



Finchley Catholic High School

Health and Safety Policy

Authored by: Business Manager and Finance & Premises Committee

Adopted: June 2017 Review date: June 2019

Audience: Visitors, Staff, Students, Parents and Governors

Relationships to other policies

Child Protection and Safeguarding
Critical Incident Policy
Emergency Evacuation Policy (Exams)

Policy Summary

The Governing Body holds the health and safety of staff, pupils and other persons on the school site or involved with activities managed by the school as their primary concern and consequently regards this policy as central to the school's success.

The Governing Body is committed to meeting all of its obligations under the Health and Safety at Work Act 1974 to provide safe premises and to ensure that equipment and use of the premises are covered by procedures that ensure freedom from risk to all people concerned with the school over whom the Governing Body can reasonably have control of their activities.

The key people responsible for Health and Safety on a day to day basis are the Premises Controller (Head Teacher), the Site Manager and the Site Staff.

The school has procedures and standards in place to safeguard health and safety in the provision of first aid, electrical safety, evacuation in the case of an emergency, environmental safety, hazardous substances, movement of vehicles, occupational health, school trips and outdoor activities, site security and smoking.

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Introduction

The Governing Body holds the Health and Safety of staff, pupils and other persons concerned with the site as their primary concern and consequently regards this policy as central to the school's success. Priority will be given to securing the safety and freedom from risk to health of people engaging in activities within the control of the Governing Body.

Every person on the school site or involved with school activities whether governor, staff, pupil, contractor, or visitor is accountable for actions or inaction that could compromise the health and safety of themselves or others. With this in mind, the Governing Body and Headteacher will foster a Health and Safety culture by:

- Prioritising Health and Safety considerations in the planning and development of people, facilities, activities, services and processes
- Reviewing Health and Safety performance
- Seeking continual improvement
- Meeting their statutory obligations under the Health and Safety at Work Act 1974 (HASAW)

The Governing Body will meet its obligations under the Health and Safety at Work Act 1974 in relation to conditions and activities that fall within the Governing Body's control and is committed to its statutory obligations to their employees and people concerned with the site to ensure:

- Health, safety and welfare at work
- The provision and maintenance of plant and systems of work that are safe and without risks to health
- Arrangements for ensuring safety and absence of risks to health, in connection with the use, handling, storage and transport of articles and substances
- The provision of such information, instruction, training and supervision as is necessary to ensure, the health and safety at work of their employees and people concerned with the site
- The maintenance of premises in a condition that is safe and without risks to health and the provision and maintenance of means of access to and egress from it that are safe and without such risks
- The provision and maintenance of a working environment for their employees and people concerned with the site that is, safe, without risks to health, and adequate as regards facilities and arrangements for their welfare at work

Collective Responsibility

IT IS THE DUTY OF EVERY PERSON WHETHER STAFF, PUPIL OR VISITOR, TO ENSURE THAT NEITHER BY THEIR ACTIONS NOR THEIR NEGLIGENCE DO THEY PUT THEMSELVES OR OTHERS AT RISK.

It is an offence under section 8 of the HASAW Act, for any person intentionally, or recklessly to interfere or misuse anything provided in the interest of safety or welfare and in pursuance of any statutory provision.

Since the introduction of the Health and Safety at Work Act, safety has become a legal as well as a common sense matter. This has obvious relevance with respect to specialist activities and rooms (Science, Workshops, Gym etc.) but also includes many less apparent aspects. Glass from a broken window or a damaged item of furniture, for instance, should not be ignored, and everyone is expected to be vigilant in preventing potentially dangerous behaviour.

The following points, in particular, should be borne in mind:

1. Damage and potentially dangerous situations should be reported immediately as stated in the Health and Safety Policy document and left only when in a safe condition or when another member of staff is present to prevent anything untoward from happening.
2. Behaviour such as running and pushing in corridors, on stairways and in door-ways should be monitored and discouraged.
3. Pupils must not be allowed to undertake tasks or activities which would expose them to unnecessary risks.
4. All staff must take responsibility for ensuring that their classrooms, offices and other areas which they occupy are kept safe, clean and rubbish free. Any issues should be reported promptly to the site staff via email at site@finchleycatholic.org.uk

Any accidents should be reported to the School Office as an official accident report may be necessary. This must be completed within twenty-four hours and countersigned by the School Manager. Staff are reminded that they are entitled to elect a Safety Officer to monitor and co-ordinate matters relating to safety.

