Cardinal Langley RC High School

HEALTH & SAFETY POLICY & PROCEDURES – SCHOOL SAFETY

Policy Type:	Statutory https://www.gov.uk/government/publications/statutory-policies-for-schools
Review Frequency:	Governing Body free to determine
Agreed Frequency	Whenever there is significant change to practice or to Diocesan and LA policy, procedure or guidance or H&S Law, as advised by the H&S/Fire Safety Manager. Live updates to procedures.
Implementation/Approval:	Governing Body free to determine how to implement
Delegated to:	Resources Committee/H&S Link Governor
Adopted:	November 2011
Last Reviewed/Approved:	Feb 2012; Jun 2014; Oct 2014, 2015, 2016, 2017, 2018, 2019. Sept 2020
Live Updates:	Sept 2020 (please refer to Covid-19 first-aid addendum)
Date of Next Scheduled Review:	Notification that procedures are up-to-date to be made annually to the Resources Committee in the Autumn term.

Statement of Intent & General Policy

The Governing Body recognises its responsibilities under the Health and Safety at Work etc Act 1974 and will take all reasonably practicable steps to provide safe and healthy working conditions, equipment and systems of work for all employees, pupils and others affected by their activities, actions or omissions.

The Governors are committed to providing and maintaining a working and learning environment that is safe and without risk and this is established by the allocation of duties and particular arrangements detailed in parts 2 and 3 of this policy.

All those involved in providing and maintaining a safe and healthy working environment will be responsible for assisting in achieving the aims and objectives identified and will play a positive role in promoting a healthy and safe working environment.

In relation to health, safety and welfare, the Governors will act within the framework of action advised by Rochdale Metropolitan Borough Council. The Health & Safety Policy of the Council will be acknowledged and observed.

Area of Responsibility	**Name**	**Designation**
Overall responsibility for H&S	Mr A Bridson	Head Teacher
Day to day responsibility for H&S	Ms C Young	H&S/Premises Manager
Governance	Mr J Kelleher & Mr B McAnenny	H&S Link Governors
Fire Safety Manager	Ms C Young	H&S/Premises Manager
Fire Safety (Monitoring & Reporting)	Ms C Young	H&S/Premises Manager
Fire Safety (Testing and Checks)	Ms S Carris/Mr G Richards	Caretakers
Senior Fire Marshals	Mrs T Hatton & Mrs A Williams	Deputy Head Teachers
Fire Marshals	Mrs C Flitcroft	Health & First Aid Officer
	Mr G Cahill	Subject Leader (CPA)
	Mrs J Pinder	Subject Leader (Science)
	Mrs V Doyle	Subject Leader (DT)
COSHH (Premises Related)	Ms C Young	H&S/Premises Manager

Area of Responsibility	Name	Designation
Safeguarding/Child Protection Lead	Mrs A Williams Mr A Eadie	Deputy Headteacher (Pastoral) Assistant Headteacher
First Aid Coordination	Mrs C Flitcroft	Pastoral & Academic Leader
School Visits	Mr A Gumbley & Mr S Hughes	Educational Visits Co-ordinators
School Safety Representatives	Ms C Young	H&S/Premises Manager
	Mr M Smith	DT Technician
	Mr J Day	Senior Science Technician
Minibus Co-ordinator	Ms C Young	H&S/Premises Manager
Staff Training & Development	Mr M Tamburro	Assistant Headteacher

PART 1: ORGANISATION

Objectives

The policy objectives set by the Governors are as follows:

Commitment to a planned approach to Health & Safety by ensuring that the framework set by the Safety Policy is implemented, monitored and reviewed.

Ongoing consultation involving all employees in the pursuit of the aims and objectives of the policy, achievement of health and safety standards and to ensure co-operation and competence of all those involved.

Structure of the Organisation

Governing Body

The Governing Body is responsible as the employer for:

1. Recognising and accepting its responsibilities for the health, safety and welfare of its employees, pupils and visitors to premises and establishing appropriate committees in which to consult on health and safety matters.
2. Establishing a suitable organisation and effective arrangements for satisfying the Safety Policy.
3. Managing the allocation of sufficient funds in order to ensure, so far as reasonably practicable, the working environment is safe and without risk to health.
4. Ensuring that effective monitoring is carried out to evaluate the health and safety performance of the school by evaluation of relevant inspection reports. These will include reports from the H&S/Premises Manager, site inspection reports undertaken by the Premises Team and any reports from School Safety Representatives.

