



# CHRIST THE KING CATHOLIC HIGH SCHOOL AND SIXTH FORM CENTRE

## GENERAL STATEMENT OF SAFETY POLICY

### *Introduction*

#### Health and Safety at Work etc. Act 1974

The Health and Safety at Work etc. Act 1974 places a duty on employers (school governors) to safeguard, so far as is reasonably practicable, the health, safety and welfare of their employees and of persons not employed but who may be affected by the work activities, such as pupils and visitors.

#### General Statement

This is a statement for **Christ the King Catholic High School**.

Christ the King Catholic High School accepts its responsibilities under the Health and Safety at Work etc. Act 1974 in providing a safe and healthy workplace and working environment for all of its employees, pupils, visitors and other persons who may be affected by its activities.

The Headteacher and school governors will take all reasonable steps to ensure that the ***Local Education Authority's Safety Policy*** is implemented and that ***Codes of Practice*** and Guidance Notes are followed and monitored throughout the school.

It is essential for the success of this Health and Safety Policy that all employees recognise their responsibilities under ***Section 7*** of the act in co-operating with management on Health and Safety issues in having regard for their own health and safety and for that of other people at work.

Signed: Chair of Governors \_\_\_\_\_

Headteacher \_\_\_\_\_



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### **Organisation**

The responsibility for the day-to-day implementation and monitoring of Sefton's Corporate Health, Safety and Wellbeing Policy (HSWBP) lies with the Head Teacher so far as is reasonably practical. However, the LA recognises that some of these duties may be successfully allocated to other members of staff under guidance from the Head Teacher.

### **Responsibilities**

At Christ the King Catholic High School the following persons have specific responsibilities:

***The Health and Safety Manager*** (Alan Kilduff) is responsible for circulation of safety information, guidance, and codes of practice issued by Sefton LA, recording and reporting of issues related to health and safety, safety inspections and accident reporting.

### **Health and Safety Communication**

A successful Health and Safety Policy relies on effective communication channels to convey information concerning health, safety and welfare to all members of staff, governing bodies, safety representatives and visitors.

This school has identified the following forums as being the most appropriate to both disseminate and receive matters on health and safety:

(i) Governors' meetings; (ii) Governors' committee meetings; (iii) staff meetings; (iv) Senior Management meetings; (v) Heads of Department meetings

All health and safety information, guidance, codes of practice and associated literature is available on Sefton's intranet - [Health and Safety Standards](#) and the HSE website ([hse.gov.uk](http://hse.gov.uk)).

A copy of this document is available on all staff desktops via the useful links and also on the schools website

### **Emergency Contacts**

In case of an emergency outside of school hours, the following people are designated as contacts:

Mr A Kilduff (Site Manager)



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Tel. Sefton Security 0151 922 6107

Mr Ian Nadarzynski  
Assistant Site Manager  
Tel Sefton Security 0151 922 6107

Mr D Hawkshaw  
Assistant Site Manager  
Tel Sefton Security 0151 922 6107

### **Useful Telephone Numbers**

Health & Safety (Education)	Moira Greenwood	0151 934 3207 ext.3
Sefton Security Force	Mr D Ellison	0151 922 6107
Technical Services (Bootle)		0151 922 4040

### **Responsibilities**

#### **The Governors**

Governing Bodies have a direct responsibility for health and safety in the school. They will ensure that the school is fulfilling its legal requirements and that persons using the premises are safe and without risk to health. All these responsibilities are for the purpose of day-to-day management delegated to the Head Teacher.

Governors should, however, ensure that they:

- Have received and understood the LA's and the school's own Safety Policy;
- Receive all reports on health and safety resulting from any inspection, audit or monitoring carried out by the school, the LA or enforcement agency;
- Are kept up-to-date with any new legislation, regulation or provision appertaining to school health and safety.



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***Governors will be expected to make reports on health and safety matters to:***

- The LA when requested to do so for the purposes of monitoring the LA's implementation of its own health and safety policy;
- To parents through governors' minutes, annual reports, etc.

### **The Headteacher**

The overall responsibility for all school health and safety organisation rests with the Headteacher who shall:

- Set up arrangements in the school to cover all health and safety legal requirements;
- Produce a written statement (this document) of those arrangements and bring it, along with the LA statement, to the attention of all staff;
- Be available to any member of staff to discuss health and safety problems not solved at a lower level or through appointed manager level;
- Report to the LA those instances where the Head teacher's executive authority does not allow the elimination or reduction to a satisfactory level of risk, but to take all necessary short-term measures to avoid danger pending rectification;
- Be available to any trade union-appointed safety representatives and co-operate with them as far as is reasonable in their efforts to carry out their functions. To receive written reports from any such safety representatives and respond in writing within a reasonable time;
- Ensure that a system is established for the reporting, recording and investigating of accidents and that all reasonable steps are taken to prevent reoccurrence;
- ;Review regularly the dissemination of safety information concerning the school;
- Recommend necessary changes and improvements in welfare facilities to comply with the ***Management of Health and Safety at Work Regulations 1999***
- Report to the governors all matters relating to health and safety at the school necessary for them to carry out their responsibilities;



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- Appoint a School Health and Safety Manager;
- Ensure all staff have received the appropriate training for the responsibilities they carry;

### **The School Health and Safety Manager**

The School Health and Safety Manager shall:

