



St Augustine's Catholic College

Health & Safety Policy

1 STATEMENT OF INTENT

The Governing Body of St Augustine's Catholic College ("the College") will strive to achieve the highest standards of health, safety and welfare consistent with its responsibilities under the Health and Safety at Work etc Act 1974 and subsequent legislation.

The Governing Body is committed to the provision and maintenance of safe and healthy working conditions, equipment and systems of work for all of its employees and to the provision of information, training and supervision for this purpose. It also recognises and accepts its responsibility to take all reasonably practicable steps to protect the health and safety of students and all other visitors to its sites, to include contractors, temporary staff and members of the public.

The Governing Body of the College is also committed to on-going monitoring and review processes, in order that continual improvement in the management of health and safety can be achieved.

This policy will be brought to the attention of each member of the College's staff. It can be viewed on the College's website. The policy will be reviewed on an annual basis or sooner if required.

2 ORGANISATIONAL RESPONSIBILITIES

The person with overall responsibility for health and safety at the College is Joe Alsop, the Head Teacher. As the overall employer, the College has overall responsibility for health and safety.

At College level, day to day duties and responsibilities have been assigned to governors and staff as set out below.

2.1 Responsibilities of the Governing Body

The general responsibilities of the Governing Body, in consultation with the Head Teacher, include:-

- 2.1.1 To ensure the existence of a valid and compliant Health and Safety Policy for the College.
- 2.1.2 To review the College's Health and Safety Policy annually or as required and to implement new procedures where necessary.
- 2.1.3 To monitor, review and evaluate the College's health and safety performance.
- 2.1.4 To identify appropriate resources within the College's budget to meet statutory requirements.
- 2.1.5 To receive from the Head Teacher (or other nominated member of staff) reports on health and safety matters.
- 2.1.6 To seek specialist advice on health and safety matters which the College may not feel competent to deal with (access to competent health and safety advice is a requirement of the Health and Safety at Work Act 1974).
- 2.1.7 To promote a positive health and safety culture and high standards of health and safety within the College.
- 2.1.8 To agree a named person on the Governing Body who will act as the named Health & Safety governor and report back to the full Governing Body on a regular basis on such matters.
- 2.1.9 To ensure that when awarding contracts health and safety is included in specifications and contract conditions.
- 2.1.10 To ensure that health and safety is a standing agenda item for Governor Committee meetings (part of the Finance & Premises Committee meetings).
- 2.1.11 To keep informed of the Department for Education's (DfE) advice and guidance on Health and Safety matters.

2.2 Responsibilities of the Head Teacher

Overall responsibility for the day to day management of health and safety rests with the Head Teacher of the College. The Head Teacher will advise governors of the areas of health and safety concern which may need to be addressed by the allocation of funds. Although some tasks may be delegated the Head Teacher will retain overall responsibility.

The general responsibilities of the Head Teacher include:

- 2.2.1 To co-operate with the Governing Body to enable health and safety policy and procedures to be implemented.
- 2.2.2 to ensure that effective health and safety management procedures are in place for carrying out regular inspections and risk assessments, implementing actions and submitting inspection reports to the Governing Body where necessary.
- 2.2.3 To communicate the College policy and other appropriate health and safety information to all relevant people including contractors.
- 2.2.4 To carry out health and safety investigations.
- 2.2.5 To ensure that all staff are competent to carry out their roles and are provided with adequate information, instruction and training.
- 2.2.6 To ensure consultation arrangements are in place for staff and their trade union representatives (where appointed) and recognising the right of trade unions in the workplace to require a Health and Safety meeting. This will form part of the termly meeting between the Head Teacher and the Unions.
- 2.2.7 To report to the Governing Body any hazards which cannot be rectified within the College's budget.
- 2.2.8 To ensure that the premises, plant and equipment are maintained in a serviceable condition.
- 2.2.9 To encourage staff, students and others to promote effective health and safety.

2.3 Responsibilities of other teaching/non-teaching staff holding posts of special responsibility for Health and Safety

The Head Teacher may delegate functions and responsibility for health and safety matters to other members of staff, for example at a departmental level. Elaine Lawrence (Business Manager) is the College's designated health and safety adviser. It is clearly understood by everyone concerned that the delegation of certain duties will not relieve the Head Teacher from the overall day to day responsibility for health and safety within the College.

The general responsibilities of these members of staff include:-

- 2.3.1 To apply the College's Health and Safety Policy to their own department or area of work and be directly responsible to the Head Teacher for the application of the health and safety procedures and arrangements.
- 2.3.2 To maintain or have access to an up to date library of relevant published health and safety guidance from sources including CLEAPSS, AfPE etc., and ensure that all subordinate staff are aware of and make use of such guidance. This will be available to staff via the Public Staff area within the College's information system.
- 2.3.3 To ensure that regular health and safety risk assessments are undertaken for the activities for which they are responsible and that any appropriate control measures are implemented.
- 2.3.4 To ensure that appropriate safe working procedures are brought to the attention of all staff under their control.
- 2.3.5 To resolve health, safety and welfare problems that members of staff may refer to them, and inform the Head Teacher or delegated member of staff of any problems where they cannot achieve a solution using resources available to them.
- 2.3.6 To carry out regular inspections of their areas of responsibility to ensure that equipment, furniture and activities are safe and record these inspections where required. A blank copy of the inspection forms are available from the **Health & Safety Folder (Public Staff area)**.
- 2.3.7 To ensure, so far as is reasonably practicable, the provision of sufficient information, instruction, training and supervision to enable other employees and students to avoid hazards and contribute positively to their own health and safety.

