



St Matthias School

Health and Safety Policy

This policy will ensure compliance with Corporate and Ofsted requirements establishing clearly defined roles, responsibilities and arrangements at a local level.

1. STATEMENT

Good health and safety management will be an integral part of the operation of St Matthias School, the Governing Body, Head Teacher, employees, partners and all other people with whom we do business.

This school will ensure compliance with minimum legal standards/approved codes of practice, along with health and safety guidance provided by Director of Education and the Corporate Health and Safety Team, where relevant. Wherever possible and where statutory standards and requirements are not in place the school will meet best practice standards.

It is furthermore the policy of the school to ensure that:

- all plant, equipment and premises meets appropriate safety standards;
- appropriate health and safety training is in place for all staff;
- a high concern for health and safety among all employees is encouraged through a consultative process involving trade unions and/or employee safety representatives as appropriate, which includes establishing a school safety committee (or including H&S in the remit of an existing consultative process);
- information and advice is provided to maintain safe working practices.

The school will expect employees to show a proper, personal concern for their own, student and others safety, and the safety of equipment, by exercising due care and attention and observing authorised methods and codes of practice, including those inherent in professional or trade training. Temporary staff will be considered the same as permanent employees in respect of health and safety.

2. ORGANISATION

Governors

The Governing Body of St Matthias School is responsible for the following:

- a) the production of a School Health and Safety Policy, to be reviewed as required;
- b) ensuring that the requirements of health and safety legislation are met, that Director of Education health and safety standards are met, where relevant, and to promote best practice;
- c) ensuring that the school budget is managed on a risk priority basis, so that health, safety and welfare is maintained;
- d) ensuring that effective health and safety planning and target setting takes place within the school and that regular monitoring, audit and review of health and safety performance is undertaken;
- e) ensuring that the health and safety functions and duties of all staff are discharged in line with this policy;
- f) ensuring that all staff are fully aware of their duties and responsibilities and that they are competent to meet those expectations;
- g) ensuring effective communication with the Headteacher, the Director of Education, staff, parents and students in respect of health and safety matters;
- h) ensuring that the Governing Body and Headteacher recognise and set out the roles of specialists (e.g. Health and Safety Officers, Education Advisors, Fire Officers, etc.) and the means of effectively liaising with them;
- i) ensuring that adequate resources are made available to ensure effective health and safety management.

In practice, this Governing Body will delegate the functions necessary to discharge these responsibilities to the Headteacher and senior management team of the school; however they will ensure that they have adequate monitoring of these functions in place.

The Director of Education and School Governors have placed responsibility on the Headteacher to achieve the objectives of the health and safety policy. The Headteacher undertakes to ensure that all necessary health and safety activities, requirements and standards are undertaken and met within their area of control.

In addition to their statutory duties, Headteachers and Teachers have a common law duty of care for students which stems from their position in law "in loco parentis".

Headteacher

The Headteacher will:

- a) manage the school budget on a risk priority basis, so that health, safety and welfare are maintained;
- b) provide an effective risk assessment process which:
 - eliminates accident potential as far as is reasonably practicable;
 - regularly reviews and updates risk assessments as appropriate, including post-accident risk assessments;
 - conforms to statutory regulations, Safety, Health and Wellbeing and Director of Education codes of practice and guidance and to best practice;
 - takes account of individual personal requirements, such as disabled people, individuals with poor literacy and those who use another language;
 - pays particular regard to students, service users, visitors and contractors, who may be unaware of the dangers and risks;