- Co-ordinate the whole school programme of health and safety by ensuring full consultation and participation of all staff through appropriate meetings and consultation;
- Carry out inspections of the school at least once per term and inform the Headteacher of any problems/deficiencies and ensure that the appropriate action is taken;
- Set up and administer the system for reporting, recording and investigating accidents and take all reasonable steps to prevent reoccurrence. Report as necessary to the LA/appropriate office;
- Disseminate safety information within the school;
- Ensure that new employees are briefed about safety arrangements and are given a copy of the school's Health and Safety Policy (this document) and the opportunity to read it
- Ensure that effective arrangements are in force to facilitate ready evacuation of the buildings in case of fire or other emergency and that fire fighting equipment is available and maintained;
- Arrange for contractors and visitors to be informed of any hazards on site of which they may be unaware and of the emergency procedures;
- Ensure that temporary employees are given sufficient information, training and supervision to enable them to be safe and without risk to health;
- Ensure that a risk assessment is carried out on any activity that has the capacity to cause harm.
- Ensure that health surveillance for staff is provided when appropriate.



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### **Teaching and Non-Teaching Staff Holding Posts of Responsibility**

These staff:

- Have a general responsibility for the application of the LA and school's Health and Safety Policy to their own department or area of work and are directly responsible to the Headteacher for the application of safety measures and procedures within that department/area of work;
- Shall, where necessary, establish and maintain safe working procedures including arrangements for ensuring, as far as is reasonably practicable, safety and absence of risk to health in connection with the use, handling, storage and transport of articles and substances (e.g. chemicals, boiling water, machinery);
- Shall deal with any health and safety problems referred to them by a member of staff and refer to the Health and Safety Manager if they cannot resolve any of these problems;
- Shall carry out a regular safety inspection of the activities for which they are responsible and, where necessary, submit a report to the school Health and Safety Manager and to the Headteacher;
- Shall ensure, as far as is reasonably practicable, the provision of sufficient information, instruction, training and supervision to enable other employees and pupils to avoid hazards and contribute positively to their own health and safety at work;
- Shall, where appropriate, seek advice and guidance of the relevant Adviser or Officer of the LA;
- Shall propose to the Headteacher or school Health and Safety Manager any requirements for safety equipment and welfare facilities;
- Shall draw to the attention of the Headteacher or school Health and Safety Manager any recommendations for health surveillance.

### **All Employees**

The Health and Safety at Work etc. Act 1974 and the Management of Health and Safety at Work Regulations 1999 require every employee whilst at work to take reasonable care for the health and safety of themselves and of any other persons who may be affected by their acts or omissions at work.



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### *All employees are expected:*

- To know the special safety measures and arrangements to be adopted in their own working areas and ensure that they are applied;
- To inform the Head Teacher or school Health and Safety Manager of any training they feel they need to carry out their responsibilities;
- To use and not wilfully misuse, neglect or interfere with the things provided for his/her own safety and/or the safety of others;
- to co-operate with other employees in promoting improved safety measures in their school;
- To co-operate with the appointed health and safety representatives and the enforcement officer of the Health and Safety Executive or Public Health Authority.

### *The Class Teacher*

The safety of pupils in classrooms, laboratories and workshops is the responsibility of the class teacher. Teachers have traditionally carried responsibility for the safety of pupils when they are in charge of a class. ***The class teacher's responsibility cannot be delegated to a student teacher or teaching assistant.***

If, for any reason, a teacher considers that he/she cannot accept this responsibility he/she should discuss the matter with the Headteacher before allowing practical work to take place.

Class teachers are expected:

- To exercise effective supervision of pupils and to know the emergency procedures in respect of fire, bomb scare and first aid and to carry them out;
- To know the special health and safety measures to be adopted in their own teaching areas and to ensure that they are applied;
- To give clear instructions and warnings as often as necessary;





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- To follow safe working procedures personally;
- To enforce the use of protective clothing, goods, special/safe working procedures;
- To make recommendations to their Head of Department, e.g. on safety equipment and on additions or improvements to equipment or machinery;
- To regularly check all equipment, protective clothing, furniture and their environment (heating, lighting etc.) and to report any defects to the school's Health and Safety Manager verbally or via the school email system.

### **The Pupils**

The pupils are expected:

- To exercise personal responsibility for the safety of self and other pupils;
- To observe standards of dress consistent with safety and/or hygiene (this includes the school rules relating to jewellery);
- To observe all safety rules of the school and, in particular, the instructions of teaching staff given in an emergency;
- To use, and not wilfully misuse, neglect or interfere with things provided for his/her safety and/or the safety of others.

### **Visitors**

Regular visitors and other users of the premises should observe the safety rules of the school. In particular, adult volunteers helping out in school should be made aware of health and safety arrangements applicable to them by the teacher to whom they are assigned.

### **First Aid Arrangements**





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The Health and Safety (First-Aid) Regulations require employers to provide adequate and appropriate equipment, facilities and personnel to ensure their employees receive immediate attention if they are injured or taken ill at work. These regulations apply to all workplaces including those with less than five employees and the self-employed.

The Regulations do not place a legal duty on employers to make first-aid provision for non-employees such as the public or children in schools. However, HSE strongly recommends that non employees (students) are included in an assessment of first-aid needs and provision is made for them

What is “adequate and appropriate” will depend on the circumstances in the workplace. This includes whether trained First-Aiders are needed, what should be included in a first-aid box and if a first-aid room is required.

Employers should carry out an assessment of first-aid needs to determine what to provide.

