



## Cardinal Griffin Catholic College

### Policy on Health and Safety

Reference: CGCCPOL020

#### Statement of Intent and purpose

This policy statement complements (and should be read in conjunction with) the Staffordshire County Council Health, Safety and Welfare Policy, it records the college's local organisation and arrangements for implementing the Council Policy.

The requirement to provide a safe and healthy working environment for all employees is acknowledged and the Governing Body and those in control of the college recognise and take responsibility for compliance with the statutory duties under the Health and Safety at Work etc Act 1974.

#### Overview of Health and Safety

In compliance with the Health and Safety at Work etc. Act, this College's Governing Body will ensure so far as is reasonably practicable that:

- All places and premises where staff and pupils are required to work and engage in college activities are maintained in a condition which is safe and without risk to health (this includes the health and safety of persons on College premises or taking part in college activities elsewhere),
- All plant and equipment is safe to use and that arrangements exist for the safe use, handling and storage of articles and substances at work,
- Appropriate safe systems of work exist and are maintained,
- Sufficient information, instruction, training and supervision is available and provided to ensure that staff and pupils can avoid hazards and contribute in a positive manner towards their own health and safety and others,
- A healthy working environment is maintained, including adequate welfare facilities.

In addition to the above, the College will ensure that so far as is reasonably practicable that the health and safety of non employees is not adversely affected by its activities.

Employee involvement is an important part of managing safely, and consultation on health and safety with employees and employee representatives forms part of this policy.

This policy statement and the accompanying organisational arrangements supersede any previously issued.

Signed

Chair of Governors

Date: June 2017

Signed

Headteacher

Date: June 2017



## Part 2

### Health, Safety and Welfare Policy – Organisation and Responsibility

Overall responsibility for Health and Safety in schools rests with the employer. The Governing body is the employer at Cardinal Griffin Catholic College.

#### Organisation and Responsibilities for Health, Safety and Welfare

Duties and responsibilities for health and safety have been assigned to Staff and Governors based upon the following roles outlined in the County Council’s Health, Safety and Welfare Policy.

<b>Policy-makers</b>	Devise and produce policy on health, safety and welfare at a strategic level.  Preserve, develop, promote and maintain the college’s and the Council’s health and safety management system. Ensure that health and safety matters are taken into account when organisational decisions are made.
<b>Planners</b>	Develop the local plans to achieve corporate/college health and safety objectives. Develop management arrangements for the identification of hazards and control of risks within their area
<b>Implementers</b>	Ensure that workplace precautions and safe systems of work are developed in order to identify hazards and control risks. Ensure all the systems are working effectively.
<b>Assisters</b>	Have the authority, independence and competence to advise Directors, Managers and Employees (or their representatives). They may also be technical or specialist employees who have achieved a certain level of health and safety competency within their specialised field.
<b>Employees</b>	Irrespective of their position within the County Council’s structure, everyone is regarded as an employee and therefore the employee duties within the Health and Safety Policy apply to them.

#### Who are the Policy-makers, Planners, Implementers, Assisters and Employees at Cardinal Griffin Catholic College?

	<b>Policy-makers</b>	<b>Planners</b>	<b>Implementers</b>	<b>Assisters</b>	<b>Employees</b>
Governors					
Headteacher					



Leadership Group					
Deputy/ Assistant Headteacher					
Health and Safety Coordinator					
Heads of Subject					
Teachers					
Managers					
Premises Managers					
Teaching and Classroom Assistants					
Learning Support Staff					
Admin Staff					
Site Supervisor or Caretaker					
Council Health and Safety Policy Group					
Health and Safety Adviser					
County Council Officers e.g. C&LL Directorate Staff Occupational Health Staff Specialist Technical staff HR Adviser					



## The Responsibilities of Policy Makers, Planners, Implementers, Assisters and Employees within the Policy

Policy-makers	
College Governors	Devise and produce policy on health, safety and welfare at a strategic level.
Headteacher	Preserve, develop, promote and maintain the College's and the Council's health and safety management system.
County Council Health and Safety Policy Group	Ensure that health and safety matters are taken into account when organisational decisions are made.
Health and Safety Advisers	

The Policy makers;

- Will be familiar with the overall responsibilities laid down for **Policy Makers** in the County Council Health, Safety and Welfare Policy.
- Must ensure that the college has a structure in place to manage health and safety which includes; planning, implementation of these plans, monitoring, and reviewing and auditing. This must be integrated into general day to day management.
- Will ensure that plans for continuous improvement in health and safety management are developed and reviewed regularly.
- Must ensure that all college activities are organised and have sufficient arrangements and resources; to ensure that health and safety can be managed effectively.

