



HEALTH AND SAFETY POLICY

Person responsible:	Business Manager
Date approved by governing body:	December 2022
Review cycle:	Every 2 years
Date of policy review:	December 2024

HEALTH AND SAFETY POLICY STATEMENT

Health and Safety at Work etc Act 1974

Our statement of general policy is:

- To provide adequate control of the health and safety risks arising from our work activities
- To ensure all employees are competent to do their tasks and to give them adequate training
- To consult with our employees on matters affecting their health and safety
- To provide and maintain safe plant and equipment
- To ensure safe handling and use of substances
- To prevent accidents and cases of work-related ill health
- To maintain safe and healthy working conditions
- To provide information, instruction, and supervision for employees
- To review and revise this policy as necessary at regular intervals

HEALTH AND SAFETY POLICY

1. GENERAL

1.1 The governing body notes the provisions of the Health and Safety at Work, etc Act 1974 (S.2(1)), which states that it is the duty of every employer to ensure, so far as is reasonably practicable, the health, safety and welfare of employees, and (s.3(1)), which states that it is the duty of every employer to conduct his or her business in such a way as to ensure, so far as is reasonably practicable, that persons who are not in his or her employment but who may be affected by it are not exposed to risks to their health and safety, and accepts that it has a responsibility to take all reasonably practicable steps to secure the health and safety of students, staff and others using St Rose's premises or participating in St Rose's sponsored activities. It believes that the prevention of accidents, injury or loss is essential to the efficient operation of St Rose's and is part of the good education of its students.

1.2 The aim of the governing body is "To provide a safe and healthy working and learning environment for staff, students and visitors".

1.3 The arrangements outlined in this statement and the various other safety provisions made by the governing body cannot prevent accidents or ensure safe and healthy working conditions. The governing body believes that only the adoption of safe methods of work and good practice by every individual can ensure everyone's personal health and safety. The governing body will take all reasonable steps to identify and reduce hazards to a minimum, but all staff and students must appreciate that their own safety and that of others also depends on their individual conduct and vigilance on the school premises or while taking part in St Rose's sponsored activities.

2. THE DUTIES OF THE GOVERNING BODY

2.1 In the discharge of its duty the governing body, in consultation with the Principal, will

- (a) Make itself familiar with the requirements of the **Health and Safety at Work, etc Act 1974** and any other health and safety legislation and codes of practices which are relevant to the work of the school, in particular the **Management of Health and Safety at Work Regulations 1999** (SI 1999 No. 3242)
- (b) Ensure that there is an effective and enforceable policy for the provision of health and safety throughout St Rose's
- (c) Periodically assess the effectiveness of this policy and ensure that any necessary changes are made
- (d) Identify and evaluate all risks relating to:
 - (i) accidents
 - (ii) health
 - (iii) St Rose's-sponsored activities (including work experience)

- (e) Identify and evaluate risk control measures to select the most appropriate means of minimising risk to staff, students and others
- (f) Create and monitor the management structure

2.2 So far as is reasonably practicable the governing body, through the Principal, will make arrangements for all staff, including temporary and voluntary staff and helpers and those on fixed-term contracts to receive comprehensive information on:

- (a) this policy
- (b) all other relevant health and safety matters
- (c) the instruction and training that will be given to all employees so that they may carry out their duties in a safe manner without placing themselves or others at risk

3.0 THE DUTIES OF THE PRINCIPAL

3.1 As well as the general duties which all members of staff have (see 5.0), the Principal has responsibility for the day-to-day maintenance and development of safe working practices and conditions for all staff, students, visitors and any other person using the premises or engaged in activities sponsored by the school and will take all reasonably practicable steps to achieve this end through the heads of the appropriate departments, senior members of staff, all other staff and others as appropriate.

3.2 The Principal is required to take all necessary and appropriate action to ensure that the requirements of all relevant legislation, codes of practice and guidelines are always met in full.