The Local Authority takes a leading role in assessing these needs and recognises schools as a low risk environment and as such recommends a ratio of at least one first-Aider per 50 to 100 students and staff

***Unless in an extreme emergency, staff should not apply first aid but must call for a trained first aider***

**NB** A trained first aider should hold a HSE approved certificate.

### **TRAINED FIRST AIDERS**

<b>NAME</b>	<b>CERTIFICATE EXPIRES</b>
Alison Ashton	May 2020
Leanne Booth	November 2021
Samantha Coble	October 2019
Pauline Coughlan	October 2019
Susan Craggs	July 2020
Michael Critchley	September 2021
Julie Edwards	June 2019
David Hawkshaw	September 2021
Sarah Hill	February 2020
Stephen Mitchell	February 2020
Ian Nadarsynski	June 2021
Catherine Patten	March 2020
Catherine Plummer	November 2021
Karen Rimmer	March 2020



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Tim Short	June 2020
Kerry Summers White	June 2021
Rita White	September 2021
Sheila Yates	November 2020

### **Functions of First Aiders**

1. To ensure first aid boxes are stocked and regularly checked and refilled.
2. Ensure records are kept of all first aid treatment via form F2509 or its equivalent.
3. To administer treatment in accordance with the first aid training they have received.

### **Contents of a First Aid Kit**

#### **Item**

#### **First Aid Box**

Guidance card	1
Individually wrapped sterile adhesive dressings (assorted sizes)	20
Sterile eye pads with attachment	2
Individually wrapped triangular bandages	6
Safety pins	6
Medium sized individually wrapped sterile unmedicated wound dressings	6
Large sized individually wrapped sterile unmedicated wound dressings	2
Extra large sized individually wrapped sterile unmedicated wound dressings	3
Individually wrapped moist cleaning wipes	10
Eye wash	2



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***NB First aid boxes and kits should contain only the items that a first aider has been trained to use. THEY SHOULD NOT CONTAIN MEDICATION OF ANY KIND.***

### **Accident Reporting Procedures**

The *Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) 1985* require employers to report fatalities, major accidents, dangerous occurrences and certain diseases.

Thus, schools have a duty to report:

- Any accident to any person occurring on the school premises;
- Any accident to a member of staff at any location whilst on school business;
- Any accident to a pupil during school time;
- Any incident of verbal/physical assault.

### **Procedures for Pupils**

- An accident/incident Report Form is available from pupil services which is to be completed and then returned to the Health and Safety Manager
- Fatalities, major injuries and dangerous occurrences (see below) to be notified **immediately to Health and Safety Executive** - [www.hse.gov.uk](http://www.hse.gov.uk)

HSE acknowledge the notification with official document which is filed with student services

### **TYPES OF REPORTABLE INJURIES**

#### **The death of any person**

All deaths to workers and non-workers, with the exception of suicides, must be reported if they arise from a work-related accident, including an act of physical violence to a worker.



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### Specified injuries to workers

The list of 'specified injuries' in RIDDOR 2013 replaces the previous list of 'major injuries' in RIDDOR 1995. Specified injuries are (regulation 4):

- Fractures, other than to fingers, thumbs and toes
- Amputations
- Any injury likely to lead to permanent loss of sight or reduction in sight
  
- Any crush injury to the head or torso causing damage to the brain or internal organs
- serious burns (including scalding) which:
  - ◆ covers more than 10% of the body
  - ◆ causes significant damage to the eyes, respiratory system or other vital organs
- Any scalping requiring hospital treatment
- Any loss of consciousness caused by head injury or asphyxia
  
- Any other injury arising from working in an enclosed space which:
  - ◆ leads to hypothermia or heat-induced illness
  - ◆ Requires resuscitation or admittance to hospital for more than 24 hours

### **Over-seven-day incapacitation of a worker**

Accidents must be reported where they result in an employee or self-employed person being away from work, or unable to perform their normal work duties, for more than seven consecutive days as the result of their injury. This seven day period does not include the day of the accident, but does include weekends and rest days. The report must be made within 15 days of the accident.

### **Over-three-day incapacitation**

Accidents must be recorded, but not reported where they result in a worker being incapacitated for more than three consecutive days. If you are an employer, who must keep an accident book under the Social Security (Claims and Payments) Regulations 1979, that record will be enough.



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### **Non-fatal accidents to non-workers (e.g. members of the public)**

Accidents to members of the public or others who are not at work must be reported if they result in an injury and the person is taken directly from the scene of the accident to hospital for treatment to that injury. Examinations and diagnostic tests do not constitute 'treatment' in such circumstances.

### **Fire Precautions**

#### **Fire Drills**

A schedule for fire drill recording is established and is based on the findings of the schools Fire Risk Assessment

The school fire drill is organised by the Health and Safety Manager (A.Kilduff) and is performed once per school year, records of which are kept by the stated person.

The Health and Safety Manager has devised a network reporting/evacuation procedure to account for all persons on the premises at the time of a fire drill or in the event of a real fire. Instructions for safe evacuation of buildings are situated at every fire alarm point in the school and in all classrooms. Pupils and staff are expected to adhere strictly to these instructions in the interests of their safety. New staff and ITT students will be expected to complete a fire evacuation induction and will sign a form as evidence of this induction

#### **Fire Action**

##### **IF YOU DISCOVER A FIRE**

- a) Sound the alarm
- b) Leave the building by the nearest available exit
- c) Use appliances provided to help aid escape if required
- d) Notify the person in charge of the location of the fire
- e) Dial 999 to call the fire brigade

##### **IF YOU HEAR THE FIRE ALARM**

- f) Leave the building by the nearest available exit keeping on the left hand side and in single file
- g) Do not run or overtake
- h) Leave bags behind and close all doors behind you
- i) Keep quiet and listen out for instructions
- j) Report to the person in charge at the assembly point on the :

- **THE REAR YARD.**



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- **If circumstances dictate that an alternative assembly point is required, the person/persons in charge will issue instructions directing everyone to the SPORTS FIELD.**

### Means of Escape

The Health and Safety Manager will regularly inspect means of escape to ensure that they are kept free from obstruction. Any escape routes even partially blocked (e.g. by furniture or rubbish) will be **immediately** cleared. Fire safety signs will be checked to ensure that they are in place and clearly visible.