As Policy Makers the Governing Body;

- Must ensure that those who have been assigned specific responsibilities in college for health and safety have been identified, this has been communicated, and adequate training or instruction has been given.
- Must ensure that sufficient competent persons are in place to advise the college on health and safety issues.
- Will set health and safety targets (with Planners) to improve health and safety performance.
- Is required to monitor that the health and safety targets are being met and the College is meeting health and safety obligations by checking that policies and procedures are implemented in accordance with requirements, and by reviewing Key Performance Indicators (KPI) of health and safety performance on a regular basis.
  - Some annual KPIs are required by the County Council, the governing body can also identify other indicators they wish to monitor.



- The Health and Safety Coordinator may be delegated the responsibility to collate these KPIs on the Headteacher's behalf (see **Assisters** below).
- Seek advice from and receive reports from the County Council Health and Safety Advisers and their college Health and Safety Coordinator as appropriate and take actions as necessary.
- Ensure that the auditing of health and safety takes place and that action plans are developed as a result of audit.
- The governing body will ensure that all their decisions reflect the commitment of this policy and promote a positive culture towards health, safety and welfare issues.
- The governing body will inform the Children and Lifelong Learning Directorate of any issue which has significant health and safety implications which cannot be resolved satisfactorily without their support and involvement.

<b>Planners</b>	
Headteacher	Develop the local plans to achieve corporate/ College health and safety objectives. Develop management arrangements for the identification of hazards and control of risks within their area
Members of the College Leadership Team	
College Governors	
Deputy/Assistant Headteacher	
Health and Safety Coordinator	
Heads of Department	
Managers	
Premises Manager	

The Planners will;

- Be familiar with the overall responsibilities laid down for **Planners** in the County Council Health, Safety and Welfare Policy.
- Take overall responsibility for the day to day health and safety management of the College and College activities taking place outside College premises.
- Determine the resources and arrangements needed to manage health and safety effectively as part of the College planning process.
- Delegate duties to other members of staff any or all of the duties associated with the management of health and safety. (It is clearly understood by everyone concerned that the delegation of certain duties will not relieve the Headteacher from the overall day to day responsibilities for health and safety within the establishment).



- As part of their management of health and safety;
  - appoint a Premises Manager (see **Implementers** below).
  - identify a member of staff who can act as a Health and Safety Coordinator (see **Assisters** below).
- Ensure that these staff receive appropriate health and safety training.
- Ensure that all staff within the college are aware of their responsibilities with regard to Health and Safety issues. Where staff have specific duties in health and safety matters (e.g. First Aid/ Fire Marshal), this should be identified clearly to everyone in the premises.
- Keep up to date with changes or updates in health and safety management by using the County Council or other resources and communications.
- Ensure that suitable and sufficient training, instruction and information is provided when required.
- Set health and safety objectives as part of the college planning process.
- Include health and safety in staff objectives where appropriate and assess their performance against these objectives regularly.
- Advise Governors of the resources and arrangements needed to manage health and safety effectively as part of the college planning process.
- Communicate any health and safety actions outlined in the college planning process to relevant staff and governors.
- Develop management arrangements for the identification of hazards and control of risks (risk assessments), ensure these take place and that results are communicated to staff.
- Develop local policies and procedures as necessary for health and safety and ensure they reflect the overall County Council Policy.
- Seek help from the County Council Health and Safety Adviser or other specialist to ensure that the Health and Safety Policy can be implemented effectively and advise the governing body and/or the County Council (as necessary) where issues arise which cannot be managed at a local level, need additional resources or require external support.
- Ensure that an annual **Premises Health and Safety Evaluation** (inspection) of the premises is carried out, in line with the County Council Audit arrangements. (This duty may be delegated to other members of College staff).
- Ensure that an **Annual Self Audit** of the management of Health and Safety is carried out in line with the County Council Audit arrangements (This duty may be shared with other staff such as the Senior Leadership Team).
- Draw up any Action Plans required from the results of the Premises Health and Safety Evaluation and Annual Self Audit and monitor these regularly.



- Take part in and cooperate with any **Internal Health and Safety Audit** which may be carried out by the Directorate Health and Safety Team.
- Advise the governing body and others of the results of any health and safety monitoring (including KPI information) which takes place and of any actions required as a result of this.
- Consult with staff as necessary on matters of health and safety which may affect them at work.