All parents have a responsibility to ensure that emergency contact details are kept up to date

Health and Safety Procedures

First Aid and Specific Medical Conditions

The School Officer is the lead first aider. All casualties should be sent, or if necessary accompanied, to Student Services on the ground floor of the White House where there is a dedicated medical room with first aid boxes and equipment.

The School Officer is responsible for the safe storage of all emergency medicines required by specifically named pupils, for example epi-pens and inhalers. However, parents and carers are responsible for ensuring that these medicines are kept up to date and replaced where necessary. Where a student has a medical condition, or in the event of an accident, parents must ensure that they or another nominated adult are contactable at all times.

In the absence of the appointed First Aider, one of the other trained First Aiders, or one of the appointed person first aiders will give assistance.

First aid kits are kept in all key departments around the school and a travelling first aid kit is available for staff to take with them for excursions or away sports activities from the PE department.

The school also has a defibrillator which is kept in the White House medical room for emergencies. The defibrillator machine instructs users through the process during its usage.

In situations where a pupil's medical condition requires specific medical requisites be available on site - for example for pupils prone to anaphylactic fits - a minimum of three staff will be trained in the medical procedures required and the contact details of the trained staff will be published to all teaching staff.

In the event of a pupil being injured outside of school in a way that may affect their mobility around the school or their ability to take part in curriculum activities, such as PE, it is the parent's responsibility to inform the school of the exact nature of the injury and of any special precautions that need to be taken.

Accident Reporting

All accidents must be reported internally on an official Accident/Incident Form as soon as possible and not later than 24 hours of the accident occurring. All accidents must be reported to the Premises Controller and the staff health and safety representative.

In certain cases a RIDDOR report is required when it is work-related and results in death or a reportable injury such as fracture, amputation, (partial) loss of sight, head injuries and serious burns.

c.f. <http://www.hse.gov.uk/riddor/reportable-incidents.htm>

A report of all accidents is reviewed termly at the Finance & Premises Committee.

Diseases

If a doctor notifies you that your employee suffers from a reportable work-related disease then you must report it to the enforcing authority. Reportable diseases include:

- Certain poisonings
- Some skin diseases such as occupational dermatitis and skin cancer
- Lung diseases including: occupational asthma, farmer's lung, pneumoconiosis, asbestosis, mesothelioma
- Infections such as hepatitis and tuberculosis

A full list and what action to take is available at www.riddor.gov.uk

Electrical Safety

All portable electrical appliances are subject to annual PAT testing which is arranged by the School Business Manager. If any staff member is concerned about any electrical appliance including heating, lighting, air conditioning units and supply they should immediately contact the Site Manager.

Electrical installations around school may only be conducted by a qualified electrician.

Emergency Evacuation and Fire Procedure

Staff must read the procedures displayed in all classrooms and in the staff handbook.

All emergency exits and escape routes must be kept free from obstructions.

In the event of an emergency evacuation or an outbreak of fire, no matter how small, the following must be strictly adhered to:

- The nearest alarm should be sounded
- The school office must be notified

The staff in the School Office will call emergency Services if this is deemed necessary.

Pupils and staff will assemble in the following areas, based on their tutor groups.

Assembly Point Location	To whom it applies
Main School Playground	Year 7-11 by form group
Astroturf Pitch	Years 12-13 by form group External students
Main School Playground by middle stairs	Support staff and visitors
Lower School Playground	Candidates sitting exams

Ensuring that all personnel have been evacuated.

All registers and the visitors' book will be taken out of the school office by office staff and distributed to form tutors.

Form Tutors or the appropriate subject teacher are responsible for checking that all the members of their tutor or teaching group have been evacuated and are accounted for.

The School Business Manager and the Headteacher/Deputy Heads are responsible for collating the information about whereabouts of personnel and pupils and liaising with the fire service. It is their responsibility to confirm that everyone has been accounted for or that people are still in buildings. Pastoral leaders to ensure that all teachers are accounted for.

Fire Marshalls will ensure that buildings have been fully evacuated and will report this to the School Business Manager.

Emergency evacuation will be practised at least once a term and the time taken to completely evacuate all buildings will be recorded and measured against target times.

