated specific Health and Safety responsibilities for which they will be accountable. Appropriate support, advice and training on issues such as risk assessment, introduction of safe working practices, provision/use of personal protective equipment (PPE) etc. will be provided by:

1. The Business Manager
2. The Assistant Business Manager
3. The school's external Health & Safety Advisor

For detailed information regarding the Health & Safety arrangements for Mount Carmel RC High School, please refer to the School's Health & Safety Policy available at the school.

Signed: D. J. Rishton
(Chair of Governors)

Signed: F. Xavier Bowers
(Headteacher)

HEALTH AND SAFETY POLICY

Incorporating the Local Health and Safety Arrangements for:

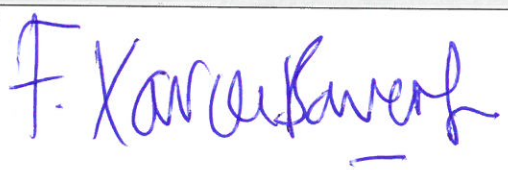
- **Name of School – Mount Carmel RC High School**
- **Category of School – Secondary Voluntary Aided**
- **School Number – 11/103**
- **School Address – Wordsworth Road, Accrington – BB5 0LU**

This policy is based on the requirements of the Health and Safety at Work Act 1974 and associated Health and Safety and other Legislation.

As a Voluntary Aided School the Governing Body is the employer and is responsible for the use of the premises. The Headteacher is responsible for the day-to-day implementation and management of health, safety and welfare within the school. The Governing Body and the Headteacher should work in partnership to meet these responsibilities.

As the person(s) with responsibility for the implementation and management of proper health and safety controls within the school, I/we will, as far as is reasonably practicable:

- provide adequate control of the health and safety risks arising from our work activities;
- provide and maintain safe plant and equipment;
- ensure all employees are competent to do their tasks and ensure the provision of adequate training;
- maintain safe and health working conditions;
- ensure safe handling and use of substances;
- review and revise this policy and arrangements as necessary at regular intervals, and, as a minimum, following each 5 yearly review by the county council;
- consult with employees on matters affecting their health and safety;
- provide information, instruction and supervision for employees;
- prevent accidents and cases of work-related ill health;
- comply with appropriate directions given by the county council on health and safety requirements;
- act in accordance with the relevant provisions in the Scheme for Financing Schools in Lancashire and the School Teachers Pay and Conditions Document".

Signed: 	Signed: On behalf of the Governing Body
Headteacher's name: Xavier Bowers	Chair of Governors name: David Rushton
Date: 1st May 2019	Proposed Review date: 1st May 2020

Responsibilities

The responsibility for implementation and management of proper health and safety controls within the school is that of:	*Governing Body* *Chair of Governors – David Rushton*
The authorised member of staff with day-to-day responsibility for ensuring this policy is put into practice is (e.g. Health & Safety Co-ordinator):	*Xavier Bowers (Headteacher)* *Brendan Georgy (Health & Safety Officer)* *Jill Brewster (Health & Safety Assistant Officer)*
To ensure health and safety standards are maintained/improved, the following people have responsibility in their specific areas e.g. premises issues, fire safety and other emergencies, out-of-hours arrangements, educational visits:	*H&S Officer* *Curriculum Leaders* *Line Managers* *Assistant Site Manager* *Site Supervisors* *IT Network Manager*
The Health & Safety plans for the school (as identified by accident/incident investigation, consultation, review of risk assessments, health & safety management support and audit visits; advice from the county council etc. or other sources e.g. DfE, Teachers.Net, other schools, the HSE) will be developed and monitored by:	*Governing Body* *Xavier Bowers* *Brendan Georgy* *H&S Committee*

All employees within the school have a responsibility to:

1. Co-operate with the Headteacher and his/her nominated representatives on all matters relating to health and safety;
2. Not interfere with anything provided to safeguard their health and safety;
3. Take reasonable care of their own health and safety, and not knowingly place anyone who may be affected by their work activities at risk; and
4. Report all health and safety concerns to an appropriate person (as detailed in this policy statement).
5. Adhere to the School Teachers Pay and Conditions Document which state that teachers' professional duties include maintaining good order and discipline among the pupils and safeguarding their health and safety both when they are authorised to be on the school premises and when they are engaged in authorised school activities elsewhere.

Health and Safety Risks Arising from Work Activities

We will ensure that so far as is reasonably practicable, all areas of risk are assessed and adequate control measures are put in place to ensure the health and safety of all employees, pupils, contractors, non-employees and anyone else affected by the school's activities.