### Health and Safety Committee

The college may choose to establish a Health and Safety Committee which should meet regularly to consider health and safety planning and organisation, the implementation of policies and to review and monitor performance. Where health and safety is integrated into the strategic planning meetings of the college a separate meeting may not be required. It is recommended that health and safety is a regular agenda item in these meetings.

An annual report to the Governing Body outlining achievements against the health and safety plan and annual KPIs should be considered by Planners and Implementers, the College's Health and Safety Coordinator may be responsible for collating this information (see **Assisters**) for their consideration. As a minimum, the report will contain a summary of accident and ill health statistics for the current year and will suggest health and safety targets and priorities for the forthcoming year.

<b>Implementers</b>	
Headteacher (also Policy maker, Planner) College Leadership Team (also planners) Heads of Department (who may also be planners) Teaching Staff [Including supply teachers] Managers Premises Managers Teaching Assistants Learning Support Staff Admin Staff Site Supervisor/Caretaker	Ensure that workplace precautions and safe systems of work are developed in order to identify hazards and control risks. Ensure all the systems are working effectively.



The Implementers will;

- Maintain an understanding of the Health and Safety Policies of the County Council and those developed within the college.
- Demonstrate commitment to the management of health and safety by:
  - Setting a good example to others
  - Promoting good practice
  - Identifying health and safety problems and rectifying them if possible
  - Challenging poor health and safety performance or attitudes
  - Communicating regularly about health and safety
- Be responsible for and take the lead on implementation of health and safety policies and any arrangements which have been developed by the Policy makers and Planners.
- Understand and own the plans in place for health and safety as part of the overall College planning process, monitor progress in these areas and advise planners of the results or any deficiencies.
- Ensure that any personal targets set by Planners are achieved, feedback any issues identified in this process.
- Ensure that individuals have health and safety objectives as part of their annual review process (these may reflect the overall health and safety plans).
- Encourage participation in health and safety and ensure that communication about health and safety issues takes place.
- Assess new and existing work activities for hazards, ensuring that risk assessments are in place, control measures implemented (safe methods of work/personal protective equipment etc) and the results of risk assessments communicated.
- Ensure that, where responsibilities for health and safety have been delegated to staff members, these roles are properly assigned and understood by employees in their teams/areas.
- Ensure that staff in these roles have received appropriate training.
- Ensure that there is sufficient information, instruction and training and resources available for staff in order for them to do their job.
- Consult with staff as necessary on matters of health and safety which may affect them at work and receive health and safety reports from Health and Safety Representatives, responding as necessary.
- Supervise work adequately to ensure that good health and safety standards are maintained.





- Ensure that adequate monitoring of health and safety takes place e.g. by taking part on Premises Health and Safety Evaluations and carrying out own inspection of work areas.
- Carry out any reactive monitoring required such as investigation of accidents, near misses and occupational illness and ensure the information gained is used to improve health and safety in the future.
- Avoid allocating “blame” to individuals who report accidents, illness or near misses, and ensure that all reports of this nature are managed effectively.
- Monitor health and safety standards at the local level by retaining statistics to identify patterns and trends in events.
- Seek advice from the County Council Health and Safety Adviser or other specialist as required.
- Make use of other resources provided by the County Council to promote health and safety at work (e.g. intranet/newsletters).
- In addition to the above, teaching staff are responsible for the health and safety of all pupils under their control whilst involved in organised work activities both on site e.g. classrooms, laboratories, workshops etc., and off site e.g. College trips.

### **Premises Managers**

In addition to the responsibilities above, Premises Managers have specific duties laid down in the County Council Health, Safety and Welfare policy. These are reproduced here:

1. To maintain an understanding of County Council health and safety policy arrangements and the Premise Manager responsibilities detailed within them, and an awareness of relevant premise related health and safety legislation, issues and procedures and operating within these requirements.
2. To control contractors working on the premises, and ensure that hazard information has been exchanged and suitable risk control measures implemented.
3. Ensuring adequate security arrangements are maintained.
4. Ensuring the general cleanliness of the premises and that adequate welfare facilities are provided.
5. Arranging for regular inspection of the areas of the premises for which they are responsible to monitor that workplace health and safety standards are in effective working order and that a safe means of access and egress is maintained.
6. Ensuring that adequate fire safety arrangements and emergency procedures are implemented and maintained.
7. Ensuring that plant and equipment is adequately maintained.



