



# **Health & Safety Policy**

**(Including School Responsibilities and Arrangements)**

Person Responsible	Sharon O'Brien
Date of Last Review	May 2016
Recommended by F&R Committee	February 2019
Ratified by Full Governing Body	March 2019
Date of Next Review	March 2020

## General Statement

This policy statement supplements the health and safety policies which have been written by Bolton Council. The general aims of these policy statements are accepted, and the arrangements set out below are designed to implement the general aims of **Thornleigh Salesian College**. The Governing Body / Headteacher recognises its responsibility to the health, safety and welfare of all staff, students and other persons visiting the school premises.

It is the policy of the Governing Body/ Headteacher, so far as is reasonably practicable:

- To maintain all areas under the control of the Governors and Headteacher in a condition that is safe and without risk to health;
- To establish and maintain a safe and healthy environment throughout the school;
- To establish and maintain safe working procedures among staff and students;
- To ensure that risk assessments are carried out by competent staff;
- To consult with employees on matters affecting their health and safety;
- To provide and maintain safe plant and equipment;
- To provide and maintain means of access to and egress from that place of work that are safe and without risk;
- To make arrangements for ensuring safety and absence of risks to health in connection with the use, handling, storage and transport of articles and substances;
- To ensure the provision of sufficient information, instruction and supervision to enable all employees and students to avoid hazards and contribute positively to their own health and safety and to ensure that they have access to health and safety training as appropriate or as and when provided;
- To prevent accidents and cases of work related ill health;
- To provide and maintain safe, healthy and adequate welfare facilities;
- This policy will be reviewed on a regular basis, by the Headteacher and the Governors.

## **SCHOOL RESPONSIBILITIES**

### Headteacher and Governors

Headteachers are responsible for the day-to-day Health and Safety management of school and all staff directly employed by the school, students, lettees and visitors to site. This responsibility will include ensuring that staff and school stakeholders are aware of the safety rules and procedures which apply and also that they have access to detailed and specific regulations affecting their work. In particular, Headteachers must be aware of the arrangements governing visits and general contractors whilst on the school premises.

The Local Authority may give a warning notice to any maintained school (community, community special, foundation, foundation special, voluntary aided or voluntary controlled) in its area where the safety (not the health) of staff or students is threatened by for example a break down in discipline.

### **Aided Schools**

In aided schools, the governing body has similar responsibilities as employers to those set out above for community schools. They have total responsibility for all health and safety matters and control of premises. In some circumstances there may be staff employed by the Local Authority or external suppliers (e.g. private cleaning or catering companies) working on your premises, you do have responsibility for these staff as visitors. The Local Authority will provide health and safety support and guidance.

### **Headteacher / Governors Roles**

- Monitor the effectiveness of the safety policy;
- Make arrangements to ensure that all staff employed by the school, and all other persons working on the premises, are aware of all policies, risk assessments and all other relevant health and safety information;
- Understand the Headteacher and governor responsibilities under the Health and Safety at Work Act, in relation to the roles and responsibilities of Bolton Council;
- Ensure that staff are aware of and seek advice in the event of an unusual situation which is likely to be a health and safety hazard;
- Make arrangements and implement the Local Authority's accident reporting procedure and ensure that staff are aware of the system;
- Ensure accidents are reported and investigated where necessary, and ensure control measures are implemented;
- Develop and maintain safe working practices;
- Ensure that all staff are aware of the first aid arrangements and first aiders;
- Ensure the implementation of procedures in the event of fire or emergency evacuation and ensure that all staff are aware of their roles and responsibilities;
- Provide suitable induction training for all new staff;
- Identify health and safety training needs;
- Ensure all structural defects in schools are reported to the Governors;
- Ensure staff have an awareness of relevant health and safety legislation and their responsibilities as employees;
- Where personal protective equipment is identified as necessary, ensure it is provided and maintained;
- Ensure there are suitable provisions for contractors working on site;
- Understand the organisation, role and powers of enforcing bodies e.g. The Health and Safety Executive Inspectors;

- Recognise that the policy, risk assessments and practices are not static, and ensure that the schools health and safety policies and procedures are updated and amended where necessary.