Headteacher

The Headteacher is responsible for the following:

1. Ensuring the effective planning and implementation of the Safety Policy, incorporating appropriate organisational detail and local arrangements and so that all employees are familiar with the Policy and their delegated duties.
2. Ensuring the effective planning and implementation of the health and safety management system. This will include the development of sys-aid for Health and Safety reporting by school staff.
3. Establishing and maintaining safe working procedures and a working environment where suitable and sufficient risks to all employees, pupils and visitors to the premises are assessed, prevented or controlled.

4. Identifying the training needs of employees and arranging for suitable and sufficient training programmes to be provided
5. Providing health and safety induction training for new employees and information and instruction on the organisation and arrangements as detailed in the Safety Policy.
6. Ensuring all contractors' undertakings are fully compliant with health and safety regulations and take full account of health and safety issues affecting employees, pupils and any other users of the establishment.
7. Arranging and being involved in premise inspections of the school at least once per year and ensuring findings are reported to governing body committee.
8. Being prepared and having arrangements in place to act safely and effectively in the event of any emergency affecting the health, safety and welfare of employees, pupils and the school environment.
9. Having arrangements for accident/incident investigation and reporting procedures that are in accordance with the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 (RIDDOR) and Rochdale Council's reporting procedures.
10. Noting and acting upon, as appropriate, health and safety instruction and advice provided by the Health and Safety Executive, Department for Education and Local Authority.

Health & Safety / Premises Manager

The Health & Safety / Premises Manager will be responsible for:

1. Ensuring that the school and its grounds are maintained as an attractive, clean and safe environment for all its users.
2. Ensuring the security of school buildings and site.
3. Acting as designated key holder, providing out of hours and emergency access to the school site.
4. Arranging for general maintenance within specialist areas, such as heating, lighting and plumbing, to ensure safe and effective operation.
5. Regular health and safety checks of the buildings, grounds, fixtures and fittings, (including compliance with fire safety regulations) and equipment.
6. Regular maintenance checks and follow-up actions.
7. Providing advice on the annual long-term maintenance requirements to support a cost-effective maintenance programme.
8. On-site contractors, ensuring work is completed to the required standard.
9. Purchasing premises-related equipment and supplies within the agreed budget.
10. Regular checking and operation of systems such as heating, cooling, lighting and security (including CCTV and alarms).
11. Arranging tenders and quotes and managing the appointment of external contractors.
12. Supervision of other premises staff.
13. Undertaking risk assessments, ensuring compliance across the school with all health and safety requirements including fire and COSHH requirements.
14. Liaising with other school staff / departments on premises issues.
15. Undertaking emergency/accident cleaning.
16. Ensuring that all site maintenance equipment is maintained in a safe, clean working order.
17. The safe operation of the school minibus, including making sure it is kept full of fuel and clean and arranging for it to be MOTd and serviced annually.
18. Preparing and collating all documentation required for health and safety inspections.

Subject Leaders

Subject leaders will be responsible for:

1. Taking reasonable precautions to ensure the safety of all persons whilst under their department's control, in accordance with the objectives of the Safety Policy.
2. Establishing and maintaining safe working procedures and a working environment where suitable and sufficient risks to employees, pupils and any other persons within their department are assessed, prevented or controlled.
3. The inclusion of health, safety and welfare issues at departmental meetings which may be recorded and forwarded to the Headteacher and governing body committee.
4. Including safety and risk management in lesson plans to consider the safety of employees and pupils.
5. Ensuring all equipment, machinery and apparatus within their department is in suitable condition, can be used safely and is maintained.
6. Reporting of defects, damage to equipment or safety hazards to the relevant person(s) via SYSAid.
7. Reporting all accidents and incidents to the relevant person(s). All accidents should be documented on an accident report form and a COPY HANDED TO THE PREMISES MANAGER who will send the report to the LA (documents kept on file).