8. Arranging for the regular testing and maintenance of electrical equipment.
9. Maintaining records of plant and equipment maintenance, tests, fire evacuation drills, fire officer inspections and fire extinguisher maintenance.
10. Ensuring adequate first aid requirements for the premises are formally assessed and adequate provision is made.
11. Ensuring that all premise related hazards are adequately identified, assessed and suitable and sufficient control measures implemented and monitored.
12. Undertaking thorough investigation of all premise related accidents/incidents. Ensure the availability of an accident book at each premise.
13. Ensuring the adequate provision of health and safety notices and warning signs are prominently displayed and comply with the Health and Safety (Safety Signs and Signals) Regulations.
14. Ensuring that a copy of the Health and Safety Law Poster is displayed in an accessible location and the information on the poster kept up to date.
15. Maintaining a health and safety file on the premises in relation to any construction work covered by the Construction (Design and Maintenance) Regulations and make this available to contractors upon requests.
16. Ensuring that adequate systems are in place for the management of asbestos and control of legionella and excessive water temperatures.
17. To respond promptly to 'D1 Notifications' that is notification of a defect that could affect the health and safety of building occupants/visitors, informed to them by County Property Services as a result of a maintenance contact visit.

<b>Assisters</b>	
Health and Safety Coordinators Health and Safety Advisors Occupational Health Professionals Specialist Technical Staff	Have the authority, independence and competence to advise Directors, Managers and Employees (or their representatives). They may also be technical or specialist employees who have achieved a certain level of health and safety competency within their specialised field.

Assisters act in a supportive role to managers and may use their authority, independence and competence to advise when required to do so.

The Health and Safety Coordinator;

- Is familiar with the responsibilities of Assisters laid down in the County Council Health, Safety and Welfare Policy.
- Has the core duty to ensure that there is a system established for the management of



health and safety – this planning and organisation must take place with the Planner(s) and Policy makers as necessary.

- Will keep up to date with Health and Safety issues and changes by making use of resources provided by the County Council to promote health and safety at work (e.g. intranet/newsletters).
- May take on certain functions such as communication, collation of statistics, coordination of Health and Safety Evaluation/Audits as directed, but the overall responsibility rests with the Head of Establishment.
- May collate and produce an **annual report on Health and Safety performance including essential KPIs** (see Part 4) for Governing Bodies to view as part of their monitoring process. A template is available for this on the SLN/Health and Safety Intranet site at: <http://education.staffordshire.gov.uk/SchoolAdministration/HS/KeyDocuments/>

### **Employees**

Irrespective of their position within the County Council's structure, everyone is regarded as an employee and therefore the employee duties within the Health and Safety Policy apply to them.

**Employees** [including temporary and volunteers]

**Employees** – Irrespective of their position within the County Council's structure

All staff are employees and therefore all the employee responsibilities within the County Council Health, Safety and Welfare Policy apply to everyone. All employees in the establishment are aware of the responsibilities of Employees laid down in the County Council Health, Safety and Welfare Policy.

All employees have general health and safety responsibilities both under criminal and civil law. Staff must be aware that they are obliged to take care of their own safety and health whilst at work along with that of others who may be affected by their actions.

Employees must also co-operate with the governing body and senior management of the College so that they may fulfil any legal requirements placed on them as employers and/or persons in control of premises.

**Pupils/students** [This section should be drawn to attention of all pupils]

All pupils must be encouraged to follow all safe working practices and observe all college safety rules.

All pupils will:

- follow all instructions issued by any member of staff in the case of an emergency;
- ensure that they do not intentionally or recklessly interfere with equipment provided for safety purposes e.g. fire extinguishers etc.



- inform any member of staff of any situation which may affect their safety.

### **Staff Safety Representatives**

Health and safety at work law provides for the appointment of trade union appointed safety representatives from amongst the employees. Where the governing body is notified in writing of such an appointment, the safety representative shall have the following functions:

- to investigate potential hazards and to examine the causes of accidents in the workplace;
- to investigate complaints by any employee he represents relating to that employee's health and safety or welfare at work;
- to make representations to the Headteacher via the Deputy Headteacher on general matters affecting the health, safety and welfare of employees;
- to carry out workplace health, safety and welfare inspections;
- to attend any safety committee meetings;
- to co-operate with employers in promoting health and safety at work.