The Fire Brigade will carry out an annual visit to update their records, and advise accordingly.

Environment

To maintain a healthy and safe environment any faults or issues relating to the fabric of the buildings, equipment, and anything that may affect people's use of the site should be reported without delay to site staff.

Hazardous Substances

The school complies with COSHH (Control of Substances Hazardous to Health) Regulations 2002.

In practice this means that no work which is liable to expose any member of the school community to any substances hazardous to health unless a suitable and sufficient assessment of risk created by that work to the health and well being of the school community has been carried out and the necessary steps to mitigate against any assessed risks have been put in place.

- Determine control measures to minimise the risk of injury or loss
- Define use and purpose of the substance
- Define who is likely to come into contact
- Define emergency procedures
- Define disposal arrangements

Disposals of old chemicals are carried out by COSHH complaint contractors and any such work is documented by the science department.

Lettings

Those responsible for letting the premises or parts thereof should familiarize themselves with escape routes, location of fire extinguishers etc. Any deficiencies should be reported to the site staff.

Movement of vehicles and minibus

The school has two minibuses: WU12 FGC (blue) and HJ08 YWC (white).

- Only those staff on the School Approved List are eligible to drive the mini-bus, after passing the required minibus test. **Licences must be renewed after 3 years.**
- Passing the test entitles you to drive the blue minibus
- Different rules apply to the white minibus which is a different weight: staff must have passed their driving test before January 1997 or have a special D1 Licence, otherwise they are not insured.

Vehicle access is limited to the gate to the staff car park and the back gate in Woodside Grange Road whilst movement on site is limited to the staff car park and the parking area outside the canteen/technology block. Seatbelts must be worn at all times by staff and students.

Occupational Health and work related stress

It is the policy of the school to take all reasonable and practicable steps to safeguard the health and safety of employees while at work. The school recognizes that excessive levels of stress, especially if endured for long periods, can lead to ill health. While it has no control over external factors, the school's objectives are to:

- Identify sources of harmful levels of stress and prevent, as far as is reasonable and practicable, employees being exposed to harmful levels of stress at work
- Enable school staff to recognise, at an early stage, problems which might be related to harmful levels of stress
- Provide support for those who are suffering ill health due to work related stress and provide assistance to enable employees to recover their full potential as soon as possible.

In the first instance a member of staff who feels they may be suffering from stress should speak to their line manager in the first instance, or a member of the Senior Leadership Team.

Wherever possible the Direct Line Manager will hold an informal meeting with the member of staff to try to identify what is causing their stress. If it is clear that the cause of stress is work related the Direct Line Manager will consult with the member of staff on ways of trying to reduce the cause. He/she may well suggest the member of staff should seek advice from the Occupational Health service or their GP on how to reduce levels of stress.

Where the sources of stress are outside work this may still have an effect on the employee at work. The employee should seek advice from the Occupational Health Service. The employee may or may not wish to talk to his/her Direct Line Manager about problems outside work.

If the situation does not improve the employee should raise the matter with the Headteacher.

Safeguarding

The school adheres to safer recruitment processes in all appointments, specifically as follows:

1. All interview panels contain at least one member who focuses on safeguarding
2. At interview all candidates to provide an acceptable means of identification for checking
3. Any interviews (for staff or volunteers) contain a series of probing questions to ascertain the candidates' motivation for working with children
4. All gaps in work history to be probed
5. All statutory checks and references are undertaken prior to employment/engagement
6. All paperwork, interview notes and references for the successful candidate will be kept on file
7. All staff, governors and volunteers appointed are DBS checked.
8. Agencies confirm their staff are DBS cleared
9. No adult works alone with students prior to DBS clearance

Please see the comprehensive school Child Protection and Safeguarding policy for further details.

School trips and outdoor activities

Staff planning to take pupils out of school must comply with the following process:

1. Consult the Educational Visit Coordinator (EVC)
2. Check the insurance requirements with the Premises Controller
3. Apply for approval for the trip, via Evolve, from the Head teacher

4. Consult the DFES guidelines on the HAS of pupils on educational visits and ensure that the Staff Handbook checklist has been completed.