## FIRE ASSEMBLY PROCEDURE/RESPONSIBILITIES

Roll call co-ordinators	Persons to be registered
<u>FORM TUTORS</u>	Students
<u>PASTORAL SUPPORT CO-ORDINATORS</u> Nicola Sumner Alison Ashton	Form Teachers/Tutors ITT students
<u>Sixth Form Mentor</u> Chris cane John Kkounnous	Sixth Form mentors
<u>ADDITIONAL NEEDS CO-ORDINATOR</u> Laura Stridgeon Jay Oliver	Teaching Assistants Careers advisor Academic coaches Learning mentors
<u>OFFICE MANAGER</u> Paula Greenall Sue Church	Office Staff Day time cleaner Visitors Contractors
<u>CATERING MANAGER</u> Sue Craggs Barbara Gannon	Catering staff Dinnertime Supervisors
<u>SENIOR SCIENCE TECHNICIAN</u> Joanne Durkin Paul Bolton	I.T technicians Technology Technician Science Technicians



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<u>DATA MANAGER/MEMBER OF SLT</u>  Peter Cragg Shelly Oliver	ITT Students Supply Teachers
<u>MEMBERS OF SLT</u> Natalie O Hanlon Pete Gadie	Sixth Form Mentors Heads and Assistant Heads of year Deputy Head Teacher Head Teacher Any Non Form teachers SLT Cover supervisors
<u>HEALTH AND SAFETY CO-ORDINATOR</u>  Alan Kilduff	Site Staff

### **MANAGING STUDENTS DURING A FIRE DRILL/EMERGENCY**

On hearing the fire alarm the Office /Student Services staff collect all signing in books and registers including for the Sixth Form and take them to the assembly point on the rear yard adjacent to S4 and the gym

Students will line up in form class order in front of their Form Tutor on their designated bay which are located on the rear yard,

Head or Assistant Head of Year will collect the Class lists from Student service staff and distribute to all Form Tutors

Form Tutors will register their students

These registers will be passed back to the Head or Assistant Head of year by the form Tutor

The Form Tutor will inform the Head of Year at this point if any students are missing

The Head or Assistant head of year will report this to the office staff who will in turn cross reference any absentees against an up to date Fire list

### **MANAGING STAFF DURING A FIRE DRILL/EMERGENCY**

On hearing the fire alarm Dianne Bernard or in her absence Naomi Magill will collect and then distribute staff lists to the Roll call co-ordinators excluding the Form Tutors. Roll call co-ordinators and the staff they are responsible for will line up at the fire assembly point and a roll call will be taken





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These staff lists will be collected by Diane Bernard or Naomi Magill and at this point any missing staff can be reported

Nuala Denner will perform this tasks in their absence

**.If any students or staff are still not accounted for after these checks, then this must be reported to the Head teacher or the Deputy who in turn will inform the fire brigade.**

### **The roll of the Fire Marshalls**

Designated Fire Marshalls will check that toilets and other communal areas within the school are evacuated as per the Fire evacuation Procedure and report to the Health and Safety co-ordinator that all areas are clear.

<b><u>FIRE MARSHAL</u></b>	<b><u>WILL CHECK</u></b>
Chris Cane	Year 10/11 Girls Toilets
Sian Banks	Year 10/11 Girls Toilets
Tim Short/Steve Lawson	Year 10/11 Boys Toilets
Gill/Lesley/Pete Gadie	Atrium
Claire Magill	Library
Ann Broe	Library
Diane Watkinson/ Sue Dunham	Common Room Year 12/13 Toilets
Nigel McCourt/Peter Cragg	Year 7,8,9 Girls Toilets (Main Block)
Natalie O Hanlon/Suzanne Chamberlain	Food Technology
Stephen Mitchell	Year 7,8,9 Toilets Boys
Paul Wrathall	Year 7,8,9 Toilets Boys
Chaplain	Junior Dining Room/Main Hall

Following an activation of the fire alarm, the site manager will investigate the cause and advise the Head Teacher or Deputy accordingly

### **Fire Precaution Checklist**



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The Health and Safety Manager will adhere to the following

Daily	Check exit doors and emergency routes are free from obstruction.
Weekly	(a) Test fire alarm via different alarm call point. (b) Ensure fire door mechanisms function.
Weekly	(a) Ensure fire extinguishers are in correct location and that tamper seals have not been disturbed. (b) Check fire signs are in place.
Annually	(a) Organise fire drill/evacuation  (b) Employ service engineers to service fire extinguishers and fire blankets. (c) Review the schools Fire Risk Assessment

### **Bomb Threats**

In the event of a bomb threat, evacuation of the building will be the same as that for a fire drill. The same alarm system will be sounded. Staff and pupils will assemble on the Sports Field

### **Electrical Safety**

The Electricity at Work Regulations 1989 impose duties on employers, employees and self-employed persons to ensure that:

- Fixed electrical circuits are tested every five years
- Electrical systems are constructed and maintained so as to be safe;
- Electrical equipment is capable of isolation;
- Work is carried out on or near a live conductor only under specified conditions;
- No person is engaged in any work activity involving electricity unless they possess adequate technical knowledge or experience or are under adequate supervision as appropriate.