None of the above functions given to a safety representative impose any legal duty or liability whatsoever on that person. A safety representative is in no way obliged to carry out any or all of the above functions.



## Part 3

### **Arrangements and Procedures for Health, Safety and Welfare Cardinal Griffin Catholic College**

The following procedures and arrangements have been established within our college to eliminate or reduce health and safety risks to an acceptable level and to comply with minimum legal requirements:

#### **1. Accident Reporting, Recording and Investigation**

Accidents requiring treatment at hospital should be reported to the Staffordshire County Council Health and Safety Department via the accident reporting form in Reception. This is completed by the first aider in attendance and faxed by Reception staff. All accidents involving site management/serious injury should be referred to the Health and Safety coordinator for further investigation. A post accident risk assessment will be carried out if deemed necessary.

#### **2. Asbestos**

The Senior Site Supervisor will be responsible for the Asbestos Record System manual. The Manual will be located in the College front office. Arrangements will be made to ensure contractors and others, such as site supervisors, etc, have sight of the manual prior to starting any work on the premises. Instruction is given to staff not to drill or affix anything to walls without first obtaining approval from the Premises Manager/checking manual. The College will receive reports of damage from staff.

#### **3. Contractors**

The Health and Safety Coordinator / Senior Site Supervisor will ensure that the following is in line with Staffordshire County Council regulations:

Contractors are selected, arrangements for the induction of contractors to exchange Health and Safety information and to agree safe working arrangements, conduct risk assessments, arrange the frequency of liaison meetings, monitor contractors' working methods, and receive reports from staff, and liaise with the Contract Supervisor in Property and Estates or other appointed external contractor.

#### **4. Curriculum Safety** [including out of College learning activity/study support]

Teaching staff should undertake suitable (written) risk assessments prior to commencing hazardous activities, or when using specific equipment for curriculum purposes e.g. interactive whiteboards, cooking or science. Risk assessments should be submitted to the Health and Safety Coordinator for auditing and checking for suitability.

Staff should hold suitable qualifications to teach certain activities in line with safety publications adopted by the College which staff should be familiar with, eg "Safety in PE". Staff should not undertake any activity for which they are not suitably qualified.



## 5. Drugs and Medications

There is no legal duty that requires the College to administer medicines. However, with the assistance and agreement of competent trained staff, we are committed to doing what is reasonably practicable to enable children with medical needs to attend College and take part in normal activities, sometimes with support.

- (a) No medicine will be administered by the college unless there is written parental consent.
- (b) Where possible and appropriate, pupils will be encouraged to self-administer medication, with supervision from an appropriate member of staff.
- (c) Staff will only administer or supervise the self-administering of prescription medication, and only where that medication cannot be administered outside of College hours.
- (d) Staff will only administer or supervise the self-administering of medication where they are competent to do so. Where training is required, refresher training will be provided at prescribed intervals.
- (e) A record will be kept of medication administered or self-administered under supervision.
- (f) All medication will be securely stored.
- (g) Arrangements will be established for the administration of medications on off-site activities where appropriate.
- (h) For complex medical needs, care plans will be established and information shared with all relevant parties.

### **Electrical Equipment** [fixed and portable]

The Senior Site Supervisor will arrange PAT testing examinations as required by Staffordshire County Council (currently every two years). The register will be held by the Senior Site Supervisor.

## 7. Fire Precautions and Procedures [and other emergencies including bomb threats]

The Health and Safety Coordinator is responsible for undertaking and reviewing the fire risk assessment, frequency and arrangement of drills, in consultation with the Chair of the Health and Safety committee, staff training, procedures to be followed, staff with special responsibilities, eg. fire marshals etc, and assembly points.

The Senior Site Supervisor is responsible, under the direction of the Safety Coordinator, for the maintenance of fire exits/escape routes, maintenance of fire extinguishers, calling the fire service, testing the fire alarm, emergency lighting etc.



## **8. Fire Risk Assessment**

The Senior Site Supervisor will ensure that adequate fire risk assessments are completed by the relevant staff, paying particular attention to high risk areas such as Science, DT, Art and site.

## **9. First Aid**

Names of First Aiders are posted throughout the college. First aid training is coordinated by the Senior DT Technician under the guidance of the Health and Safety Coordinator and Deputy Head CPD.

## **10. Glass and Glazing**

The Health and Safety Coordinator will ensure that all glass in doors/side panels will be safety glass, all replacement glass to be of safety standard, and will make an assessment of premises to establish whether there are areas which are unsuitable for use by children due to glass being of a low standard.