School Employees

All school employees will be responsible for the following:

1. Carrying out their duties in accordance with the Safety Policy
2. Taking reasonable care of themselves and other persons whilst at work.
3. Co-operating with the Headteacher and others in school to comply with legislation.
4. Engaging in consultation and development of health and safety procedures to promote positive employee involvement.
5. Following instruction and information on safe working procedures and using plant, substances and equipment safely.
6. Attending health and safety training courses provided.
7. Reporting defects or damage to equipment and safety hazards to the relevant person(s) on SYSAid.
8. Reporting all accidents and incidents to the relevant person(s). All accidents should be documented on an accident report form and a COPY HANDED TO THE PREMISES MANAGER who will send the report to the LA (documents kept on file).

Safety Representatives

In accordance with the Safety Representatives and Safety Committees Regulations 1977:

Investigate complaints by an employee relating to Health and Safety and Welfare at work and potential hazards and dangerous occurrences in the workplace; examine causes of workplace accidents.

School-based safety representatives have the same health and safety responsibilities as any employee, but with no extra legal liability. In addition to their duties as employees, they may also assist in the following areas of responsibility:

1. To carry out regular inspections of premises and school activities.
2. To provide guidance on health and safety issues and to consult with advisers to obtain information.
3. To investigate potential hazards, employee complaints, accidents and dangerous occurrences.
4. To make representation to employers and external organisations on health and safety matters arising.
5. To assist in assessment of risks and subsequent preventive or control measures.
6. To assist in the provision of information, instruction and training for employees.

Non-employees working on school premises

Any person(s) not directly employed by the school but whose place of work is the school premises are responsible for the following:

1. Taking reasonable care of themselves and other persons whilst at work.
2. Co-operating with the Headteacher and following instruction and information provided with regard to school practice and safe working procedures when using plant, substances and equipment.
3. Reporting defects or damage to equipment and safety hazards to their line manager for them to report via SYSAid.
4. Reporting all accidents and incidents to the relevant person(s). All accidents should be documented on an accident report form and a COPY HANDED TO THE PREMISES MANAGER who will send the report to the LA (documents kept on file).
5. Ensuring compliance with health, safety and risk management is carefully measured when organising and supervising activities and events undertaken on the premises.

PART 2: GENERAL ARRANGEMENTS

Assessing Risks

Assessment of risks associated with all school activities and the premises will be carried out by the Headteacher and Governing Body, Senior and Middle Leaders and supported by co-operation from all employees. Records of department risk assessments are stored in the Health and Safety Risk Assessment folder in the staff shared area (amended according to need and rviewed annually by middle leader). A copy of all risk assessments will be held on a central file by the Health & Safety/Premises Manager.

Work Related Stress

Arrangements for the management of work related stress have been produced and implemented by the Headteacher and Governing Body. Refer to the Health, Wellbeing, Work-Life Balance and Stress Management Guidance and the Health-Related Absence Policy in the staff shared area [T-Drive]

Violence and Aggression

Arrangements by the Headteacher and Governing Body to manage risks to employees arising from incidents of abusive, threatening or violent behaviour have been produced and implemented. Refer to Violence and Aggression Policy in the staff shared area [T-Drive].

First Aid

Provision has been made for designated first aiders who will be supplied with suitable resources.

First Aid qualified persons are:

	NAME	QUALIFICATION	EXPIRY DATE
1	Claire Flitcroft	Paediatric First Aid	January 2021
2	Vicky Fisher	First Aid at Work	November 2021
3	Glen Cahill	First Aid at Work	February 2023
4	Hannah Dennon	First Aid at Work	September 2022
5	Andrew Greaves	First Aid at Work	February 2023
6	Michael Smith	Paediatric First Aid	October 2020
7	Sharon Stone	Paediatric First Aid	October 2020
8	Vincent McLaughlin	Paediatric First Aid	January 2022
9	Laura Ahern	Paediatric First Aid	January 2022
10	Natalie Johnson	Paediatric First Aid	January 2022
11	Chris Wilkinson	Paediatric First Aid	January 2022
12	Simon Campion	Paediatric First Aid	January 2022
13	Rebecca Chadwick	Paediatric First Aid	January 2022
14	Jim Symon	Paediatric First Aid	January 2022