Risk assessments will be undertaken by: Risk assessments will be undertaken prior to the introduction of any new work tasks / activities that pose a significant risk to health and safety.	*All Curriculum Leaders and Departmental Line Managers and H&S Officer*
The significant findings of risk assessments will be reported to:	*Brendan Georgy (H&S Officer)*
Action required to remove/control risks will be approved by:	*Curriculum Leaders and Departmental Line Managers and Brendan Georgy*
The responsibility for ensuring the action required to reduce risks is implemented is that of:	*Curriculum Leaders and Departmental Line Managers and Brendan Georgy*
Checking that implemented actions have removed/reduced the risks is the responsibility of:	*Curriculum Leaders and Departmental Line Managers and Brendan Georgy*
Risk Assessments will be reviewed regularly (at least every 3 years for task risk assessments and the technical aspects of a fire risk assessment; annually for the non-technical aspects of a fire risk assessment and every 5 years for COSHH assessments) or in the event of any significant changes. Responsibility for this rests with:	*Curriculum Leaders and Departmental Line Managers and Brendan Georgy*

School's Commitment

To meet the requirements of this Policy Statement, the Headteacher/Governing Body and their nominated representative(s) will:

a) draw up and implement appropriate health & safety procedures for the school;
b) share appropriate elements of these procedures with all employees, pupils, visitors and anyone else who may be affected by them;
c) arrange for risk assessments to be completed for all areas of work and review them on a regular basis;
d) as part of the risk assessment process, produce safe systems of work where necessary and arrange for their implementation including any appropriate training, resourcing, auditing and monitoring;
e) identify adequate resources for the implementation of the health and safety policy and arrangements with the school;
f) comply with appropriate directions given by the county council on health and safety requirements; and,
g) act in accordance with the relevant provisions in the Scheme for Financing Schools in Lancashire and the School Teachers Pay and Conditions Document.

The school will, upon request, make available for general inspection specific, procedures and documentation and will regularly review its arrangements in respect of the applicable topics and activities listed in the table at the end of this Policy document.

Consultation with employees

The school recognises and accepts its duty to consult with employees and will do so via a union-appointed safety representative and/or through elected employee representatives where union appointed representatives are not available.

Employee representative(s) for the school are:	*Andrew Crighton* *NASUWT Union Representative*
Consultation with employees is provided via:	*Email, H&S Noticeboard, H&S Induction, H&S termly meetings, Newsletters, Staff Briefings*

Safety Representatives

The school recognises and accepts that safety representatives must be given the paid time necessary to carry out their functions, and paid time as is necessary to undergo training in those functions, as is reasonable in the circumstances.

Safety Representatives functions are to:-

- Investigate potential hazards and dangerous occurrences at the workplace, and complaints by employees relating to health, safety and welfare at work, and examine the causes of workplace accidents.
- Make representations to the Headteacher/Governing Body on the above investigations, and on general matters affecting the health and safety of the employees they represent.
- Inspect the workplace.
- Represent employees in dealings with health and safety inspectors.
- Attend health and safety committee meetings.

Safe Plant and Equipment

The school will ensure that all plant and equipment that requires maintenance is identified, that maintenance is carried out and that new or second-hand plant and equipment meets any required health and safety standards before it is purchased.

Responsible person(s) for identifying all equipment/plant needing maintenance:	*Curriculum Leaders and Departmental Line Manager and Brendan Georgy*
Responsible person(s) for ensuring effective maintenance procedures are drawn up:	*Brendan Georgy*
Responsible person(s) for ensuring that all identified maintenance is carried out:	*Brendan Georgy/Assistant Site Manager Bob Smith/Site Supervisors Andy Taylor/Steph Pollard*
Any problems found with equipment should be reported to:	*Brendan Georgy/Assistant Site Manager Bob Smith/Site Supervisors Andy Taylor/Steph Pollard*
Responsible person(s) to check that new equipment meets any required health and safety standards before it is purchased:	*Brendan Georgy/Assistant Site Manager Bob Smith/Site Supervisors Andy Taylor/Steph Pollard*

Information, Instruction and Supervision

The Health and Safety Law poster is displayed at:	*Location(s)* *Staff Room, Work Room and Reception*
Health and safety advice is available from:	*Brendan Georgy x1026*
Induction, supervision of trainees/work placements etc. will be arranged/ undertaken/monitored by:	*Brendan Georgy x1026* *Jill Brewster x1025* *Curriculum Leaders* *Departmental Managers*
Health & Safety in shared premises (where applicable) is managed by:	*Brendan Georgy/Jill Brewster will ensure that any employees working at locations under the control of other employers are provided with relevant information to ensure their health and safety. – LCCG & Lettings*

Competency for Tasks and Training

The school has arrangements in place to ensure that all new employees are provided with appropriate health and safety induction training when they start work. This will cover basics such as first aid and fire safety. Specific on the job and job specific health and safety training will also be provided if needed to achieve the required competency. Training provision will include regular refresher training where appropriate. Write down your arrangements for training here including arrangements for record keeping.