## **11. Hazardous Substances (COSHH)**

The Head of Science is responsible for the rules on selection and use of substances, hazard data sheets, risk assessments, staff training in safe use, selection and use of protection equipment, storage arrangements, staff health surveillance and use of mechanical controls.

Ms Julie Brough is the Radiation Protection Supervisor. Mr N Daws is the Radiation Protection Advisor for Staffordshire County Council.

The Cleaning Supervisor and Senior Site Supervisor are responsible for COSHH arrangements for all cleaners under the direction of the Executive Business Manager.

## **Health and Safety Advice**

The College has made arrangements to obtain competent health and safety advice, eg Health and Safety Team, Children and Lifelong Learning Directorate, Staffordshire County Council, tel: 01785 278855, Occupational Health Unit, and other services within the Staffordshire County Council.

The College will make arrangements for specialist advice, including advice relating to building issues, from specialist consultants as and when required.

## **12. Housekeeping, Cleaning and Waste Disposal**

The Health and Safety Coordinator and Senior Site Supervisor will make arrangements to ensure premises are kept clean, to minimise accumulation of rubbish, arrangements for wet floor cleaning to minimise risks of slips, means of disposing glass and other sharp objects, arrangements for snow shifting, security and location of external waste bins.



### **13. Handling and Lifting**

The Health and Safety Coordinator will make arrangements for identification of all activities involving lifting/handling. Risk assessments, using the HSE code of practice, should be completed by the staff undertaking the activity prior to commencement and advice sought from the Senior Site Supervisor if they are uncertain.

Where possible, lifting and handling tasks will be minimised, suitable equipment will be used to reduce the burden of lifting and handling and training will be offered to staff who frequently need to lift or handle heavy items.

### **14. Jewellery** [This should be repeated in the College prospectus]

Wristwatches, a single pair of plain studs (for those with pierced ears) and a small discrete crucifix worn under their shirt is appropriate.

### **15. Lettings/Shared use of Premises**

Lettings will be undertaken in line with the lettings policy set by governors which sets out the standard terms and conditions of hire for those letting the premises. The Health and Safety Coordinator will be responsible for the restrictions on the use of equipment, staffing requirements, first aid provision, fire and emergency arrangements, standard operating procedures, agreeing responsibilities with users, emergency lighting and public entertainment licences.

### **16. Lone Working**

In all but extreme cases lone working should be avoided. Where it is unavoidable, it should be discussed in the first instance with the Health and Safety Coordinator who will advise on precautions which should be taken.

### **17. Maintenance/Inspection of Equipment (including selection of equipment)**

The Health and Safety Coordinator will make arrangements for the inspection, examination or testing of equipment which requires periodic checks. Equipment such as ladders and steps, lifting equipment, fire alarms, smoke detection systems, emergency lighting and fire extinguishers will be checked by the college site team under the direction of the Senior Site Supervisor. The Health and Safety Coordinator will make arrangements with the relevant departmental staff for the checking of fume cupboards, other extraction systems, PE equipment, Design and Technology machines, pressure cookers, autoclaves, etc... Records of inspection and maintenance will be kept by the relevant departments as required.

### **18. Monitoring the Policy and Results**

The Health and Safety Coordinator carries out regular reviews of the annual Health, Safety and Welfare self-audit tool, other checks or workplace inspections to monitor the implementation of the policy by staff.

Key performance indicators (as per section 4) are monitored by the Chair of the Health and Safety committee and reported to the Governing Body annually.





## **19. Poster on Health and Safety Law**

The poster is displayed in the Staffroom and kept up-to-date by the Health and Safety Coordinator.

## **20. Personal Protective Equipment (PPE)**

The Health and Safety Coordinator will ensure that the selection of equipment is suitable and that periodic arrangements for checking and maintenance of equipment are made. Staff will be trained in the proper use of equipment and supervised where required. All PPE will be provided free of charge where a risk assessment deems it to be necessary.

## **21. Reporting Defects**

Hazards should be reported to the site team. Interim measures for remedial works will be taken, pending rectification, and will be the responsibility of the Senior Site Supervisor.

## **22. Risk Assessments**

The Health and Safety Coordinator will coordinate risk assessments and make arrangements for the undertaking of special risk assessments (such as for staff who are pregnant or who have health problems).