### **Portable Appliance Testing**



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Portable Appliance Testing must be carried out by a competent person.

This may be a technician who has been trained in the use of adequate test equipment or a suitably qualified electrical contractor. An ongoing programme of testing the school's ICT equipment is in progress and is being undertaken by the ICT team. Any items failing the test must be clearly labelled and taken out of circulation

The Electricity at Work Regulations 1989 require employers to maintain electrical

Equipment used at work so that it stays safe. Nothing is laid down in law how often equipment is checked. The school has opted for an ongoing rolling programme of testing.

Any items failing the test must be clearly labelled and taken out of circulation

Anybody using electrical equipment **must** perform an initial visual inspection as follows:

- Check equipment casing/body for signs of damage, e.g. cracks or holes that may give rise to a breakdown of insulation.
- Check mains supply cable for signs of damage or wear which may compromise insulation.
- Check mains supply plug for damage to pins, cover or cable clamp.
- Check the point of cable entry to the equipment:
- Check on/off switch for signs of damage or incorrect operation.
- All staff are required to gather all their portable electrical appliances in one central location within their departments prior to the summer break in readiness for testing

***The responsibility for ensuring that visual checks are carried out prior to use of electrical equipment rests with the member of staff using the equipment.***

***Any members of staff who wish to bring in to school their own electrical appliances must only do so with permission from the site manager.  
Brand new items in their original boxes only will be accepted.***



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*All electrical faults will be reported to A Kilduff.*

### **CONTROL OF SUBSTANCES HAZARDOUS TO HEALTH REGULATIONS 2002 (COSHH)**

The COSHH Regulations require employers to assess the risks to the health of employees posed by the use of toxic, harmful and irritant and corrosive substances.

If any departments are carrying out tasks or using materials/chemicals that have the potential to cause injury or ill health they are required to carry out risk assessments and supply data sheets as appropriate. These assessments should also be reviewed on a regular basis or when any changes to procedures within your department take place all assessment will be kept by the Health and Safety Manager in a central data base in readiness for inspection

### **COSHH GUIDANCE**

#### **Please read the leaflet COSHH: a brief guide to the regulations**

What you need to know about the Control of Substances Hazardous to Health Regulations 2002 (COSHH), a link is available at [www.hse.gov.uk/pubns/indg136.pdf](http://www.hse.gov.uk/pubns/indg136.pdf)

#### **What is a Hazardous Substance?**

- Substances classified as harmful, irritant, toxic, very toxic and corrosive, such substances will carry the pictograms detailed below.





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- Substances for which the Health and Safety Commission have approved a workplace exposure limit (WEL). Examples would include chlorine, ammonia or wood dusts. These have a legal status and the exposure limits must not be exceeded.
- Biological agents capable of causing ill health effect, i.e. any micro-organism, cell, culture, genetically modified organism that may cause infection, allergy, toxicity or any other human health hazard.
- Substantial quantities of dust.
- Any other substance not classified above that may create a comparable health risk.

The only exceptions are those things which are already being controlled by their own specific legislation, for example asbestos, lead and radioactive substances. In addition, it does not include biological agents that are outside the employer's control e.g. catching an infection from a work colleague.

In schools these hazardous substances will generally be found/generated in school laboratories, school practical workshops and print rooms. Premises managers and cleaners stores are also likely to contain such substances.

### **There are 8 steps you need to go through for hazardous substances**

- Step 1 Assess the risks
- Step 2 Decide what precautions are needed
- Step 3 Prevent or adequately control exposure
- Step 4 Ensure that control measures are used and maintained
- Step 5 Monitor the exposure (where necessary)
- Step 6 Carry out appropriate health surveillance (where necessary)
- Step 7 Prepare plans to deal with accident incidents, and emergencies
- Step 8 Ensure employees are properly informed, trained and supervised

### **RESPONSIBILITIES:**



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**The Headteacher and the Health and Safety Manager** have overall responsibility for compliance with COSHH to prevent ill health and to ensure that assessments have been carried out for substances hazardous to health within the school.

Separate risk assessments are required for legionella control within schools. The findings of these assessments need to be acted upon by Headteachers and information, training and supervision provided as necessary to premises managers/other relevant staff identified in the assessment.

**The Headteacher and the Health and Safety Manager** will ensure that any equipment used to control the risk from hazardous substances is adequately maintained in an efficient condition.

**The Headteacher and the Health Safety Manager** will ensure that “at risk staff” are informed of any risks they may be exposed to and the control measures in place to reduce them.

**Individual Heads of Departments/managers** will need to ensure that assessments are available for substances within their control and that appropriate controls are in place and being followed.

**Heads of department e.g. Science and Design and Technology** are responsible for developing COSHH assessments within their departments and ensuring that any control measures are effectively implemented. Both must consider hazards in relation to cleaning carried out by other staff/contractors and ensure adequate precautions are implemented.

**Heads of Department or managers** will ensure that arrangements are made to ensure that any equipment used to control the risk from hazardous substances is adequately maintained in an efficient condition (see maintenance and control of equipment later).