- 2.3.8 To ensure that all accidents (including near misses) occurring within their department are promptly reported and investigated using the appropriate forms. Forms for completion are available from **the Health & Safety Folder (Public Staff area)**.
- 2.3.9 To arrange for the repair, replacement or removal of any item of furniture or equipment identified as unsafe.

Please also refer to the job descriptions for Deputy Head, Middle Leaders, Caretaker, Assistant Caretaker/Grounds person, Technicians and Business Manager.

2.4 Responsibilities of all Staff

Under the Health and Safety at Work Act 1974 all employees (and volunteers) have general health and safety responsibilities. Staff must be aware that they are obliged to take care of their own health and safety whilst at work along with that of any others who may be affected by their actions. All staff are expected to read this policy on an annual basis and to sign a statement to show that they have done so.

The general responsibilities of employees include:-

- 2.4.1 To take reasonable care for the health and safety of themselves and others in undertaking their work.
- 2.4.2 To comply with the College's Health and Safety Policy and procedures at all times.
- 2.4.3 To report all accidents and incidents in line with the reporting procedure. (Appendix 21)
- 2.4.4 To co-operate with College management on all matters relating to health and safety.
- 2.4.5 Not to intentionally interfere with or misuse any equipment or fittings provided in the interests of health safety and welfare.
- 2.4.6 To report all defects in condition of premises or equipment and any health and safety concerns immediately to their line manager.
- 2.4.7 To report immediately to their line manager any (or any perceived) shortcomings in the arrangements for health and safety.
- 2.4.8 To ensure that they only use equipment or machinery that they are competent/have been trained to use.
- 2.4.9 To make use of all necessary control measures and personal protective equipment (PPE) provided for health and safety reasons.
- 2.4.10 To ensure any toxic, hazardous or flammable substances are used correctly, stored and labelled as appropriate.
- 2.4.11 To exercise good standards of housekeeping and cleanliness within their daily working duties.

2.5 Obligations of Contractors

When the College is used for purposes not under the direct of the Head Teacher, then, subject to the agreement of the College, the principal person in charge of the activities will take responsibility for safe practice in the areas under their control. Contractors working on the College premises are required to identify and control risks arising from their activities and will inform the Head Teacher of all potential risks to staff, students and visitors.

2.6 Students will:

- 2.6.1 Exercise personal responsibility for the health and safety of themselves and others.
- 2.6.2 Dress in a manner that is consistent with safety and hygiene standards.
- 2.6.3 Respond to the instruction of staff given in an emergency
- 2.6.4 Observe the health and safety rules of the College.
- 2.6.5 Not misuse, neglect or interfere with items supplied for their, and other students' health and safety.

2.7 Training

- 2.7.1 The College will ensure that staff members are provided with the health and safety training they need for their job. This may not mean attendance at training courses, it may simply involve providing staff with basic instructions and information about health and safety in the College.

2.7.2 The Head Teacher will ensure that there are an appropriate number of first-aid trained staff members working within the College.

2.7.3 Staff members will be provided with regular training opportunities and have access to support where needed.

3 PROCEDURES

Procedures and guidance on the areas shown below are reviewed each year and circulated to all staff at the beginning of each academic year as a printed Health and Safety Handbook. The Handbook is also made available to other stakeholders on request.

The areas listed below and detailed in full in the Health and Safety Handbook provide the procedures to be undertaken to ensure that the College complies with the health and safety responsibilities set out within the Health and Safety at Work etc. Act 1974 and the relevant statutory Regulations made pursuant to this Act.

The Handbook includes a copy of this policy together with each of the Appendices shown below:

Appendix 1	-	Risk Assessment
Appendix 2	-	Premises and Work Equipment
Appendix 3	-	Lifting and Handling
Appendix 4	-	Display Screen Equipment
Appendix 5	-	Flammable and Hazardous Substances
Appendix 6	-	Asbestos
Appendix 7	-	Work at Height
Appendix 8	-	Fire Evacuation and Emergency Procedures
Appendix 9	-	Inspection/Maintenance of Emergency Equipment
Appendix 10	-	Access to dangerous parts of the premises
Appendix 11	-	Lone Working
Appendix 12	-	First Aid and Medication
Appendix 13	-	Educational visits
Appendix 14	-	Minibus Use
Appendix 15	-	Contractors and Hirers
Appendix 16	-	Projection Equipment
Appendix 17	-	Work Experience
Appendix 18	-	Vehicle Movement
Appendix 19	-	Health and Safety Information and Training
Appendix 20	-	Health and Safety Monitoring and Inspections
Appendix 21	-	Accident Reporting Procedures

Signed by: J C Alsop (Head Teacher)

Date: 24/4/2017

Signed by: P Bates (Chair of Governors)

Date: 24/4/2017

Reviewed April 2017