- c) ensure that accidents, incidents of aggression, near miss incidents and ill health conditions are investigated and reported according to Safety, Health and Welfare and Director of Education's procedures as well as legal requirements;
- d) carry out investigations of all incidents in order to identify any measures necessary to prevent a recurrence;
- e) provide the information, instruction, training and supervision necessary to secure the health and safety of all persons under their control;
- f) ensure that all employees under their control know and accept their individual responsibilities regarding health and safety and related legislation and are adequately trained to carry out those responsibilities;
- g) ensure that all managers and supervisors act so as to adequately control risks to health and safety associated with work places and work activities under their control, in accordance with the requirements of the Management of Health and Safety at Work Regulations 1999 and other relevant legislation;
- h) ensure that health and safety responsibilities are identified within job descriptions, as required;
- i) evaluate, monitor and review health and safety arrangements and performance formally once a year, or where there are significant changes;
- j) consult with the appropriate specialist support services and any employee's representatives so that any issue that may affect the health and safety of employees at work and users of the Director of Education Services can be effectively dealt with;
- k) arrange for health and safety representatives, who may be appointed under statutory regulations, to carry out their duties;
- l) ensure that Director of Education and School Governors are informed of any breach of health and safety statutory requirements, Corporate and Director of Education Policy, which cannot be effectively dealt with;
- m) ensure that premises are managed in line with health and safety requirements, that statutory inspections of plant and equipment are undertaken and that site inspections take place each term;
- n) implement CDM procedures to ensure that contractors operating at facilities under their control are provided with an induction to site and sufficient information to carry out their work without risk, in line with guidance provided by Director of Education;
- o) ensure that all welfare facilities are provided and maintained to an appropriate standard;
- p) ensure that this policy is communicated to all employees, Governors and others operating at the school site.

Management Team

The management team will undertake general responsibility to ensure that all necessary health and safety activities, requirements and standards are undertaken and met within their respective areas of control. This will be done under the direction of the Headteacher. Specifically, Managers, Deputy Headteachers and Assistant Headteachers and any other member of staff with supervisory responsibilities will:

- a) ensure that risk assessments are in place for all activities undertaken in areas under their control and that professional knowledge and input is provided, as required;
- b) ensure that health and safety is considered in routine meetings with staff;
- c) identify any employee health and safety training needs and ensure that these are communicated to the Headteacher;
- d) ensure that any new staff receive specific health and safety induction training and record that this has been done;
- e) take immediate appropriate action in respect of any work situation (including contractors) within their control, which they consider to pose a serious and immediate risk to health and safety;
- f) ensure that all injuries, occupational illness, fires, incidents of aggression at work and near misses are immediately reported to the Headteacher;

- g) ensure that the Headteacher is made aware of any breach of statutory regulations or unsafe practices which cannot be dealt with effectively by them;
- h) ensure that all defective equipment or plant is taken out of use or disabled until repaired or replaced;
- i) ensure that protective clothing or equipment is issued and used when necessary;
- j) ensure that all areas of work are maintained to a high standard of housekeeping;
- k) respond appropriately to all hazards brought to their attention by employees;
- l) undertake appropriate health and safety training courses.

Employees

All employees are required to take health and safety seriously and perform their work in such a way that does not place themselves or others at risk.

Every employee has a legal duty to:

- take reasonable care for their own health and safety and that of other persons who may be affected by what they do or do not do;
- co-operate with their employer, in allowing the employer to fulfil their health and safety obligations;
- correctly use work items or anything provided in the interests of health and safety;
- not interfere or misuse anything provided for their health, safety or welfare;
- provide specialist or professional knowledge required to inform risk assessments in their area;

Employees at this school must:

- Report any hazard or malfunction to their supervisor. Employees must use all normal lines of internal communication before contacting external enforcement agencies;
- Follow all written and verbal instructions they are given to ensure personal safety and the safety of others, particularly students and service-users who may not have sufficient maturity or understanding to have due regard for their own health and safety;
- Use their professional and specialist training to undertake dynamic risk assessments in difficult or emergency situations;
- Be sensibly and safely dressed for their particular working conditions;
- Conduct themselves at all times in an orderly manner in the workplace and refrain from any form of horseplay;
- Use all safety equipment and protective clothing provided;
- Avoid any improvisations or shortcuts that could create unnecessary risks to health and safety;
- Maintain tools and equipment in good condition, reporting all defects to supervisor;
- Report to supervisor all accidents, incidents of aggression, work-related ill-health and near misses;
- Attend appropriate health and safety training courses;
- Have knowledge of all processes, materials and substances they use;
- Understand all fire evacuation procedures, the positions of fire safety equipment;
- Understand the risk assessments in their areas and comply with the control measures arising from them.

