



Health and Safety

Reviewed: February 2013 Review date: Spring 2015



We have a responsibility to keep our pupils safe. This responsibility extends to adults working at Cardinal Allen as part of our overall aim of creating a secure, caring, Christian and happy environment

Local Health and Safety Arrangements for:

Cardinal Allen Catholic High School, 02106 (4718), Melbourne Avenue, Fleetwood, FY7 8AY

This policy is based on the requirements of the Health and Safety at Work etc Act 1974 and associated Health and Safety and other Legislation. It should be read in conjunction with the Lancashire County Council's Health and Safety Management System which is held on the School's Portal.

As a Voluntary Aided School the Governing Body is the employer and is responsible for the use of the premises. The Head Teacher is responsible for the day-to-day implementation and management of health, safety and welfare within the school. The Governing Body and the Head Teacher 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, 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;
- 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;

- 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;
- 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
Head Teachers name: P. Mooney	Chair of Governors name: P. Waters
Date: 04 September 2013	Proposed Review date: September 2016

Responsibilities

The responsibility for implementation and management of proper health and safety controls within the school is that of:	The Governing Body (working in conjunction with Mr. P Mooney, the Headteacher)
The authorised member of staff with day-to-day responsibility for ensuring this policy is put into practice is: (Health & Safety Co-ordinator):	The School Business Manager who acts with the authority from the Headteacher
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	The School Business Manager for the majority of activities. EVC (For Educational Visits)
The Health & Safety plans for the school (as identified by accident/incident investigation, consultation, review of risk assessments, H&S management support and audit visits; advice from the county council etc. or other sources e.g. DCSF, Teachernet, other schools, HSE) will be developed and monitored by:	The School Business Manager
<p>All employees within the school have a responsibility to:</p> <ol style="list-style-type: none"> 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. The Conditions of Employment of Teachers provide 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

I/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 are embedded in the school's approach to all activities and are conducted by a number of staff. For security and other non-teaching related activities they are, in the main,
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	completed by the Business Manager. For teaching activities and related Science and D & T support, they are the responsibility of the Curriculum Leader or Teacher controlling the lesson/activity. For off-site visits they are the responsibility of the EVC
The significant findings of risk assessments will be reported to:	The Headteacher retains responsibility as the Site Manager but delegates the authority to act on his behalf on H & S matters to the School Business Manager. Governors take regular reports on H & S matters as a standard agenda item for Staffing/Finance and Premises meetings
Action required to remove/control risks will be approved by:	The person responsible for completing the Risk Assessment as appropriate
The responsibility for ensuring the action required to reduce risks is implemented is that of:	The Headteacher
Checking that implemented actions have removed/reduced the risks is the responsibility of:	The Headteacher
Risk Assessments will be reviewed regularly (annually is recommended) or when an element of the work activity changes significantly, Risk assessments will be undertaken prior to the introduction of a new element of work activity.	The member of staff responsible for the area of operation for which the Risk Assessment is required –in the main this is completed by the School Business Manager

School's Commitment

To meet the requirements of this Policy Statement, the Headteacher/Governing Body and/or his/her/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; and,

- 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
- 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 below.

Occupational Health & Safety Topic/Activity	Applicable (√)	Details of where information about the school's arrangements can be found
Accident Reporting, Recording and Investigation	Yes	School Office (Mrs Shields or, in her absence, the Office Manager). The school follows the LCC guidance on reporting requirements and RIDDOR
Catering	Yes	Risk Assessments for all kitchen operations and equipment and food hygiene/storage related activities are held by both the Business Manager and the Catering Manager
Site Activities by Site Supervisors	Yes	The wide range of Risk Assessments for all these activities which are undertaken by the Site Staff are completed by the Business Manager and copies are available to Site Staff
Manual Handling	Yes	The Risk Assessments for all these activities are completed by the Business Manager and copies are available to Site Staff
Computer Workstations DSE requirements	Yes	Risk Assessments held by the Business Manager and workstations checked by the ICT Network Manager. The school follows the DSE guidance issued by LCC
Provision of First Aid on site	Yes	A List of all qualified First Aiders is on the School Network Staff Area and the generic Risk Assessment completed by the Business Manager
Office/Administrative Activities	Yes	Risk Assessments for all office activities are completed by the Business Manager in consultation with the Office Manager
Cleaning Operations	Yes	Risk Assessments completed by the Business Manager in consultation with the Cleaning Supervisor
Control of Substances Hazardous to Health Regulations (COSHH)	Yes	COSHH File completed and held by Business Manager and includes all Hazards Information, Records of Training, Risk Assessments and list of substances stored on site. In