## **Employees – General**

The Health and Safety at Work Act 1974 states -"It shall be the duty of every employee whilst at work -

- (a) To take reasonable care for the health and safety of himself and of any other persons who may be affected by his acts or omissions at work: and
- (b) As regards any duty or requirement imposed on his employer or any other person by or under any of the relevant statutory provisions, to co-operate with him so far as it is necessary to enable that duty or requirement to be performed or complied with".

The Act also states, "No person shall intentionally or recklessly interfere with or misuse anything provided in the interest of health, safety or welfare in pursuance of any of the relevant statutory provisions".

All employees:

- Have a general responsibility for the application of the Local Authority's Safety Policy, and any School Policy, to their own department or area of work and are directly responsible to the Headteacher for the application of existing safety measures and procedures within that department/area of work. Advice or instructions given by the Authority and the Head, including the relevant parts of this statement, shall be observed;
- Shall, where necessary, establish and maintain safe working procedures, including arrangements for ensuring, as far as is reasonably practicable, safety and absence or risk to health in connection with the use, handling storage and transport of articles and substances, (e.g. chemicals, boiling water, duplicating fluid, guillotines); they should also refer to documents produced for these products under the COSHH Regulations;
- Shall resolve any health and safety problems any member of staff may refer to them and refer to the Head any of these problems for which they cannot achieve a satisfactory solution within the resources available to them;
- Shall carry out a regular safety inspection of the activities for which they are responsible and, where necessary, submit a report to the Head;
- Shall ensure, as 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 safety and health at work;
- Shall, where appropriate, seek the advice and guidance of the relevant Adviser or Officer of the Authority
- Shall report any incidents and accidents through the necessary channel outlined in this policy
- Shall propose to the Head requirements for safety equipment and on additions or improvements to plant, tools, equipment or machinery, which are dangerous or potentially so.

It is recognised by the Trade Union organisations that the disciplinary procedure would be relevant in circumstances where employees choose to disregard these responsibilities.

## **Class Teachers**

The class teacher has a statutory duty for the safety of students whilst in classrooms, workshops and laboratories.

Where class teachers or teaching assistants have concerns regarding the various safety issues, for example class sizes, condition of equipment etc. They should discuss the problems with their Subject Leader before the lesson. Teachers and teaching assistants should:

- Liaise with and recommend to the Subject Leader or Headteacher any safety issues and hazards such as class sizes, condition of equipment and also recommend additions and discuss improvements that can be implemented.
- Ensure that before the lesson, by carrying out a risk assessment, that all protective clothing, guards, screens, etc. plus any special safety procedures are available and will be used;
- They personally should follow safe working practices;
- Know the various safety procedures in their teaching areas, including the location of any safety equipment, they should ensure that all the procedures are followed:
- Control and supervise the students and ensure that safety rules and protective equipment are followed and used:
- Ensure that safety instructions are clear and understood and check frequently that they are being followed:

## **Director of School Services, Premises Manager and Assistant Premises Managers**

The Director of School Services, Premises Manager and Assistant Premises Manager are key members of the school staff in that they are often the first person to notice health and safety hazards and are, in a large number of schools, the 'contact person' for reporting faults and liaising with contractors on site.

Their role within the school's safety arrangements should be clearly defined and all staff made aware of this role.

Site staff should follow the health and safety and methods of working detailed in the Section 3 of this health and safety manual.

## **First Aiders**

The school will ensure an appropriate amount of first aiders are available who can provide trained support in the event of an accident or illness to any employee, and non-employee. Where the risk of injury is identified as significant, e.g. during PE lessons and within DT Workshops and Science labs, access to a First Aider and first aid equipment must be readily available (including provision of a wash basin or sterile water).