	NAME	QUALIFICATION	EXPIRY DATE
15	Andrea Lennon	Paediatric First Aid	October 2022
16	Laura Thompson	Paediatric First Aid	October 2022
17	Angela Williams	Paediatric First Aid	October 2022
18	Sarah Lord	Paediatric First Aid	November 2022
19	Carrina Keefe	Paediatric First Aid	November 2022

Further Information can be found in the staff shared area (T-Drive)

Fire Precautions

Arrangements for the provision of effective fire precautions covering fire evacuation procedures, fire alarm system, fire alarm point and emergency lighting tests, fire extinguishers, means of escape and arson prevention are in place. Refer to Fire Precautions Log Book – held by the H&S/Premises Manager.

Crisis Management

Planning and preparation in order to manage emergencies affecting the school has been undertaken by the Headteacher and overseen by the Governing Body. A policy document has been produced and implemented. Refer to Emergency Plan - held by the Headteacher.

Workplace Safety, Maintenance and Building Works

A defect reporting procedure has been implemented whereby defects are reported to the H&S and Premises Manager.

An Asbestos Survey is available on site. Asbestos present is managed by the Headteacher and Governing Body. The management of the Risk Register and arrangements to inform all contractors will be supervised by the H&S/Premises Manager.

Arrangements for the inspection, servicing and maintenance of plant and equipment at appropriate intervals has been implemented. This would cover water tanks, fire alarm systems, heating, portable electrical appliances, PE / play equipment, workshop machinery, kilns, fume cupboards etc. Records of inspection, service and maintenance for the above are available from the H&S/Premises Manager.

All building works are planned appropriately and contractors are checked for professional competence and license (prearranged maintenance and repairs and any minor works will be planned in by the Premises Manager; all major work is planned and project managed by the Dioceses or the LA).

The Local Authority will be notified of building works. The person responsible for arranging and monitoring building works is the H&S/Premises Manager.

Hazardous Substances

Procedures for the storage, handling, use and control of substances hazardous to health (COSHH) used in school are detailed in COSHH assessments and manufacturers'/suppliers' data sheets. COSHH assessments are available and produced by the suppliers and held by the H&S/Premises Manager where premises-related, and by the Senior Science Technician where curriculum-related. Any department holding any form of substance which relates to COSHH must hold their own register and provide copies to the Premises Manager.

Display Screen Equipment

The ICT Manager is responsible for ensuring that workstation assessments are carried out for designated users of display screen equipment (DSE) and any actions taken, as per the HSE guidance: Working Safely with Display Screen Equipment https://www.hse.gov.uk/msd/dse/

Security

Assessments of security provision for the site, premises and roof access will be reviewed at regular intervals and measures to improve security will be considered by the Headteacher and Governing Body. In the event of an 'out of hours' security issue the security company (who are key holders) will be called out. Site team do regular walk rounds and deal with any issues that could propose a threat to school. All access issues are reported to the Head Teacher.

Events / Lettings / Extended School Activities

The school uses a lettings management company to ensure that appropriate arrangements are in place for the effective organisation of lettings (refer to service level agreement).

For events taking place on school land, refer to the School Safety Team's Management Guidance: Planning a small Event.

For extended school activities, refer to

- Educational Visits Policy
- RMBC Policy for Educational Visits and Activities (linking to OEAP National Guidance)

The above policies and guidance are available from the staff shared area:
T:\School_Management_Documents\Policies, Procedures & Guidance

Refer also to individual subject/activity risk assessments. Risk assessments are saved in the staff shared area: T:\School_Management_Documents\Health & Safety\Risk Assessments and are also part of the process for authorising activities on Evolve.

Curriculum - Safety and Risk Education - School Visits and Off-Site Activities

All off-site activities are arranged in accordance with the LA Policy and Guidance for School Visits and Off-Site Activities. Educational Visits Co-ordinators have been appointed and a school policy has been implemented. Refer to School Visits Policy.