5. Complete a risk assessment pro-forma to be given to the EVC, specifically covering:
 - What are the risks?
 - Who is impacted by the risks?
 - Assess whether some members of the party are at greater risks than others?
 - What is currently in place to mitigate against the risk?
 - Are safety measures in place or can they be guaranteed to be in place?
 - What additional measures to mitigate against risk need to be put in place?
 - Who will be monitoring the risks during the visits and how will the monitoring be undertaken?
 - What emergency arrangements are in place?

In the case of residential trips these should all be logged onto Evolve, together with the details of travel, accommodation and participants. Two weeks should be allowed for approval to take place.

Site Security, Intruders and Lone Working

All staff, contractors and visitors must wear ID badges. Staff going off site must tap out and in using their ID badge. If going off site for a meeting, staff should sign out in the book on the reception table

The school office should be notified immediately of any suspected intruder on the site. The school office staff will inform a member of the schools' senior management who will take appropriate action. Please see Critical Incident Policy for full details.

Staff who work on the school premises at times when most or all other staff have left, including contract staff, should adopt the following procedures:

- During the school holidays sign in and out on the register in the White House reception
- Inform the Site staff that they are on site and when they leave
- Ensure that they do not leave themselves vulnerable. If the building is not being used for any other purposes, they should lock themselves in. Ideally, they should let someone know at home that they are working late
- Know where the First Aid boxes are kept
- Ensure they have access to a telephone

- Ensure they know the address of the School, telephone number and know how to contact the police and/or fire brigade and where the fire exits are

Staff must not work alone on site if they have a known potentially dangerous medical condition.

Slips, Trips and Falls guidance

In accordance with Local Code of Practice (28) the school will:

- Carry out appropriate risk assessments considering what risks may lead to slip or trip injuries, and decide suitable and effective control measures
- Ensure staff are aware of their collective responsibility to minimise slips, trips and falls
- Regularly review buildings and behaviours, putting in place remedial measures where appropriate

Smoking

The school site is a non-smoking environment

Further information

Further guidelines are contained within the relevant local codes of practice which are available on the borough's website: <http://cms.barnet.lgfl.net/web/bgfl/health-safety> as well as via the Health and Safety Executive: www.hse.gov.uk/services/education

Roles and Responsibilities

Governing Body

Overall responsibility for HAS of staff, pupils and other people concerned with the premises remain with the Governing Body. The Chair of the Governors' Premises Committee is the officially nominated Health and Safety Governor.

The Governing Body in exercising its right to manage the school also takes responsibility for ensuring that the premises and activities under its control are safe and without risk to health. And that non-employees (e.g. the general public, contractors and contract staff) do not have their health and safety adversely affected by the activities of the school and, where necessary, to give such people information about hazards.

The Governors are responsible for ensuring:

- That the policy is carried out within the school
- That the policy and procedures within it comply with the regulations
- That the policy is reviewed annually and when there are changes to the premises, equipment, curriculum and activities of the school

- That professional support and guidance is enlisted to keep abreast of changes to regulations
- That professional support and guidance is sought in the formulation of HAS procedures
- That the staff, pupils and people concerned with the premises are informed of and trained in HAS procedures
- That all changes are communicated effectively to staff, pupils and people concerned with the premises
- The appointment of HAS officers within the school
- That the HAS officers of the school are given all information, instruction, training and facilities to carry out their duties
- That the Finance Committee in determining the budget will take due note of HAS issues
- That the policy is carried out within the school by periodic inspections and audits against the HAS policy. This is to be conducted by the Health and Safety Governor or her/his delegate. The checklist for the audit appears in section 8 of the policy.

Premises Controller

The premises controller is the Headteacher and is the executive manager with responsibility for maintaining the organisation and arrangements for HAS within the school.

If the premises controller is not on site or available to undertake these responsibilities, responsibility passes to the School Business Manager.