## **Students**

Students are expected to:

- Exercise personal responsibility for the safety of self and others;

- Wear the correct clothing consistent with safety and/or hygiene (this would preclude unsuitable footwear, knives and other items considered dangerous);
- Follow all the safety rules of the school and in particular the instructions of teaching staff given in an emergency;
- Only use, and not wilfully misuse, neglect or interfere with things provided for his/her safety.
- Report any breakages or unsafe equipment or machinery to their teacher, as soon as possible and before the end of a lesson.

NB: It is essential that all students and parents/carers are made aware of the requirements of this section.

### **Visitors**

The Health and Safety at Work etc. Act, 1974 imposes a general duty of care on most people associated with work activities. Everyone employed in educational establishments is protected by the Act and employers have an obligation to ensure, as far as is reasonably practicable, that persons NOT EMPLOYED by them who may be affected by their activities are not exposed by their actions to health or safety risks within the school premises. (Health and Safety at Work Act etc.1974 Section 3.)

Visitors should report to the main reception on arrival at the school, they should be required to observe the safety rules of the school. In particular, voluntary helpers in school should be made aware of the health and safety arrangements applicable to them through the teacher to whom they are assigned and should not be asked to carry out tasks for which they are not 'competent', trained or authorised for.

In addition, the 'Occupiers Liability Act ' requires a 'common duty of care' which an occupier owes to all visitors including trespassers. This duty required him/her to see that visitors were reasonably safe in using the premises for the purpose for which they were invited or permitted to be there.

### **Contractors**

Contractors should report to the main reception on arrival at the school and outside contractors working on educational premises are required to ensure safe working practices by their employers under the provision of the Health and Safety at Work Act and must pay due regard to the safety of all persons using those premises in accordance with Section 3 and 4 of the Health and Safety at Work Act. They should also inform the school of any hazardous operations they intend to carry out and liaise with the appropriate person on site regarding this work. They should also have available, COSHH assessments for any substances they intend to use and up to date licences and checks for any equipment used on site, e.g mobile platform, ladders etc.

In instances where the contractor creates hazardous conditions and refuses to eliminate them, the Head must take actions, as are necessary, to prevent persons in his/her care from risk of injury and inform Corporate Resources or were the work has not been procured through Corporate Resources they should speak to their building consultant.

### **Monitor and Review**

The Governors of the Finance and Resources Committee is primarily responsible for monitoring the implementation of this policy.

### **Governor Approval and Review dates**

This policy was ratified by the Full Governing Body in March 2019 and will be reviewed annually.

## Arrangements

The arrangements section of the health and safety manual has been designed for educational establishments / departments to complete with the relevant health and safety information for staff, visitors and contractors.

<b>3.1 Roles &amp; Responsibilities</b>	
The Senior member of staff in the establishment/department with responsibility for Health and Safety matters the health and safety co-ordinator is:	Headteacher and Director of School Services
The Governor appointed for health and safety is:	Mrs O'Mara
Consultation with staff, regarding health and safety is provided via: staff briefings	Staff Briefing
Designated Child Protection Officer Deputy Designated Child Protection Officer	Mrs O'Callaghan Mrs Ferguson
<b>The Health &amp; Safety Committee meets every term and the minutes are reported to Governors through the Finances &amp; Resources Committee</b>	
<b>3.2 Risk assessment</b>	
The person responsible for ensuring risk assessments are carried out is:	Director of School Services (DSS)
Copies of risk assessments are located:	Secured Shared folder on desktop– Health & Safety
Staff who have undergone training and are competent to carry out risk assessments are: Science Teacher, Science Technicians, Director of School Services (DSS), Governor, Premises Manager, First Aider, Subject leaders in Science, HT, DT, Art, PE and SEN	
Any hazards noted within the establishment/ departmental environment must be reported to:	DSS and Premises Manager (PM)
The person responsible for initiating risk assessments of hazard reported and for ensuring that control measures are implemented is:	PM and DSS
Risk assessments will be reviewed every 2 years (or following an incident or changes to the activity, including where the activity is carried out, if a location change)	