**Heads of Department/managers** will ensure that “at risk staff” are informed of any risks they may be exposed to and the control measures in place to reduce them.

**Premises Managers** are responsible for keeping COSHH assessments up-to- date, obtaining data sheets for any new hazardous substances and for carrying out an assessment for any substances within their control. Also, that any such information be made available to relevant personnel where they may be affected by risks (e.g. contractors, service engineers and own staff).

**Cleaning contractors/staff** should be made aware of any implications of the Health and Safety Policy as it affects their work activities e.g. storage, use and disposal arrangements for materials, equipment, substances etc.



# CHRIST THE KING CATHOLIC HIGH SCHOOL AND SIXTH FORM CENTRE

## GENERAL STATEMENT OF SAFETY POLICY

**Individual cleaners** are responsible for ensuring that all stores/ walk in cupboards are locked so that students/pupils cannot access any hazardous substances.

**Contract cleaners** should carry out their own risk assessments, but the school should be provided with a copy to ensure that any risks to their own staff and pupils, visitors, contractors etc. are adequately controlled

**All employees** have a responsibility to inform the Headteacher and the Health and Safety Manager of any defects with equipment used to control exposure to hazardous substances, and of any symptoms they may be experiencing using hazardous substances.

**All employees** have a duty to co-operate with monitoring and health surveillance that is required of them.

### **DEPARTMENTAL (COSHH) ASSESSMENT:**

A number of hazardous substances are used within schools, but provided adequate precautions and a full risk assessment is undertaken, then risks can be adequately controlled.

Suppliers must provide Safety Data Sheets for hazardous products, always check whether there is a safer alternative on the market.

### **SCHOOL SCIENCE (COSHH) GUIDANCE**

'Hazards', produced by CLEAPSS, (the Consortium of Local Education Authorities for the Provision of Science Services) <http://www.cleapss.org.uk/secondary>

The above website contains detailed COSHH assessments for substances and experiments required in the science curriculum.





# CHRIST THE KING CATHOLIC HIGH SCHOOL AND SIXTH FORM CENTRE

## GENERAL STATEMENT OF SAFETY POLICY

The science department has access to these assessments and are required to use them as a source of guidance

In situations which are not adequately covered by these documents CLEAPSS will, if requested, provide a specific risk assessment.

### **DESIGN AND TECHNOLOGY (COSHH) GUIDANCE**

Model Risk Assessments for Design and Technology in Secondary Schools have been produced by CLEAPSS, including COSHH assessments. These are available on the CLEAPSS website and are recognised by this Health & Safety Policy

#### **Secondary D&T MRAs - Introduction**

Hardwood and softwood dusts have been assigned a Workplace Exposure Limit of 5mg/m<sup>3</sup> (8 hour time weighted average) which must not be exceeded. Hardwood dust can cause cancer – particularly of the nose.

Wood dust is also an asthma genic so exposure must be reduced as low as is reasonably practicable.

Information on woodwork – steps to control the risks in woodwork and wood dust are available at [www.hse.gov.uk/woodworking/wooddust.htm](http://www.hse.gov.uk/woodworking/wooddust.htm)

### **Elimination and Disposal of Chemicals**

Should you find you can eliminate the use of a substance/chemical, safe disposal must be ensured.

For guidance please refer:

339<http://www.environment-agency.gov.uk/business/topics/waste/32180.aspx>

A hazardous waste collection and disposal service is available.

Augean specialists waste management - 0161 763

## **RISK ASSESSMENT**

**The Management of Health and Safety at Work Regulations 1992 require an employer to:**

- ◆ Assess the risks to employees' health and safety, and to anyone else who may be affected by their work activity (e.g. pupils, members of the public);



# CHRIST THE KING CATHOLIC HIGH SCHOOL AND SIXTH FORM CENTRE

## GENERAL STATEMENT OF SAFETY POLICY

- ◆ Identify from the assessment the necessary preventative and protective measures;
- ◆ Record the significant findings of the assessment;
- ◆ Make arrangements to put into practice any safety measures recommended by the assessment;
- ◆ Record the arrangements.
- ◆ All departments/line Managers are required to carry out a risk assessment on any activity within their control, that may cause injury or ill health to and a copy sent to the Health and Safety Manager.
- ◆ Individual employees who have control over their own workload/tasks are required to carry out a risk assessment on any activity, that may cause injury or ill health to and a copy sent to the Health and Safety Manager.

### **DEPARTMENTAL POLICIES AND RISK ASSESSMENT**

#### **DESIGN & TECHNOLOGY MACHINERY & EQUIPMENT**

**The Head of Design and Technology is responsible for and in partnership with the departmental Technician will ensure:**

- The installation ,maintenance ,servicing, repair and disposal of Design & Technology equipment
- The maintenance and use of specialist equipment in accordance with the manufactures instructions and appropriate Health & Safety guidance
- Keeping a log/record of maintenance and periodic checks as per Health & Safety guidance
- The operation of equipment within all Health & Safety guidelines and codes
- The undertaken of risk assessments
- The maintenance and storage of equipment in accordance with agreed practices
- The monitoring and replacement of filters as required.
- Following the guidance given in the **Provision and Use of Work Equipment Regulations 1998 (as applied to woodworking machinery) Approved Code of Practice and Guidance.**



# CHRIST THE KING CATHOLIC HIGH SCHOOL AND SIXTH FORM CENTRE

## GENERAL STATEMENT OF SAFETY POLICY

<http://www.hse.gov.uk/pubns/books/l114.htm>

**Control of Substances Hazardous to Health Regulations 2002**

[www.hse.gov.uk/pubns/indg136.pdf](http://www.hse.gov.uk/pubns/indg136.pdf)