The premises controller is responsible for ensuring:

- That the Health and Safety Officer is liaised with regularly on HAS issues
- That issues of concern are brought promptly to the attention of the HAS Governor
- That any interim action needed to allay risk or danger to HAS is taken
- That curriculum leaders and safety representatives are kept fully informed of action taken to prevent danger

School Business Manager

The School Business Manager is responsible for premises and for ensuring that:

- All work to maintain, repair, replace or otherwise change school equipment is undertaken by an approved contractor
- Records of all work undertaken to maintain, repair, replace or otherwise change school equipment are kept for inspection by the Safety Officers, LEA Inspectors and union safety representatives
- On a day-to-day basis that the premises, means of access and egress, machinery and equipment are maintained in a safe condition
- On a day-to-day basis, that defects or unsafe conditions are either rectified or rendered safe
- That a programme of maintenance for the systematic testing and maintenance of safety equipment, equipment and exhaust ventilation is in place and carried out at appropriate intervals
- Practical work, outdoor activities, field trips, physical activities etc are conducted in accordance with local codes of practice and in accordance with a safe system of work or other health guidelines approved by the Governing Body or Premises Controller.

- Safe systems for the handling and transport of substances and articles are maintained and complied with
- Information, training, instruction and supervision for staff, pupils and other persons is provided as necessary to achieve safety awareness and that the training programmes and needs are monitored
- A safe and healthy environment with adequate provision for welfare, first aid and emergencies is maintained
- Safety representatives are consulted, including staff consultation through union representatives and that meetings are arranged for these purposes as and when required and when issues are raised by the staff
- To notify the Health and Safety Executive of injuries, work related illness and dangerous occurrences, and if required, the school insurers
- A regular fire drill takes place
- The Governing Body is informed of the local safety bulletins and codes of practice with analysis of the impact of them on the premises

The Site Manager

The Site Manager is responsible for:

- A programme of maintenance for the systematic testing and maintenance of safety equipment, equipment and exhaust ventilation is in place and carried out at appropriate intervals
- That all fire doors, alarms and extinguishers are checked for damage at regular intervals – at least once per term
- Evacuation times are reviewed and any shortfalls are reported to the Governing Body
- Conducting a weekly test of the fire alarms

Senior Staff

The following staff are responsible for ensuring that the health and safety guidelines listed above under School Manager are carried out in the following areas of the premises.

School Business Manager	Act as Premises Controller in the absence of the Headteacher
Curriculum Leader for Modern Languages	Rooms L1,2,3 and 15
Curriculum Leader for Maths	Rooms 9-14
SENCO	SEN rooms – White House
Curriculum Leader for R.E.	Rooms 1-8, inclusion and the Oratory
Curriculum Leader for History	Rooms 16-18
Curriculum Leader for Business Studies	Business 4-6
Curriculum Leader for English	Room 22 and Rooms 25-29

Curriculum Leader for Geography	Rooms 19,20 and 21
Curriculum Leader for Technology	Technology Block including ICT5
Head of Music/Drama	The Performing Arts Centre
Curriculum Leader for Science	Science labs S1-8 and prep rooms
Curriculum Leader for PE	Gyms 1 and 2, changing rooms, Pavilion, All Weather Pitch, Multi Gym and room 24
Curriculum Leader for Art	Art Rooms 1-3
Director of Sixth Form	Canon Parsons Centre
Curriculum Leader for IT	ICT 3 & 4, Media Suite
Canteen Manager	Dining Hall and Kitchen
Site Manager	External Areas and Hall
School Business Manager	White House Offices and Staff Room

Senior Staff are responsible for:

- Familiarising themselves with the Premises Controller's role and to actively pursue this policy, supporting local codes of practice applicable to staff and activities within their representative sections
- Reporting defects and shortfalls in safety arrangement to the Premises Controller
- Consulting their subject inspector on issues which cannot be resolved within the school

School Staff

All employees have a general duty while at work to:

- Take reasonable care for the health and safety of themselves and of other persons who may be affected by their acts or omissions at work
- Co-operate with their employers and others with responsibility for HAS within the school as far as is necessary to enable them to meet their statutory obligations
- Comply with local codes of practices and safe working procedures, including working with relevant safety equipment, issuing protective devices, reporting defects and shortfalls in safety arrangements and attending briefings and trainings courses as directed by the Governors
- Observing damage and potentially dangerous situations in areas where they are in charge of a group and to report any damage or dangerous situation to the responsible senior staff member in the table above

Teaching Staff – Pupils and Students

Teaching staff are responsible for ensuring that rules for working safely and the reasons for those rules are communicated to pupils and students before commencing any activity. Curriculum Leaders are responsible for ensuring that this is done systematically within their subject area and that the procedures are built into schemes of work.

Teaching staff have a duty to provide information, instruction and training in the safe use of substances and equipment used in practical activities.