The Educational Visits Co-ordinator is:	Assistant Headteacher (Helen Grundy)
Educational visits risk assessments and paperwork are located in:	EVOLVE and EVC office
<b>3.3 Emergency &amp; Fire Arrangements</b>	
The competent person responsible for monitoring the fire risk assessment and liaising with the fire risk assessor is:	DSS & PM  Casserly (Property Management Solution)
Fire drills will be carried out by:	Site Team
Fire drills will be held on a <b>termly</b> basis by:	DSS and PM
Fire alarm activations from a call point will be tested on a weekly basis by:	Site Team
Means of escape will be checked on a weekly basis by:	Site Team
Firefighting equipment will be checked on a MONTHLY basis by:	Site Team
Emergency lighting will be tested on a monthly basis by:	Site Team
Records of tests, checks and drills will be held in/by:	PM / Site Office
Fire extinguishers will be serviced on an annual basis by:	Pennine Alarms through PMS
<b>3.4 Accident, Dangerous Occurrence, Violent Incident and Near Miss Reporting and Investigation</b>	
<i>Any employee who witnesses an accident, dangerous occurrence, verbal abuse or actual or threatened violence or near miss, or to whom one is reported, will complete an accident report as soon as possible after the event for both employees and non-employees (including students, visitors etc)</i>	
Location of accident forms:	First Aid room (BOSCO Centre)/DSS Office

Persons responsible for accident forms:	First Aiders / Staff as appropriate	
Persons responsible for carrying out accident investigations is:	Person witnessing the incident/ DSS/ Headteacher	
<i>Accident forms must be completed and returned to Asset Management, 3<sup>rd</sup> Floor Paderborn House, Bolton, BL1 1RU on a <b>weekly basis</b></i>		
The person responsible for monitoring and reviewing accidents and incidents to identify trends and patterns is:	DSS / Headteacher	
<i>Where accidents are found to be caused by faulty plant, equipment, premises or unsafe systems of work, action must be taken to remove or isolate the hazard and warn people until the necessary modifications or repairs can be made.</i>		
<b>3.5 First Aid - the following have received first aid training</b>		
Name	Location/Extension	Date of certificate & expiry
Trish Gibbons	Housekeeper	27.04.17 – 26.04.20
<i>The following are appointed persons and have been trained in emergency first aid in the workplace</i>		
Name	Location/Extension	Date of expiry of certificate
Sarah O'Neill	Marketing Manager	22.03.16 – 21.03.19
Anton Lewis-Roberts	Teacher	16.01.19 – 15.01.22
Nat Sweeney	Teacher	05.02.19 – 04.02.22
Rebecca Denoual	Teacher	05.02.19 – 04.02.22
Emma Brown	Teacher	30.01.18 - 30.01.21
The person responsible for ensuring first aid qualifications are maintained is:	DSS	
The person responsible for ensuring that first aid cover is provided for staff working out of normal school hours is:	Headteacher	
First aid boxes are kept in the following points in the education establishment / department: Science – CDT – Main Office – PE – Minibuses – Site Office – Home Technology		
Travelling first aid boxes are located: Both minibuses – Sixth Form Office - FIRST AID ROOM SPARES & RE-FILLS X 4		

The location and contents of all first aid boxes will be checked on a:	Basis: Monthly
The person(s) responsible for the checks is:  - Deficiencies of first aid materials should be reported to	First Aiders via Department Leaders
The address and telephone number of the nearest medical centre/NHS GP is:  CROMPTON HEALTH CENTRE Crompton Way Bolton BL1 8UP	01204 463200
The address and telephone number of the nearest hospital with accident and emergency facilities is:  ROYAL BOLTON HOSPITAL Minerva Road Farnworth Bolton BL4 0JR	01204 390390
<i>Occupational health provisions are available, please speak to the Headteacher or Director of School Services regarding accessing this service.</i>	
<b>3.6 Students with medical/ special needs</b> (please see Section 4 Health & Safety Manual – supporting students with medical needs)	
The person(s) responsible for undertaking and reviewing the healthcare plans of students with medical needs is:	SENCO liaising with Bosco Centre Manager
The person responsible for ensuring student specific risk assessments are conducted is :	SENCO / Heads of Year / Student Progress Managers / Student Progress Coordinators/ DSS
The person responsible for the supervision and storage of students medicines is:	First Aider based in Bosco Centre