All staff will be given a copy of the Health and Safety Information booklet each September. This booklet contains information regarding their Health and Safety duties. Staff are required to read the Health and Safety Policy and the Fire and Evacuation Policy and sign a form to confirm they have read and understood the policies. New members of staff arriving during the academic year will also be provided with this information.

The Health and Safety Information booklet will be given to any supply teachers on arrival by the person responsible for arranging cover.

Visitors

There are occasions when visitors are invited into school. Whilst extending the expected courtesies, it is important that security is maintained and that sensitive or confidential information is not compromised.

The following procedure should be adopted for pre-arranged visitors:

- o Names, dates and times of visits should be entered into the school diary, together with the name of the member of staff being visited. This will ensure that the information goes into the school bulletin and everyone is aware of visitors being in school.
- o All visitors are to report to Reception in the first instance.
- o For visits in school time the Office staff will contact the appropriate member of staff and the visitors can be collected from Reception.
- o For visitors arriving outside school time the accepted courtesy is for the appropriate person to be available to meet, greet and look after the visitor.
- o Visitors or parents should be discouraged from wandering around the corridors unaccompanied.
- o Three groups of people fall outside these arrangements:
 - Contractors - who should report to reception, sign in and escorted to their place of work;
 - Casual visitors (personal friends, family etc.) - who should report to reception, sign in and be chaperoned at all times
 - Supply teachers - who should report to Reception, sign in and be collected by the teacher in charge of cover. Their professional judgement and empathy should preclude any problems from them but any misgivings should be reported to the teacher in charge of cover.

AIP Catering Service

AIP Catering Service must familiarise themselves with the school's Health and Safety Policy and what it means to their work activities. They must make reference to the school's Health and Safety Policy in the safety document issued to their staff. They will ensure that all kitchen staff are instructed and informed to work in accordance with this document. The Supervisor must inform the Head Teacher of the school of any potential hazard or defects. They should also be familiar with the Food Safety Act 1990 and the implications as far as the school is concerned.

OCS FM

OSC FM must familiarise themselves with the school's Health and Safety Policy and what it means to their work activities. The Site Manager must inform the Head Teacher of the school of any potential hazard or defects.

3. ARRANGEMENTS

The following arrangements will be adopted to ensure that Governors and the Headteacher fulfil their responsibilities and provide the foundation for securing the health and safety of employees, and all users of the site.

Setting Health and Safety Objectives

The Governors and the Headteacher will specifically review progress of health and safety objectives at the Governing Body meetings each term. This may be included as part of the Head Teacher's report to Governors. Where necessary health and safety improvements will be identified and included within the school action plan.

Provision of an effective Health and Safety Training Strategy

The Headteacher will review Health and Safety provision in school and identify any training required. This will be reported in the termly Head Teacher's Report to Governors.

Provision of an effective Joint Consultative Process

The committee responsible for Health and Safety will meet at least once per term. This committee will report to the Headteacher and Governors, who will ensure that concerns are adopted within a clear action plan, with identified responsibilities and target dates for action.

Specialist Advice and Support

Specialist advice and support will be obtained from Director of Education and Safety, Health and Well Being as required.

Establishing Adequate Health and Safety Communication Channels

Communication channels will be established for the exchange of health and safety knowledge and information. Where necessary, these communications will be recorded, to include:

- line management meetings and staff meetings at site;
- the Site Health and Safety Committee;
- provision of information relating to safe systems of work and risk assessments;
- communication of advice from Schools Advisors and Educational Officers;
- communication of health and safety bulletins or information from Education and Enterprise;
- communication of Director of Education and City Council advice, guidance and policies;
- communications with relevant specialist advisors.

Where health and safety issues cannot be resolved at local level, they will be escalated through the management structure as appropriate.

Financial Resources

The Governors will review the school budget to determine, in the light of past performance, if adequate resources are being deployed to ensure adequate health and safety and will take appropriate actions.