		addition, Data Sheets on all products used by Cleaning team are held at each Cleaning Station/Store
Banking of School Income	Yes	Risk Assessment completed by the Business Manager
Employee Pregnancy	Yes	Risk Assessments completed by Line Management as required
Emergency Procedures other than Fire e.g. flood, services failure	Yes	The School has a comprehensive Critical Incident Response Plan in place (last reviewed in August 2013) and copies are on the School Network and held by appropriate individuals in the Senior Management Team
Fire Safety	Yes	Fire Safety File held by Business Manager which includes Risk Assessments, records of Servicing of Alarms and portable appliances, records of Fire Evacuation Exercises and weekly checks of Fire Alarm system conducted by Site Staff
Gas Safety	Yes	Gas Safety Checks completed in accordance with regulations and copies of inspections held by Business Manager
Electrical Safety	Yes	The Annual PAT records are held by the School Business Manager. In addition, the school's system is subject to a quinquennial wiring check and these records are held by the School Business Manager
Induction	Yes	The school has a comprehensive Induction Pack which is given to all new employees. Copies of completed Induction Sheets are held in individuals' personal files
Minibuses	Yes	School Policy on the use of the Minibus published and available to all staff
Mobile phones – use of	Yes	School Policy on the responsible Use of Modern Media published and available for all Staff and Pupils
Personal safety including lone working and violence and aggression	Yes	Risk Assessment held by Business Manager and Office Manager and available to staff
Premises Management	Yes	The School Business Manager is responsible for the completion of all Servicing and Equipment Maintenance requirements. Comprehensive records are held and the Annual Statement of Compliance completed and sent to LCC & the Diocese
Pupil moving and handling (Special needs)	Yes	SEN Staff training in moving and handling – records held by a member of the SEN team
Reporting of H&S concerns/faults	Yes	Staff are encouraged to report concerns to the School Business Manager. Details on the H & S Poster outside his

		room
Safety Representatives	Yes	The School Business Manager is the safety representative for the school
Temporary and supply staff	Yes	All induction information for Supply Staff is provided by the Teacher Cover Manager
Training	Yes	Training opportunities are taken as they arise and there is a dedicated training budget under the control of an Assistant Headteacher. All records of training undertaken by individuals is held on electronically on SIMs
Water hygiene (Legionella, lead etc.)	Yes	Weekly flushing undertaken by Site Staff, other periodic checks by Graham Environmental under contract. Bi-Annual Water Hygiene Risk Assessments are also undertaken by an outside agency and all records of these checks, the RA and the subsequent remedial actions are held by the School Business Manager
Work equipment and machinery	Yes	D & T equipment Serviced by SWS. Electrically powered cleaning equipment serviced Annually by Duckworths
Working at height – ladders, access equipment etc.	Yes	Both Site Staff have been trained on Working at height and a ladder register is maintained by the Senior Site Supervisor
Workplace Inspection	Yes	Conducted Annually by nominated Governor. Records held by the School Business Manager

Curriculum and other non-occupational Health & Safety Topic/Activity (Information and Guidance available in various parts of the Schools Portal)	Applicable (✓)	Details of where information about the school's arrangements can be found
Administration of medication	Yes	Controlled by the Office team under strict School Policy guidance
*Educational Visits	Yes	The School Educational Visits Coordinator
Food safety and hygiene	Yes	Risk Assessments held by both the School Business Manager and the Catering manager. Records of temperature checks on refrigeration held by the Catering Manager
PE Equipment	Yes	Service records held by School Business Manager
Pupil handling and restraint	Yes	School Policy available to all Staff. See also the School SEN Policy

Grounds maintenance	Yes	Outside Contract (currently with SODEXHO) is controlled by the School Business Manager
Pupil movement and flow	Yes	Well-established one-way system in place and policed by Staff
School transport	Yes	2 buses provided by local authority with liaison from Deputy Head teacher
Science (where not covered by curriculum safety procedures set down in CLEAPSS)	Yes	Under the direction and control of the Senior Science technician
Smoking	Yes	School Policy in place
Stage and drama activities	Yes	All equipment serviced and records held by business Manager. Specific Risk Assessments completed by Drama Curriculum Leader for productions
Technology rooms and equipment	Yes	All equipment serviced and maintained and records held by School Business Manager
Wearing of jewellery	Yes	Covered under Uniform Policy
Work experience	Yes	Risk Assessments controlled by an Assistant Headteacher & the Pupil Services Manager who have responsibility for W.E.