<b>3.7 Maintenance and premises</b>	
All employees and governors must report any hazards that could be a cause of serious or imminent danger, e.g. damaged electrical sockets, broken windows, suspected gas leaks, wet or slippery floors immediately, by telephone to:	PM / DSS
A person encountering any damage or wear and tear of the premises should report it by providing details on the EVERY system.	All Employees
Defective furniture or equipment should be taken out of use immediately and reported to:	PM / DSS
The person (and their deputies) responsible for unlocking and locking, dealing with emergency call outs for the building, and arming and disarming security alarms etc is:	PM/APM then Bolton Council – Security & Response
The intruder alarm priority activation list is	1. Chubb 2. Bolton security response 3. PM 4. DSS 5. HT
<b>3.8 Health and safety training</b>	
The person responsible for drawing to the attention of all employees the following health and safety matters as part of their induction training is:	Assistant Headteacher
Induction training should cover:	
<ul style="list-style-type: none"> <li>• Health and Safety Policies – Secured Shared Folder on desktop</li> <li>• Education Visits Policy - Secured Shared Folder on desktop</li> <li>• Risk Assessments in departments</li> <li>• Fire and other Emergency Arrangements – fire drills / notices/Invacuation/BCP</li> <li>• Accident/Incident Reporting Arrangements – CPL file</li> <li>• First Aid Arrangements – CPL file</li> <li>• Good Housekeeping – CPL file</li> <li>• Hazard Reporting and Maintenance Procedures – Online system (EVERY)</li> <li>• Whistle blowing policy – CPL</li> </ul>	
The person responsible for organising health and safety training is:	DSS and appropriate subject leaders and line managers

<b>3.9 Work Equipment</b>	
<i>The following equipment has been identified as likely to involve a specific risk to health and safety and its use, inspection and repair is therefore restricted.</i>	
<b>- Ladders</b> Person responsible for selection, inspection, maintenance, training, supervision, safe use and risk assessment is:	PM
Person(s) authorised to use:	Certified ladder users
<b>- Equipment for students with special educational needs</b>  The person responsible for ensuring that all hoists, both ceiling mounted and mobile, used for moving people are inspected and serviced every six months by a competent contractor and kept in good working order is:	n/a
<b>- Lifts</b>  The person responsible for ensuring that lifts are inspected and serviced every six months is:	PM via Casserly
<b>- Caretaking and cleaning equipment</b> (including powered cleaning equipment, power and hand tools etc)  Person responsible for selection, inspection, maintenance, training, Supervision, safe use and risk assessment is:	PM
Person(s) trained and authorised to use are:	PM
<b>- Laboratory Apparatus and Equipment</b>  Person responsible for selection, inspection, maintenance, training, supervision, safe use and risk assessment is:	Subject Leader Senior Science Technician
<b>- Design and Technology Equipment</b>  Person responsible for selection, inspection, maintenance, training, Supervision. Safe use and risk assessment is:	Subject Leader
Person(s) authorised to operate and use is/are:	Subject Leader Class Teachers
The person(s) responsible for instructing students in the safe use of equipment before they use it and checking they use it correctly	Subject Leaders Class Teachers