Safeguarding/Child Protection

To ensure recommended safeguarding/Child Protection procedures are followed, a policy has been produced and implemented and a member of staff has been designated with responsibility for Safeguarding/Child Protection. Refer to Child Protection & Safeguarding Policy & Procedures. Disclosure & Barring Service checks are carried out for all staff. Procedures for safeguarding children are implemented.

Work Experience

All work experience placements, extended placements and pre-apprenticeship programmes are arranged in accordance with the DfE document: *Post-16 work experience as a part of 16 to 19 study programmes and traineeships - Departmental advice for post-16 education and training providers.* The person responsible for the co-ordination of work experience is the Life Skills Coordinator.

PART 3.1: MONITORING

Premises Inspections

Premises inspections will be carried out:

- annually by the Headteacher, H&S/Premises Manager and H&S Link Governors (School Safety Representatives will also be invited to participate)
- at least once per term by the H&S/Premises Manager and H&S Link Governors

Findings of premises inspections will be reported to the governing body/relevant committee each term.

Evaluation of Inspection Reports from Employee Safety Representatives

Inspections of premises and school activities may be carried out by Safety Representatives at intervals. Reports will be forwarded to the governing body/relevant committee

Evaluation of Inspection Reports from LA School Safety Team

Inspections of the school's health and safety management system and premises will be carried out by the LA School Safety Team. The Report will be considered by the Headteacher and governing body/relevant committee. A plan of action will be implemented to address any recommendations.

Evaluation of Insurance Assessments

Assessments of the school's premises and risk management systems made by insurers will be considered by the Headteacher and governing body/relevant committee.

Objectives set by the Governing Body

To provide and maintain a safe and healthy environment that is conducive to the learning and working conditions encompassing equipment and systems of work for all employees, pupils and others by their activities, actions and/or omissions.

Accident / Incident and ill-Health Reporting

Accident, incident and ill-health reporting procedures will be followed in accordance with the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) and Rochdale Council's reporting procedures.

Accident Investigations

Investigations will be carried out, where required, by the Headteacher following accidents and dangerous occurrences.

Analysis of Accident Statistics

A review of accident, incident and ill-health reports will be undertaken at intervals to identify patterns or trends and to consider remedial action.

Analysis of Sickness Absence Statistics

Reviews of sickness absence records are carried out as part of the Health Related Absence Policy to identify patterns or trends and to consider remedial action.

Evaluation of Training

A review of training needs will be undertaken by the Headteacher and Governing Body Committee and a programme to meet the needs of employees will be established by the Headteacher.

Fire and Emergency Drills

Fire evacuations will be practiced once per term and findings recorded for review purposes. Drills in case of emergencies other than fire will also be practised.

PART 3:2: REVIEW

A policy review will take place whenever there is significant change to practice, to the management structure of the school or to Diocesan or LA policy, procedure or guidance or H&S Law, as advised by the H&S/Fire Safety Manager – or as required by the Resources Committee.

The H&S/Fire Safety Manager will make live updates to procedures and the Resources Committee will note annually that the policy and procedures are up to date.

Review of the policy will be undertaken by the Headteacher, Health & Safety/Premises Manager and the Resources Committee.

Monitoring of the policy & procedures will continue through the Resources Committee and H&S Link Governor visits, providing an opportunity to assess the effectiveness of the school's health and safety management system and encourage improvements in health and safety performance.

Policy Approval:

Signature of Headteacher		Date:	09.02.2021
Signature of Chair/Vice-Chair of Resources Committee		Date:	09.02.2021

Covid-19 First-Aid Addendum (June 2020)

COVID 19 SCOOLS - SAFETY RISK ASSESSMENT		
Directorate: **Cardinal Langley RC High School**	Section/Team: **FIRST-AID**	
Job role/s**: First-aiders, all staff, children and young people - Schools** Management and first-aid provision to those that may need it.		
People who might be harmed i.e. pupils, all staff, first-aiders		Assessment date: **08.06.20**
Are there any special considerations needed for new & expectant mothers or persons under 18, etc.? **Yes: New and expectant mothers and any staff over 70 must self-isolate.**		Last Reviewed: **23.09.2020**
Names of all involved in assessment process: (e.g. Manager, Union rep, etc.): **Claire Flitcroft**	Manager authentication: **Andrew Bridson**	