Specific risk assessments will be undertaken by departments for all activities undertaken within the department and will be reviewed by the Health and Safety Coordinator. Risk assessments for College trips will be undertaken by the Educational Visits Coordinator.

## **23. College Trips/Off-Site Activities**

The Educational Visits Coordinator will ensure that the requirements when planning College trips are correct and valid. Approval from the College and/or governing body will be sought. The Educational Visits Coordinator will notify Children and Lifelong Learning and ensure emergency arrangements, parental authorisation, supervision requirements and first aid provision is made where appropriate.

The Educational Visits Coordinator is: Mr David Carne.

All trips off the College premises, whether during working hours or outside these, should be managed through the EVOLVE tool. At least two weeks notice should be provided of all trips, and at least 16 weeks for high risk activities, residential trips and other trips which require LA approval.

## **24. College Transport – e.g. minibuses**

All statutory requirements will be adhered to eg. driver medical examinations, licence requirements, authorised drivers, name of person responsible for undertaking checks on minibuses, pupil supervision arrangements.

Mr Barker will ensure that all regulations are followed.

## **25. Smoking**

The College operates a whole site No Smoking Policy.



## **26. Staff Consultation and Communication**

Health and Safety committee meetings will be at least three times a year. Staff can raise issues or concerns and make suggestions for Health and Safety improvements by contacting their representatives:

Teaching Staff: Mr Alex Weaver / Support Staff: Mr J Shenton, Mrs Jill Stewart, Mr Kevin Barker, A member of the Kitchen staff

## **27. Stress and Staff Well-being**

New staff will be issued with the college's Health and Safety Statement of General Policy and will be briefed on the evacuation process by the Health and Safety Coordinator. Minimum Health and Safety competencies will be checked for certain activities, (e.g. hazardous substances, work at height, use of VDUs) and training organised by the Health and Safety Coordinator as required.

## **28. Supervision** [including out of College learning activity/study support]

Supervision requirements for pupils during curriculum time (e.g. pupils being left unattended) and at other times when in the care of the College will be in line with safeguarding and statutory responsibilities. Pupils will not be left unsupervised.

The college will undertake recruitment in line with guidance from Staffordshire County Council in reference to safer recruitment. A member of staff with safer recruitment training will be involved in all interviews, and all new appointments will be subject to a DBS clearance. Interview questions will also include a safeguarding question.

A single central record of Criminal record checks will be maintained by the Headteacher's PA.

## **29. Training and Development**

All new staff are given an induction pack which contains essential information about the College's health and safety arrangements. This pack is then talked through by an appropriate member of staff. Line Managers provide departmental specific health and safety information and the CPDL provides training upon request for any area which needs training and development.

## **30. Use of VDUs / Display Screens / DSE**

Training requirements for staff who make significant use of VDUs, how to report defects in workstations, how to report health concerns and who to advise on maximum time spent on a VDU without a break, will be the responsibility of the Health and Safety Coordinator. Staff who require a VDU assessment must complete the online training through the intranet and complete a DSE assessment questionnaire (available on the intranet). This must be passed to their Line Manager. Any requirements for eyesight testing will be managed by the Headteacher's PA.



### **31. Vehicles on Site**

Rules for the management of vehicles on site, segregation of large vehicles from pedestrian areas, restrictions on reversing vehicles and special arrangements for deliveries will be identified by the Health and Safety Coordinator.

The Leadership Team will be responsible for the restriction of movement at certain times, such as the beginning and end of the college day.

Systems and procedures will be put in place, including signage, speed limits, speed reduction measures, pedestrian routes and crossings, for the use of the premises by external groups. Those groups will be transferred responsibility for all their participants, staff, volunteers, patrons, parents and spectators in relation to adherence to the College's policies and procedures on vehicle pedestrian interface. Groups who do not comply with those policies and procedures will have their lettings terminated.

### **32. Violence to Staff / College Security**

Refer to College Security policy.

### **33. Working at Height**

There are restrictions on staff using steps and ladders. Training is required for use of certain ladders and access equipment. A risk assessment for specific tasks should be undertaken prior to work at height and a generic risk assessment for work at height in place which sets out control measures. Restrictions on use by pupils, contractors etc, will be identified by the Health and Safety Coordinator.

### **34. Water Hygiene**

The Arrangements for ensuring water hygiene samples and checks take place as required by the premises Water Hygiene manual, are the responsibility of the Senior Site Supervisor. The manual is kept in the Senior Site Supervisor's office.