is/are:	
The person(s) responsible for ensuring that all machinery is adequately guarded and that the guards are in position when the equipment is in use is/are:	Subject Leader Class Teachers
The person responsible for taking out of use any equipment which is inadequately guarded is/are:	Subject Leader Class Teachers
<b><u>- Art and Design Equipment</u></b>	
Person responsible for selection, inspection, maintenance, training, supervision, safe use and risk assessment is:	Subject Leader Class Teachers
Person(s) authorised to operate and use is/are:	Subject Leader Class Teachers
<b><u>- PE Equipment (indoor and outdoor)</u></b>	
Person responsible for selection, inspection, maintenance, training, supervision, safe use and risk assessment is:	Subject Leader Class Teachers
Person(s) responsible for regular (daily) visual inspection is/are:	Subject Leader Class Teacher
Contractor responsible for annual full inspection and report is:	Crown Gym – through PMS
The person responsible for ensuring portable electrical appliance testing is carried out at appropriate intervals and recorded is:	PM / DSS through Property Casserly
Person(s) responsible for carrying out formal visual inspection and testing is/are:	PM and Crown Gym through Casserly
<b>3.11 Personal Protective Equipment (PPE)</b>	
The persons responsible for inspecting PPE termly and replacing personal protective equipment when it is worn out are as follows  <ul style="list-style-type: none"> <li>- Science</li> <li>- Design Technology</li> <li>- Art and Design</li> </ul>	Senior Science TechSubject Leaders

<ul style="list-style-type: none"> <li>- Caretaking and cleaning</li> <li>- Catering</li> <li>- Grounds Maintenance</li> </ul>	<p>Classroom Teachers</p> <p>PM &amp; Cleaning Supervisor</p> <p>External Catering providers</p> <p>External GM providers</p>
Copies of all the hazardous substances inventories are held centrally in:	Science department/DT department/Cleaning Dept
The person responsible for undertaking and updating the COSHH risk assessments is:	Subject Leaders / Senior Science Tech / PM with Cleaning Supervisor
The person responsible for ensuring that local exhaust ventilation (fume cupboards, dust extraction equipment on woodworking machines etc) will be examined annually is:	PM via Casserly
The Radiation Protection Supervisor is:	Christopher Joyce – Science Department
The person responsible for making arrangements for dealing with asbestos in compliance with the Bolton Council's policy, and ensuring that the premises asbestos plan is consulted by visiting contractors and other relevant persons is:	PM / DSS
The asbestos management plan is held:	PM / DSS Office
The person responsible for ensuring that the plan is updated, annually and as appropriate following work on the fabric of the building is:	Specialist company RB Environmental / PM
The Duty Holder as defined in the Control of Legionella Bacteria in Water Systems ACoP is:	PM / DSS
The responsible person (as defined in the Control of Legionella Bacteria in Water Systems ACoP) is:	Headteacher
The person responsible for co-ordinating work experience placements, ensuring risk assessments are completed, ensuring students are visited.	Assistant Headteacher – IAG responsibilities &

is:	Director of Sixth Form
On arrival all visitors should report to: where they will be issued with:	Reception
<ul style="list-style-type: none"> <li>• an identification badge</li> <li>• relevant health and safety information</li> <li>• and will sign in via the INVENTORY electronic system</li> </ul>	
The person responsible for selecting contractors and vetting contractors' health and safety, policies, procedures, risk assessments, method statements and past health and safety performance is:	Building Consultants / Headteacher / DSS/ PM
The person in control of contractors whilst on site is:	PM
<b>Any employee</b> concerned about the noise levels at work should report the matter to PM who will arrange for remedial action or for an assessment to be made by the Health and Safety Team:	PM
<b>3.19 Cleaning Arrangements</b>	
<b>All members of staff</b> are responsible for arranging to clear up spillages, which occur whilst they are in charge of the area concerned. Other spillages, leaks or wet floors should be reported to:	PM / Housekeeper
<b>3.20 Display Screen Equipment</b>	
The display screen equipment assessor for the establishment is	DSS
The Health and Safety Law Poster is sited:	Outside main hall
The person responsible for updating it is:	DSS

## Smoking

The Governing Body has prohibited smoking in the school, the entire school grounds and in vehicles under its control.