**Provision and Use of work Equipment regulations 1998**

<http://www.hse.gov.uk/work-equipment-machinery/puwer.htm>

### **SCIENCE DEPARTMENT**

Whilst the school recognises that the majority of activities and the use of associated equipment within the Science Department will be covered by the Schools Health & Safety policy and under the guidance available within CLEAPSS, there is an additional requirement for a bespoke Departmental Health and Safety Policy. [Y:\SCIENCE\2014-15](#)

This policy will cover specialised materials and activities such as

- The procedures for the security, monitoring and storage of the radioactive source.
- The movement of materials/equipment from one building to another

**The Head of Science is responsible for and in partnership with departmental Technicians will ensure:**

- All COSHH 2002 regulations are adhered too
- The installation ,maintenance ,servicing, repair and disposal of science equipment
- The maintenance and use of specialist equipment in accordance with the manufactures instructions and appropriate Health & Safety guidance
- Keeping a log/record of maintenance and periodic checks as per Health & Safety guidance
- The operation of equipment within all Health & Safety guidelines and codes
- The undertaken of risk assessments
- The maintenance and storage of equipment in accordance with agreed practices
- The monitoring and replacement of filters as required.

### **P.E DEPARTMENT**

[P.E HEALTH AND SAFETY POLICY 2015.docx](#)



# CHRIST THE KING CATHOLIC HIGH SCHOOL AND SIXTH FORM CENTRE

## GENERAL STATEMENT OF SAFETY POLICY

### WHOLE SCHOOL RISK ASSESSMENT

Will be carried out on the following;

- Site access and security
- Fire Risk
- Fire alarm failure/breakdown (See Fire Risk Assessment)
- First Aid provision
- Asbestos
- Legionella
- Working at height
- Manual handling
- Lettings

### THE SCHOOL MINI- BUS

#### INSURANCE

It is an offence to use, cause or permit a vehicle to be used on a road without insurance.

No individual is allowed to drive the minibus unless the insurance policy in force expressly permits the driving of the vehicle by that person or category of persons.



# CHRIST THE KING CATHOLIC HIGH SCHOOL AND SIXTH FORM CENTRE

## GENERAL STATEMENT OF SAFETY POLICY

No person is permitted to drive the mini bus without prior confirmation from the schools health and safety manager.

Confirmation will be granted on production of their licence and an up to date copy (no older than 21 days) of their online driving record

### **HEALTH AND FITNESS TO DRIVE**

**All driver must be sufficiently fit and healthy to drive and not put themselves and others at risk and MUST**

- Declare if they are suffering from any medical condition that would prevent them from driving legally on a public highway or if they have any reason to believe they have any other condition that might adversely affect their ability to drive safely
- Satisfy the eyesight and other Health requirements of the Highway code6 and the DVLA
- Not drive while taking medicine that might impair their judgement, if they are in any doubt they should see their G.P
- Be aware of how dangerous tiredness can be and know what to do if they feel sleepy
- Report any health concerns to the Schools Health and Safety Manager
- Receive induction from the Health and Safety Manager before they are permitted to take to the road with pupils as passengers

### **Drivers**

- All drivers must be school employees have a valid and penalty point's free (D1) driving licence with no endorsements



# CHRIST THE KING CATHOLIC HIGH SCHOOL AND SIXTH FORM CENTRE

## GENERAL STATEMENT OF SAFETY POLICY

- Drivers must never have been refused insurance cover in respect of their own or any other vehicle. If so, the written agreement of the minibus insurer must be sought and received before such a person is allowed to drive.
- No person who has been subject to the suspension of their driving licence (banning for whatever cause) shall be permitted to drive the vehicle unless a minimum period of ten years has elapsed.
- It is the responsibility of the driver of the vehicle, as well as that of the owner, to ensure that the vehicle is not taken out in a un- roadworthy condition.
- Driver must complete the safety checklist in the driving log book and report any faults to the schools Health and Safety manager
- Drivers should not use the minibus whilst under the influence of any alcohol. Staff are reminded of the law relating to blood alcohol levels and to the length of time alcohol can remain the bloodstream.
- Drivers should not exceed the seating capacity of the vehicle as defined by the manufacturer.
- Drivers must ensure that they and **all** passengers wear seatbelts.
- Drivers must not use mobile phones while in control of the vehicle.
- All drivers must have acquired previous experience in handling a vehicle larger than a normal car. Prospective drivers must undertake a familiarisation/induction test. No induction may be undertaken while pupils are being transported (see the Health and Safety Manager).

### **THE VEHICLE**

- The school minibus will be serviced and maintained regularly, as specified by the manufacturer, by fully qualified motor engineers
- The school minibus will be checked half-termly by the Health and Safety Manager to ensure all vital equipment is present and is functioning properly.



# CHRIST THE KING CATHOLIC HIGH SCHOOL AND SIXTH FORM CENTRE

## GENERAL STATEMENT OF SAFETY POLICY

- The interior of the minibus will prominently display a notice detailing the following information:
  - ◆ maximum seating capacity - driver plus number of passengers
  - ◆ registered keeper
  - ◆ insurer
  - ◆ insurance policy number
  - ◆ insurance policy expiry date
  - ◆ vehicle recovery company, policy number and company telephone number
  - ◆ recommended tyre pressures - front empty and full in psi units and rear empty and full in psi units
  - ◆ the vehicle must not exceed 60 miles per hour
- The vehicle emergency exit will be clearly marked and the direction of movement of all door exit-opening handles will be clearly marked.
- Pupils who are wheelchair users may only be transported in vehicles equipped with adjustable clamps or similar purpose-designed fittings for wheelchairs.
- The vehicle will have a full MOT certificate.
- Any vehicle without approved seatbelts for all seats should not be used.