Induction training will be provided for all employees by:	*Brendan Georgy/Jill Brewster*
Job specific training will be provided by:	*Curriculum Leaders/Line Managers*
Jobs requiring specific health & safety training are:	*Will be identified via H&S Induction and Staff Appraisals*
Training records are kept at/by:	*Helen Ward on employee personal records via SIMS*
Training will be identified, arranged and monitored by:	*Brendan Georgy* *Jill Brewster* *Curriculum Leaders* *Departmental Managers*

Accidents, First Aid and Work-related Ill Health

The school acknowledges the legal requirement to:

- Ensure that there is a recognised system in place to deal with the reporting, recording and investigation of incidents and accidents.
- Ensure that there is a recognised system in place for reporting work related injuries, diseases and dangerous occurrences under the RIDDOR Regulations.
- Provide appropriate first aid arrangements for employees and anyone attending the premises that may be affected by the school's activities.
- Provide health surveillance for any employees who may be at risk of ill-health as a direct result of work activities, and has made appropriate arrangements to deal with this issue.

The first aid box(es) is/are available:	*Assistant Business Manager's Office and specific depts. eg PE, Science, Kitchen, Pastoral, Assistant Site Manager's Office*
The first aider(s) and appointed person(s) is/are:	*Up-to-date First Aid lists are displayed in all rooms in school*
All accidents and cases of work-related ill health are to be reported to:	*Initially to Pastoral Support, Izabella Marcinkowski, Joella Chappells, Simon Livesey, Laura Heys and Victoria Lewis and then via Brendan Georgy, Jill Brewster or Helen Ward for investigation.*
*Health surveillance is required for employees doing the following jobs within the school:	*Will be identified during H&S Induction*
Health surveillance will be arranged by:	*Brendan Georgy*
Health surveillance/records will be kept by/at:	*Helen Ward (HR Officer) on their employee files*

Performance Monitoring

The school acknowledges its requirement to monitor the health and safety of employees and anyone who may be affected by its work activities and has appropriate arrangements in place to fulfil this requirement and to keep records.

To check our working conditions and ensure our safe working practices are being followed, we will: Conduct workplace inspections. These are carried out by:	*Brendan Georgy, Assistant Site Manager, Site Supervisors, H&S Governor* *Bob Smith/Andy Taylor/Steph Pollard and Peter Holden*
Review all risk assessments regularly (at least every 3 years for task risk assessments and the technical aspects of a fire risk assessment; annually for the non-technical aspects of a fire risk assessment and every 5 years for COSHH assessments) or in the event of any significant changes.	*Brendan Georgy, Jill Brewster, Curriculum Leaders, Line Managers, H&S Committee*
Responsible person(s) for investigating accidents - e.g. road traffic accidents, slips, trips and/or falls accidents etc. before requesting assistance from the Health, Safety and Quality Team if necessary:	*Brendan Georgy*
Responsible person(s) for investigating work-related causes of sickness absences:	*Helen Ward – HR Officer*
Responsible person(s) for acting on investigation findings to prevent recurrences:	*Brendan Georgy*
Responsible person(s) for the monitoring of any trends in accidents, incidents and sickness absence:	*Brendan Georgy* *Jill Brewster*

Emergency Procedures - Fire and Evacuation

The school acknowledges its responsibility for ensuring that appropriate emergency procedures are in place and that these are communicated to all concerned, including other users of the premises, and monitored on a regular basis.

Responsibility for ensuring the fire risk assessment is undertaken and implemented rests with:	*Governing Body, Xavier Bowers, Brendan Georgy, Jill Brewster*
Escape routes are checked by/every:	*Assistant Site Manager/Site Supervisors every week*
Fire extinguishers are maintained and checked by/every:	*Walker Fire (UK) Ltd/annually*
Alarms are tested by/every:	*Assistant Site Manager/Site Supervisors twice a week (Tuesday and Friday)*
The emergency evacuation procedure is tested by/every:	*Termly*
Responsibility for ensuring arrangements are in place to deal with other emergency situations e.g. bomb threat, flood, etc. rests with:	*Brendan Georgy*