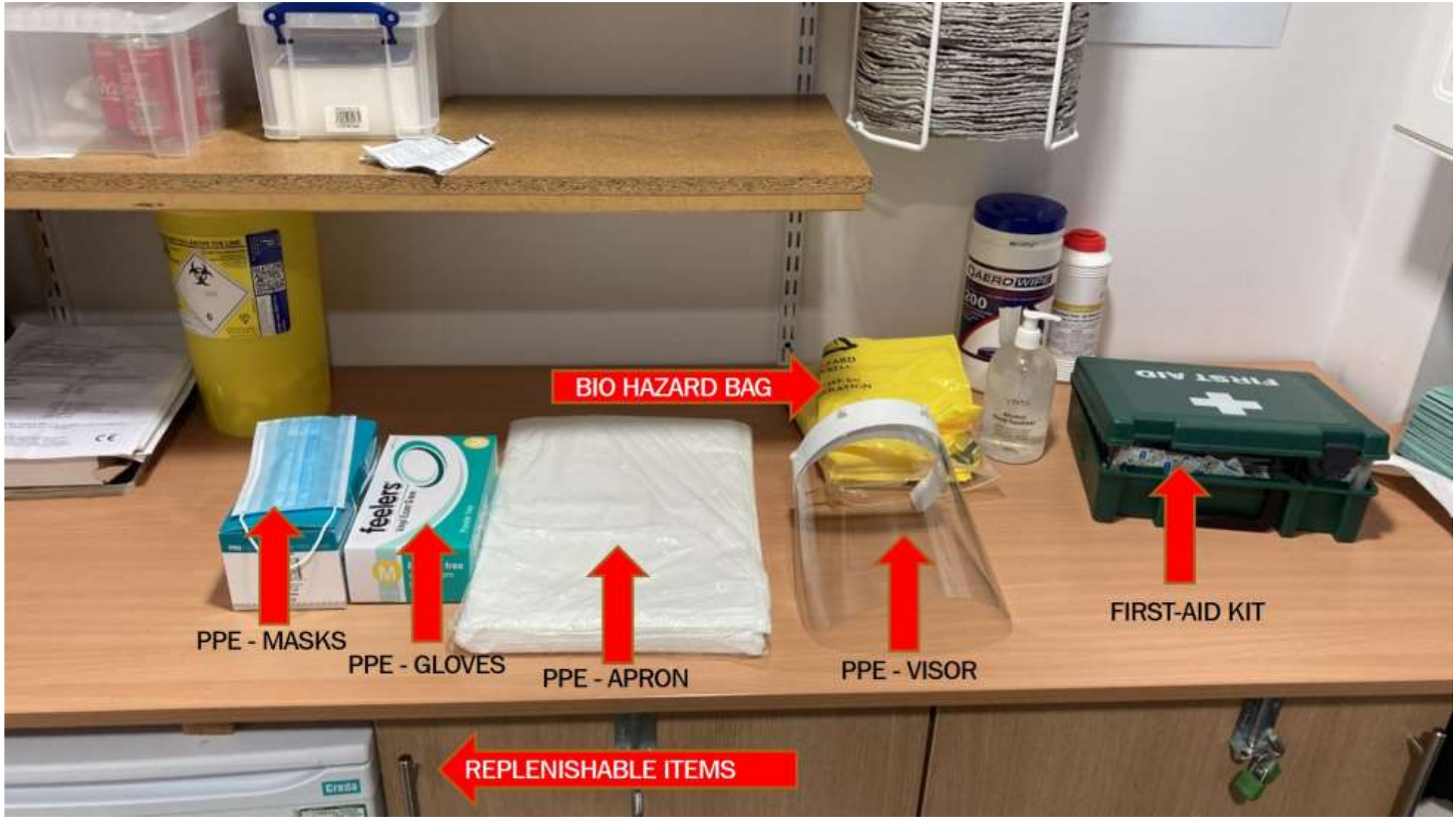
Hazard / risk identified Task/ activity / process / stressor	**Current precautions in place**	**Improvement action needed** following incidents, changes, etc. Place these on an action plan.
PPE	• Wash hands before applying PPE. • Gloves, aprons, visors and masks must be worn before treating a casualty where bodily fluids are exposed; for example: blood loss, vomiting and breathing difficulties. • Wash hands thoroughly when all PPE has been removed. • Aprons, gloves and masks need to be disposed of in the PHS bin located in the first-aid room. • Visors to be cleaned with disinfectant wipes provided.	• Ensure you have enough stock of PPE and materials at all times.
Personal Hygiene	Stringent hand washing must take place. Ensure hands are washed regularly and thoroughly with neutral detergent and water for 20 seconds or more, using the 7 step process: Step 1: Wet hands - wet your hands and apply enough liquid soap to create a good lather ... Step 2: Rub palms together ... Step 3: Rub the back of hands ... Step 4: Interlink your fingers ... Step 5: Cup your fingers ...	