4. MONITORING

This Health and Safety Policy and its effectiveness, in terms of health and safety performance, will be reviewed by the Governors on a regular basis, or as required.

Health and Safety Action Plan and Objectives

The Governing Body will ensure that all health and safety objectives and actions are carried out in a timely manner.

Accidents/Incidents

The Headteacher will ensure that accidents and incidents are reported to the Corporate Health and Safety Team and monitored in line with the Guidance and Procedures. Following incidents where a student is taken directly to hospital, taken home, is absent from school or when an incident occurs to staff, members of the public etc., which is caused by poor equipment design, failure of equipment, premises problems, poor supervision or failure to follow health and safety procedures, these will be brought to the attention of the Corporate Health and Safety Team for further advice. Appropriate remedial actions will be taken.

Third Party Monitoring/Inspection

The school will be subject to third party inspection and monitoring, as follows:

- Ofsted
- Health and Safety Audit (Director of Education)

Actions arising from third party audit/inspection will be incorporated within the school action plan with appropriate target dates for completion.

5. APPENDICES

RESPONSIBILITIES

Overall responsibility for the management of health and safety in the school is that of:

Dean Coombes – Head Teacher

Responsibility for the following areas is that of:

General Site	Jackie Bayliss/OCS FM
General & Teaching	Jackie Bayliss
Art Department	Kate Collins
Graphics Department	Deb Gaunt
Food Technology	Ajvinder Dhaliwal/Bev Copcutt
Design Technology	Ajvinder Dhaliwal
HI Resources	Charlotte Nock
P.E. Department	Edward Small
Science Department	Sharon Holness

All those who work in our school have the responsibility to do what they can to take care of themselves, their colleagues, students and visitors. In particular employees should co-operate with their managers.

We will ensure adequate consultation takes place between managers and employees to allow everyone to contribute to safe working. This will be done in the following way:

- Staff Briefings
- Other scheduled meetings
- Internal emails
- Weekly Staff Notices
- Health and Safety noticeboards in Staff Workrooms

The Health and Safety Policy will be made available for any temporary/agency works, OCS FM and AIP Catering Services.

AIMS

- To ensure that the school is always a safe and healthy place in which to work.
- To regularly monitor and review safety procedures throughout the school.
- To raise awareness among all users of the school as to their responsibility for themselves and others.
- To ensure the dissemination of all relevant information from the Corporate Health and Safety Team and other bodies to the correct user(s).
- To create and update a central file containing relevant health and safety information.

ACCIDENTS

Even in a well-run school, accidents may still occur. This is how we deal with them:

- All accidents to our staff or students will be investigated to find out what happened and how any similar accident can be avoided. It is important that all accidents are investigated and that major accidents which are reportable to the Corporate Health and Safety Team who will report to the Health and Safety Executive using the official RIDDOR forms.
- All accidents will be recorded by the First Aider in our accident books which are kept in the main office
- Any accident forms will be examined by the Head Teacher to see what lessons can be learnt and how similar incidents can be avoided. An analysis of all accidents will be provided to the Senior Leadership Team and the Finance and General Purposes Committee on a half termly basis and to Full Governors via the termly Head Teacher's Report to Governors.

RISK ASSESSMENT

Risk Assessments are a legal requirement and must be kept on the school premises. Risks should be assessed periodically and also any new process or change in circumstances will require an updated assessment. Educational visits also require a written risk assessment.

The following personnel will be involved in assisting with the assessment process as well as details on when they will be carried out and our updating systems:

- Members of Leadership Team
- Heads of Department
- Science Technician
- ICT Technician
- Site Assistant

FIRE

An outbreak of fire in a school can be extremely serious. In order to prevent this all sources of heat with the potential to cause fire e.g. gas heaters, Bunsen burners, cookers, etc. will be carefully monitored so as not to inadvertently come into contact with combustible materials.

Fire drills are carried out once per term and are recorded. Fire blankets and fire extinguishers in the school kitchen are maintained regularly.

The responsibility for ensuring that fire drills are carried out is with the **Head Teacher**.

