

## **CARDINAL NEWMAN CATHOLIC SCHOOL**

### **HEALTH AND SAFETY POLICY**

Cardinal Newman Catholic School is a voluntary aided school and therefore the governing body is the employer of staff and is responsible for ensuring the health and safety of all staff, pupils and visitors at all times.

#### **Key legislation underpinning this policy is:**

- the Health and Safety at Work Act 1974
- the Occupiers' Liability Act 1957 and
- the Management of Health and Safety at Work Regulations 1999.

The Health and Safety Executive's inspectors enforce the 1974 Act in schools. Depending on the circumstances, the courts could hold the governing body to account for failure to comply with health and safety legislation.

The *Guide to the Law for School Governors* devotes the whole of chapter 15 to this issue. It covers a wide range of activities in and around the school, and trips from the school. Practical advice is given in the DfES publication *Health and Safety of Pupils on Educational Visits* (published in August 2002) and its three-part supplement. Also relevant are the following official guidance documents: *Standards for LEAs in Overseeing Educational Visits* (DfES/0564/2002), *Standards for Adventure* (DfES/0565/2002) and *A Handbook for Group Leaders* (DfES/0566/2002). The Health and Safety Executive also publishes comprehensive guidance (PO Box 1999, Sudbury, Suffolk CO10 6FS; tel. 01787 313995).

The DfES has produced *A Legal Toolkit for Schools: Tackling abuse, threats and violence towards the school community*.

For a concise summary of respective governing body and LA powers see *Health and Safety: Responsibilities and powers* (DfES/0803/2001).

The importance of health and safety education itself is underlined by the incorporation of key learning objectives within the National Curriculum. See *Safety Education: Guidance for schools* (DfES/0161/2002, December 2001).

#### **Purpose**

The purpose of this statutory policy is to further our aim to provide a secure, safe, healthy and stimulating environment for all pupils, staff and visitors to the school. Parents need to know that every measure will be taken to keep their children safe. We believe that the prevention of accidents and hazards is a key responsibility for every member of the school community. All staff, pupils, parents, and governors have contributed to this policy, which is based on the Luton Local Authority model. The content has also been influenced by guidance from the DfE and the Health and Safety Executive.

## **Roles and responsibilities of Headteacher, governors and all staff**

The **Headteacher** is responsible for ensuring that all health and safety procedures are followed. She/he will ensure that:

- all members of staff understand and fulfil their responsibilities to ensure a safe learning environment
- staff are aware of their responsibilities and receive appropriate supervision, instruction and training
- staff, pupils and others are encouraged to promote health and safety
- risk assessments are carried out for activities on and off the school site
- LA and DFE guidance is followed for all school trips and visits
- sufficient resources are allocated to meet health and safety priorities
- there will be termly meetings with the Schools Health and Safety Committee in conjunction with the Health & Safety reps.
- all defects and/or hazards are made safe in a timescale commensurate with the risk they pose
- specialist advice is sought as and when necessary
- a log is maintained of all activities relating to ensuring health and safety, including dealing with accidents and incidents.

The **governing body** will:

- promote high standards of health and safety within the school
- assign responsibilities, including designating a governor for health and safety
- establish a committee for health and safety
- monitor the allocation of funds based on effective and comprehensive risk assessments
- ensure that regular health and safety inspections are carried out following guidance from the LA
- ensure that there are risk assessment procedures in place to identify all risks relating to the premises, school activities and school-sponsored activities
- provide appropriate resources from the school's delegated budget to ensure that risks and hazards are minimised or eliminated
- ensure that all staff receive supervision, instruction and training appropriate to their duties and responsibilities
- evaluate the measures taken to minimise or eliminate risks and hazards

- ensure that there is designated space for medical or dental examination and treatment and for caring for sick or injured pupils during the school day
- ensure that hirers are aware of their duty to arrange insurance cover for their activities
- take all reasonable steps to ensure that the principal person in charge of hirers, contractors and others makes sure they conduct themselves and carry out their operation in such a manner that all statutory and advisory safety requirements are met at all times. (When the premises or facilities are being used out of normal school hours for an activity, then, for the purposes of this policy, the organiser of that activity, even if an employee, will be treated as a hirer and expected to comply with the requirements of the policy.)
- review this policy and update it at least biannually.

**All staff will:**

- be familiar with the health and safety policy and all safety regulations laid down by the governing body
- take reasonable care for their own health and safety and that of others who may be affected by their actions
- make regular safety inspections of their areas of work and report to their line manager in addition to emailing all relevant information concerning any danger to health and safety, whether serious and immediate or not  
[Health&safety@cardinalnewmanschool.net](mailto:Health&safety@cardinalnewmanschool.net)
- only use equipment that they are competent to use
- follow instructions when using any machinery, equipment, dangerous substance or safety device
- take an active interest in promoting health and safety and suggest ways of reducing risks.

All **pupils and visitors** to the school will be expected to take reasonable care for their own health and safety and that of others who may be affected by their actions.