Hazard / risk identified Task/ activity / process / stressor	Current precautions in place	Improvement action needed following incidents, changes, etc. Place these on an action plan.
	Step 6: Clean the thumbs ... Step 7: Rub palms with Your fingers • Hands must be dried with disposable paper towels. This should be done as a matter of routine before and after handling food, especially after blowing your nose, coughing, etc. If you cough or sneeze, please use a tissue and then discard this into the bin and wash hands as above. Additional information can be found at https://www.gov.uk/government/publications/coronavirus-covid-19-implementing-protective-measures-in-education-and-childcare-settings/coronavirus-covid-19-implementing-protective-measures-in-education-and-childcare-settings	
First-Aid Room	• First-aider to enter the room first to wash hands and apply PPE. Casualty to go in thereafter. • Treatment is given using the first-aid equipment provided, stored in a plastic container on the worktop. • Any first-aid equipment used that is contaminated with bodily fluids e.g. blood, vomit, salvia **MUST** be disposed of in a bio-hazard bag, sealed and placed in the PHS bin provided. *(see appendix 1)* • After treatment given and the casualty has left the first-aid room, the following will need to be cleaned by the designated first-aider with the disinfectant wipes provided: - Worktops - First-aid box - Chair - Door handles - Visors - Sink, including taps • First-aid kit to be replenished after use.	• Blood spillage kits to be provided to clean affected areas as per guidance from Public Health England. • Blood spillages to be reported to the School Facility Management Team.
First-Aid Treatment	• In the event of performing CPR, rescue breaths should not be performed to an adult. This consists of chest compressions only.	

Hazard / risk identified Task/ activity / process / stressor	Current precautions in place	Improvement action needed following incidents, changes, etc. Place these on an action plan.
	• In the event of performing CPR to a child, a combination of rescue breaths and chest compressions should be used. This is because paediatric cardiac arrest is unlikely to be caused by a cardiac problem and is more likely to be a respiratory one, making rescue breaths crucial to the child's chance of survival. • A barrier mask MUST be used. This is provided in the first-aid kit. *(Recommended by Public Health England).* • First-aid treatment should not be given if you are or become unwell.	
Personal Health	• If anyone shows signs of having a high temperature, ongoing cough, loss of taste and/or smell they MUST go home immediately to self-isolate and inform Mr Bridson and the Health and Safety Manager. • Isolation will be needed for 7 days if the staff member or child has confirmed Covid-19, then any staff member/child who has been in contact with them will need to self-isolate for 14 days. • A deep clean of the working areas will need to be completed and enhanced PPE worn • If advised that a member of staff or student has developed Covid-19 and were recently on the school premises, the management team will contact the Public Health Authority to discuss the case, identify people who have been in contact with them and will take advice on any actions or precautions that should be taken.	
Working patterns	• Two qualified first-aiders must be on shift each day. The ratio is 1 first-aider to every 50 persons.	• Staff absences to be reported to line manager to ensure there is adequate cover.

This assessment should be reviewed following significant changes, the introduction of new machinery, equipment, substances or procedures & following incidents, or at least annually.

Appendix 1


BIO HAZARD BAG
PPE - MASKS
PPE - GLOVES
PPE - APRON
PPE - VISOR
FIRST-AID KIT
REPLENISHABLE ITEMS
feelers
FIRST AID