### **35. Work Experience**

Arrangements for assessing potential work placements, training requirements for work experience coordinators, arrangements for the induction and supervision of students on work experience within our own establishment will be identified and managed by the College's Work Experience Coordinator.

### **Local Health and Safety Key Performance Indicators (KPIs)**

It is important that managers can monitor the health and safety performance of their premises in order to determine where progress is being made and where further actions and resources may be required.

- Accidents are reduced (severity and frequency)
- Risk assessments are completed
- All relevant safety checks have been carried out at appropriate levels



- Desk top exercises have been completed for emergency procedures

The County Council Health, Safety and Welfare Policy also requires feedback on certain KPIs. More details of these can be obtained from your Health and Safety Adviser.



## **CARDINAL GRIFFIN CATHOLIC COLLEGE**

### **HEALTH AND SAFETY POLICY STATEMENT**

#### **EMERGENCY PROCEDURE IN CASE OF FIRE DURING NORMAL COLLEGE HOURS**

#### **FIRE REGULATIONS EVACUATION PROCESS**

##### **1. RAISING THE ALARM**

Any person discovering a fire should raise the alarm by breaking the glass on one of the fire alarm buttons. The fire warning system is tested weekly using a different call point for each successive test. The same procedure is used for the termly fire drill.

##### **2. RESPONSIBILITIES**

**TEACHERS OF CLASSES** should:

- ensure that all windows are closed and that all doors are closed but not locked.
- escort all pupils from the classroom to the exit via the prescribed route (assuming this is possible) and then proceed to the Astroturf pitch where they will line up in House areas.

**TEACHERS and STAFF** who are not with pupils should:

- ensure that all windows are closed and that all doors are closed but not locked.
- exit via the prescribed route (assuming this is possible) to the Astroturf pitch and assist if requested with the evacuation process.



## **FIRE MARSHALS**

It is accepted that it is impractical to designate specific areas to marshals. The following areas have been highlighted as priority as they may have unsupervised pupils in them.

- Medical Room
- Toilets
- Learning Resource Centre
- Changing Rooms
- Stage
- Hall
- Sixth Form Centre
- Zone
- Augustine Centre
- Connexions Area
- Music Practice Rooms
- Chapel

If you are local to any of these areas, you should seek to check them if it is safe to do so.

All fire marshals report to the lower playground once the building has been safely evacuated.

Front of House staff, ie Reception and the Head's PA, will remain at the front of the college after calling the fire brigade and advise visitors that the college is closed. They should also take the fire folder from reception out for the fire brigade to inspect plans of the college etc, and location of chemicals.

The Site Management Team should identify the activated alarm if safe and feasible to do so and determine if it is a false alarm. If it is, the alarm should be switched off and the marshals notified.

Staff teaching pupils in classes on B and C floor of the main block should note that pupils should exit via the nearest exit which is onto the main car park. Marshals present at the front of the College will assist in the direction of pupils around the PERIMETER of the college. Pupils on these floors should NOT exit via the main corridor as this causes congestion in other areas of the college.



All other staff and pupils should remain on the Astroturf pitch until notified by a designated marshal that it is safe to return to the building.

**SITE TEAM** should:

- establish source of the fire bell, i.e. which call point, and, if finding a fire, call 999. It is the site team's responsibility to give the all clear for pupils to return to classes. The site supervisor should liaise with the Health and Safety Coordinator throughout the incident.

**RECEPTION STAFF** should:

- telephone the Fire Brigade only on confirmation of a fire. The Reception staff should assume responsibility for pupils in the Medical room and exit via the prescribed route (assuming this is possible) to the Astroturf pitch. If a pupil is not well enough to get to the Astroturf pitch then the Reception staff should take all pupils to the front of the building and wait for a fire marshal's assistance. The Reception staff should ensure a walkie talkie is sent to Senior Staff on the Astroturf pitch.

**PUPILS** should:

- follow all instructions issued by any member of staff,
- leave the classroom quietly when instructed to do so by the class teacher,
- stay with the class teacher and proceed to the Astroturf pitch and line up as directed,
- stay with the class teacher on the Astroturf pitch,
- if not in a classroom at the time of a fire drill/alarm, proceed immediately to the Astroturf pitch and report to the fire marshal at the entrance,
- if a fire occurs at break or lunch time, pupils should NOT enter any part of the building but should proceed directly to the Astroturf pitch and line up in House groups.

### 3. EXITS

Use the nearest available exit.