**First Aid**

The arrangements for first aid provision will be adequate to cope with all foreseeable major incidents.

The number of certified First Aiders will not at any time fall below the number required by law i.e. 1 to 100.

Supplies of first aid material will be held at various locations throughout the school. These locations will be determined by the Health and Safety Committee. They will be prominently marked and all staff will be advised of their position. The material will be checked regularly and any deficiencies made good without delay

Adequate and appropriate first aid provision will form part of the arrangements for all out-of-school activities.

A record will be made of each occasion that any member of staff, pupil or other person receives first aid treatment either on the school premises or as part of a school related activity.

### **Visitors and Contractors**

When school premises are used for purposes not under the direction of the Head then the principal person in charge of the activities for which the premises are in use will have responsibility for safe practices.

The Head or the co-ordinator will seek to ensure that hirers, contractors and others who use the school premises conduct themselves in such a manner that all safety requirements are met at all times.

When the school premises or facilities are being used out of normal school hours for a school sponsored activity then, for the purposes of this policy, the organiser of the activity, even if an employee, will be treated as the hirer and comply with the requirements of this section of the Health and Safety policy.

When the premises are hired to persons outside of the employ of the governing body, it will be a condition for all hirers, contractors and others using the premises or facilities that they are familiar with this policy, that they comply with all the safety directives of the governing body and they will not, without the prior consent of the governing body:

- a. introduce equipment for use on the school premises
- b. alter fixed installations
- c. remove fire and safety notices or equipment
- d. take any action that may create hazards for persons using the premises or the staff or the pupils of the school.

### **Relationship to other policies**

This policy should be read in conjunction with the curriculum policy, child protection policy, subject policies, and the policies for lettings, nutritional standards, drugs, code of conduct and school visits. In addition, detailed guidance for any or all of the areas listed below is available as follows:

- Fire and other emergencies – *See section on 'Emergency procedures' in Staff Handbook.*
- Hazard reporting – *All staff should e-mail [healthandsafety@cardinalnewmanschool.net](mailto:healthandsafety@cardinalnewmanschool.net)*
- Accident, violent incidences and other incident reporting procedures – *See sections in the Staff Handbook on:*
  - *'Classroom Management'*
  - *'Dealing with Difficult Pupils'*
  - *'How we Deal with Pupil Behaviour'*
  - *'Assertive Discipline'*

- *'Behaviour Support Structure'*
  - *'Contingency Plans'*
  - *Medical Emergencies should be reported to the school nurse.*
  - *Premises Emergencies should be reported to the Technology, Communication & Operations Manager.*
- Security and Maintenance of the premises – *See. Technology, Communication & Operations Manager*
  - Provision of information and training – *See the CPD Coordinator.*
  - Specific risks associated with curriculum areas, visits, mini-bus or coach travel, etc. – *See 'Mini Bus Policy', 'Trips Policy' and individual Department Risk Assessments.*
  - All compliance inspections and tasks – carries out in line with statutory regulations – *See Site team and records.*
  - Litter – *See Site Team.*
  - Use of premises outside of school hours – *See 'Lettings Policy'*
  - Waste management – *Site Team / Technicians & Medical Room.*
  - Safety representatives – *Representatives form the Professional Bodies and practical subject departments e.g. Science, PE, DT.*
  - Trespassers and intruders – *See section in the Staff Handbook on 'Contingency Plans'*
  - Use of force to control or restrain pupils - *See 'Behaviour and Discipline Policy'*
  - Supplies – purchasing/procurement and deliveries – *See School Business Manager.*
  - Catering and nutritional standards – *See LBC Catering Department.*
  - Smoking – *See 'Drug Education Policy'*
  - Administration of medicines – *See School Nurse and Administration of medicines policy.*
  - Bullying or harassment – *See 'Anti-Bullying' Policy*
  - Snow and Gritting Procedure

### **Arrangements for monitoring and evaluation**

The Headteacher will report on a termly basis to the governing body or the Health and Safety Committee. The report will address hazards and risks that were identified during school and out of school hours and the steps taken to minimise or eliminate them. The governing body will evaluate those outcomes and will consider whether any further action should be recommended.

**Policy to be reviewed biannually unless there are any changes to any Health & safety statutory legislation or regulations.**

**Equality Monitoring**

**Date:** .....

- 1. Does this policy have any implications for people of relevant protected characteristics (RPC) \*?**
  
- 2. If 'yes', will it advantage or disadvantage any particular group?**
  
- 3. How will this policy if relevant, promote good relations between people of RPC and those without?**

*Monitored by* .....

*\*Age, disability, gender re-assignment, marriage and civil partnerships, pregnancy and maternity, race, religion or belief, sex and sexual orientation.*

**Success Criteria**

**Date:** .....

- Health & Safety Management will be compliant with Health & Safety Legislation
  
- All Staff and Governors will understand their Health & Safety responsibilities as set out in the policies

*Monitored by* .....