When the school requires painting, only paints providing a flame retardant surface will be used.

ELECTRICITY

Electricity has the potential to cause serious harm, or even death and must be treated as a priority with regard to maintenance and repair.

The maintenance and repair of electrical equipment and fixed installations is the responsibility of OCS FM.

Fixed installations i.e. sockets, light fittings and general wiring throughout the school will be tested at least every five years by a competent electrician.

Portable electrical equipment and fixed installations will be regularly maintained in accordance with Corporate Health and Safety Team advice. This is set out to comply with the Institute of Electrical Engineers Guidance.

Any personal electrical equipment brought in by staff will be classed as school equipment and should be tested.

Responsibility for arranging maintenance of electrical equipment is with OCS FM.

FIRST AID

First Aid boxes are located in the following areas: G16 Sick bay, G36, G40, G43, G45, F02, F25, S18 and S38. Ice packs are store in fridges in first aid areas (with the exception of G36 and G43) and in the Science Prep Room and Food Technology Room. Ice packs are replenished by school office staff. The minibus is equipped with first aid supplies and a portable first aid kit is available from the school office for school trips. All departments are equipped for minor injuries with a First Aid box which is checked and replenished monthly or as required by OSC FM. There are a number of qualified first aiders currently across the school. Staff must use their discretion and professional judgement if a student presents themselves as unwell. Staff should also be aware of who the nearest qualified first aider is to their department. Please refer to First Aid Policy.

The Student Support Office and members of SLT must be informed before a student is sent home. No student is to be sent home unwell unless parental contact has been made.

SCHOOL JOURNEYS

School journeys can be divided into three types:

- School journeys abroad
- Curricular and extra-curricular activities of less than a 24 hour duration
- Residential trips

All may involve hazardous activities which demand extra arrangements. Corporate Health and Safety Team GUIDANCE ON SCHOOL VISITS must be observed. See Vikki Davies for up to date Corporate Health and Safety Team guidance.

ADDITIONAL ARRANGEMENTS FOR KEEPING OUR SCHOOL SAFE

Codes of Practice are produced by the Corporate Health and Safety Team and cover many aspects of school safety. All staff are made aware of their existence and informed to consult them when carrying out a relevant task e.g. planning an educational visit or setting up portable gas heaters in the event of a heating breakdown.

All Codes of Practice can be found on the Health and Safety area of CloudW

Details in respect Corporate Health and Safety Team's current guidance on Health and Safety can be found on the Health and Safety area of CloudW

USEFUL CONTACTS

Corporate Health and Safety Team, Civic Centre, St Peter's Square, Wolverhampton. WV1 1SH:

- Jennie Hickson, Health and Safety Co-ordinator – Tel: 01902 555373 – jennie.hickson@wolverhampton.gov.uk
- Phil Reilly, Health and Safety Advisor – Tel: 01902 550529 – phil.reilly@wolverhampton.gov.uk
- Tim Munro, Health and Safety Advisor – Tel: 01902 554058 – tim.munro@wolverhampton.gov.uk
- Natalie Barrow, Health and Safety Support Assistant – Tel: 01902 551063 – natalie.barrow@wolverhampton.gov.uk
- Cyndy Morris, Health and Safety Support Assistant – Tel: 01902 554209 – cyndy.morris@wolverhampton.gov.uk

Health and Safety Executive – Telephone 0845 345 0055, www.hse.gov.uk

RIDDOR – Telephone 0845 300 9923, www.hse.gov.uk/riddor

Dean Coombes
Head Teacher
Overall Responsibility

Jackie Bayliss
School Support Manager
Responsible for Health and Safety

OCS FM
Responsible for identifying and remedying hazards to site i.e. buildings, pathways and structures

Senior Leadership Team, Directors of Learning, Year Leaders and Heads of Department
Responsible for ensuring safe working practices for staff and students, for monitoring and reporting on health and safety, for identifying hazards and preparing risk assessments. Taking action as and when necessary.

Vikki Davies
Safety measures relating to school journeys and off site activities

Other Teaching and Support Staff