### **HEALTH AND FITNESS TO DRIVE**

**All drivers must be sufficiently fit and healthy to drive and not put themselves and others at risk and must:**

- Declare if they are suffering from any medical condition that would prevent them from driving legally on a public highway or if they have any reason to believe





# CHRIST THE KING CATHOLIC HIGH SCHOOL AND SIXTH FORM CENTRE

## GENERAL STATEMENT OF SAFETY POLICY

they have any other condition that might adversely affect their ability to drive safely

- Satisfy the eyesight and other Health requirements of the Highway code6 and the DVLA
- Not drive while taking medicine that might impair their judgement, if they are in any doubt they should see their G.P
- Be aware of how dangerous tiredness can be and know what to do if they feel sleepy
- Report any health concerns

### **PERMITTED DRIVING HOURS**

- An individual must take a **30 minute break every 2 hours** or sooner if tired
- An individual driver must not drive more than **4 hours in one day**.
- A maximum total of **12 hours journey time in one day** (three drivers)

### **PLANNING YOUR JOURNEY**

- Plan your route prior to the day of journey by using this link:  
<http://www.rac.co.uk/route-planner/>
- Check the weather forecast before departure

### **DRIVING YOUR OWN VEHICLE AT WORK**

Driving is considered to be the most dangerous work activity that most people do.



# CHRIST THE KING CATHOLIC HIGH SCHOOL AND SIXTH FORM CENTRE

## GENERAL STATEMENT OF SAFETY POLICY

Figures released from the Royal Society for the Prevention of Accidents (ROSPA) state that about 100 people are killed and seriously injured every week in crashes involving someone who was riding, driving or otherwise using the road for work.

The health and Safety Executive in partnership with the Department for Transport and the Royal Society for the Prevention of Accidents have published guidance on “Driving at Work”- Managing Work related road safety.

This Guidance clearly states their view that the requirements of Section “ of the Health and Safety at Work Act 1974 and Regulation 3 of the Management of Health and safety Regulations 1999 apply to all work related activities, including work related driving.

**Health and safety law does not apply to people commuting (i.e. travelling between their home and their usual place of work), unless they are travelling from their home to somewhere which is not their usual place of work.**

This policy applies to any employees who drive, or ride their own motorcycle or bicycle at work, it also applies to those using their own vehicle for a work-related journey.

It is the policy of Christ The king High School that all vehicles, including those that are privately owned and being used by employees while driving at work are operated in a safe and legal manner.

It is the policy of Christ The King High School that any vehicles being operated by employees for driving at work are maintained according to the manufacturer’s recommendations.

This policy will be subject to an annual review and also from time to time in order to comply with any changes in the law and good practice

This Guidance does not diminish in any way employees responsibilities to comply with legislation when driving on the public Highway.

### **REQUIRED DOCUMENTATION**

**Prior to any employees using their own vehicle at work they must:**

- Complete a car mileage ,checking and declaration document
- Produce their licence and an up to date copy (no older than 21 days) of their online driving record



# CHRIST THE KING CATHOLIC HIGH SCHOOL AND SIXTH FORM CENTRE

## GENERAL STATEMENT OF SAFETY POLICY

- insurance documents which must include business insurance
- Produce a valid M.O.T certificate for any vehicle that requires one

### **ALL DRIVERS MUST**

- Be aware that the law states that it is the responsibility of the Driver to ensure that any vehicle driven on the public highway is safe and fit for use.
- Know how to carry out routine safety checks, such as those on lights, tyres and wheel fixings, and report any faults?
- Know how to correctly adjust safety equipment, e.g. seat belts and head restraints?
- Know how to use anti-lock braking systems (ABS) properly?
- Know what to do to ensure they are safe if their vehicle breaks down, e.g. use safety warning triangles and high-visibility jackets?
- Not drive under the influence of drink or drugs?
- Not use a hand-held mobile phone while driving and that even using a hands-free phone can seriously affect concentration?
- Be aware of the height of their vehicle.
- Make sure crash helmets and protective clothing for motorcycle and bicycle riders are of the appropriate standard?

### **CONTRACTORS**

Prior to any contractors working in the school they must provide the following:



# CHRIST THE KING CATHOLIC HIGH SCHOOL AND SIXTH FORM CENTRE

## GENERAL STATEMENT OF SAFETY POLICY

- A copy of their current Employers Liability Insurance certificate as per the Employers Liability (compulsory insurance) Act 1969. This must include public liability cover for a minimum of Five Million pounds
- A C.I.S certificate as per H.M.R.C requirements for Tax purposes
- A Risk assessments and Method statement for the tasks they are undertaking
- An enhanced check from the Disclosure and Barring Service for all employees including Sub- contractors

The premises Manager will ensure that all contractors and maintenance staff are informed of any asbestos in their work area and are given access to the schools asbestos hazard register and will also be made aware of the limitations of this register, it was a non-intrusive survey visual inspection only

The school operates a permit to work system for certain tasks i.e. welding, soldering pipe work. No work is to proceed until the risk has been assessed and a permit to work has been issued by the site manager