The school will also take into account the risks, and make health and safety arrangements for, non-routine, out of hours, 'one-off', seasonal or sporadic activities for example special school and community events such as school fetes, etc

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:	Teachers – 3 teachers Non-Teachers – School Business Manager
Consultation with employees is provided via:	Appraisals and Performance Management Meetings, non-teaching staff meetings

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 Head Teacher/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.

Is responsible for identifying all equipment/plant needing maintenance	The School Business Manager
Is responsible for ensuring effective maintenance procedures are drawn up	The School Business Manager
Is responsible for ensuring that all identified maintenance is carried out	The School Business Manager
Any problems found with equipment should be reported to	The school has a well-established Maintenance and ICT Helpdesk on the ICT Network and reports are followed up by Site or ICT Staff as required.
Will check that new equipment meets any required health and safety standards before it is purchased	The School Business Manager

Information, instruction and supervision

The Health and Safety Law poster* is displayed at:	There are 5 copies on display: the Main Entrance; the Design & Technology Department; the Allen Building; the Sports Hall and outside the School Business Manager's Office.
Health and safety advice is available from:	The School Business Manager
Induction, supervision of trainees/work placements etc, will be arranged/undertaken/ monitored by:	Dependent on type of trainee. Teacher trainees come under the direction of an Assistant Headteacher and all other staff are inducted into the School using the well-established induction procedures
Health & Safety in shared premises (where applicable)	Not applicable

* It is a legal requirement to display the Health & Safety Law poster in a prominent position in each workplace or to give employees a copy of the Health & Safety Law leaflet.

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 arrangement for training here including arrangements for record keeping.

Induction training will be provided for all employees by:	See Induction Checklist as this involves several staff members
Job specific training will be provided by:	Dependent on Department/area of working
Jobs requiring specific health & safety training are:	COSHH and equipment training by outside providers/in-house as appropriate
Training records are kept at/by:	All records of training are held electronically on SIMs
Training will be identified, arranged and monitored by:	Various staff members dependent on requirements

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:	At many and various locations around the site dependent on the perceived risk
The first aider(s) and appointed person(s) is/are:	All records of first Aiders are held by the Business Manager and also on the School Network under H & S Group work/Staff
All accidents and cases of work-related ill health are to be reported to:	The School Office (Mrs Shields)
Health surveillance* is required for employees doing the following jobs within the school:	<i>Provide details. N.B. Any pregnant employee will require a specific Risk Assessment to be completed and their duties may need to be modified to take account of their changing capabilities:</i>
Health surveillance will be arranged by:	<i>Name and contact details:</i>
Health surveillance/records will be kept by/at:	<i>Provide details:</i>

* e.g. DSE user with a history of upper limb disorder, CDT technician working with wood with history of chest problems

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.

To check our working conditions, and ensure our safe working practices are being followed, we will: Conduct workplace inspections. These are carried out by: Review all risk assessments regularly (annually is recommended) and in the event of any significant changes. This function is carried out by:	Annually by Governors and Staff representatives The School Business Manager
Is/are responsible for investigating accidents - e.g. road traffic accidents, slips, trips and/or falls accidents etc. before requesting assistance from the corporate Health, Safety and Wellbeing Team if necessary	The School Business Manager
Is/are responsible for investigating work-related causes of sickness absences.	The School Business Manager

Is/are responsible for acting on investigation findings to prevent recurrences.	The School Business Manager
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Emergency procedures - fire and evacuation

Is/are responsible for the monitoring of any trends in accidents, incidents and sickness absence.	Initially by the Assistant School Business Manager who administers absences and would report trends to the Deputy Headteacher
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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:	The School Business Manager
Escape routes are checked by/every:	Weekly by Site Staff
Fire extinguishers are maintained and checked by/every:	Procyon Fire and Security Annually.
Alarms are tested by/every:	Weekly call point checks by Site Staff and records kept by the School Business Manager. The whole Fire Alarm system is Serviced and maintained by Westmorland Fire and Security
The emergency evacuation procedure is tested every:	At least termly and records kept by the School Business Manager
Responsibility for ensuring arrangements are in place to deal with other emergency situations e.g. bomb threat, flood etc.	The school has a well-established and comprehensive Critical Incident Response Plan which is circulated to all staff and acted upon accordingly

Cardinal Allen Catholic High School - A Specialist Maths & Computing College
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