3.3 In particular, the Principal will:

- (a) be aware of the basic requirements of the **Health and Safety at Work, etc Act 1974** and any other health and safety legislation relevant to the work of St Rose's
- (b) Always ensure, the health, safety and welfare of staff, students and others using St Rose's premises or facilities or services or attending or taking part in St Rose's-sponsored activities
- (c) ensure safe working conditions for the health, safety and welfare of staff, students and others using St Rose's premises and facilities
- (d) ensure safe working practices and procedures throughout St Rose's including those relating to the provision and use of machinery and other apparatus, so that each task is carried out to the required standards and so that all risks are controlled
- (e) consult with members of staff on health and safety issues
- (f) arrange systems of risk assessment to allow the prompt identification of potential hazards
- (g) carry out periodic reviews and safety audits on the findings of the risk assessments
- (h) identify the training needs of staff and students and ensure, within the financial resources available, that all members of staff and students who have identified training needs receive adequate and appropriate training and instruction in health and safety matters
- (i) encourage staff, students, and others to promote health and safety
- (j) ensure that any defects in the premises, plant, equipment, or facilities which relate to or may affect the health and safety of staff, students and others are made safe without delay.

- (k) encourage all staff to suggest ways and means of reducing risks
- (l) collate accident and incident information and, when necessary, carry out accident and incident investigations
- (m) monitor the standard of health and safety throughout St Rose's, including all school-based activities, encourage staff, students, and others to achieve the highest possible standards and discipline those who consistently fail to consider their own well-being or the health and safety of others
- (n) monitor first aid and welfare provision
- (o) monitor the management structure along with the governors

4 DUTIES OF SUPERVISORY STAFF

- 4.1 All supervisory staff (for example: heads of departments, seniors, coordinators, technicians) will make themselves familiar with the requirements of the Health and Safety at Work, etc Act 1974 and any other health and safety legislation and codes of practice which are relevant to the work of their area of responsibility
- 4.2 In addition to the general duties which all members of staff have they will be directly responsible to the Principal or the member of staff nominated by the Principal to have overall day to day responsibility for the implementation and operation of St Rose's health and safety policy within their relevant departments and areas of responsibility
- 4.3 They will take a direct interest in St Rose's health and safety policy and in helping other members of staff, students, and others to comply with its requirements
- 4.4 As part of their day-to-day responsibilities, they will ensure that:
 - (a) safe methods of working exist and are implemented throughout their department
 - (b) health and safety regulations, rules, procedures, and codes of practice are being applied
 - (c) staff, students, and others under their jurisdiction are instructed in safe working practices
 - (d) new staff working within their department are given instruction in safe working practices
 - (e) regular safety inspections are made of their area of responsibility as required by the Principal or as necessary
 - (f) positive corrective action is taken where necessary to ensure the health and safety of all staff, students, and others
 - (g) all plant, machinery, and equipment in the department in which they work is adequately guarded
 - (h) all plant, machinery, and equipment in the department in which they work is in good and safe working order
 - (i) all reasonably practicable steps are taken to prevent the unauthorised or improper use of all plant, machinery, and equipment in the department in which they work
 - (j) appropriate protective clothing and equipment, first aid and fire appliances are provided and readily available in the department in which they work
 - (k) toxic, hazardous, and highly flammable substances in the department in which they work are correctly used, stored, and labelled
 - (l) they monitor the standard of health and safety throughout the department in which they work, encourage staff, students, and others to achieve highest possible

- standards of health and safety and discipline those who consistently fail to consider their own well-being or the health and safety of others
- (m) all the signs used meet the statutory requirements
 - (n) all health and safety information is communicated to the relevant persons
 - (o) they report, as appropriate, any health and safety concerns to the appropriate individual

5 DUTIES OF ALL MEMBERS OF STAFF

- 5.1 All staff will make themselves familiar with the requirements of the Health and Safety at Work, etc Act 1974 and any other health and safety legislation and codes of practice which are relevant to the work of the department in which they work. They should:
- (a) take reasonable care of their own health and safety and any other persons who may be affected by their acts or omissions at work
 - (b) as regards any duty or requirements imposed on his or her employer or any other persons by or under any of the relevant statutory provisions, cooperate with him or her so far as necessary to enable that duty or requirement to be performed or complied with
- 5.2 All staff are expected to familiarise themselves with the health and safety aspects of their work and to avoid conduct which would put them or anyone else at risk
- 5.3 All members of staff will:
- (a) be familiar with the health and safety policy and all safety regulations as laid down by the governing body
 - (b) ensure health and safety regulations, rules, routines, and procedures are being applied effectively by both staff and students
 - (c) see that all plant, machinery, and equipment is adequately guarded
 - (d) see that all plant, machinery, and equipment is in good and safe working order
 - (e) not make unauthorised or improper use of plant, machinery, and equipment
 - (f) use the correct equipment and tools for the job and any protective equipment or safety devices which may be supplied
 - (g) ensure that toxic, hazardous and highly flammable substances are correctly used, stored, and labelled
 - (h) report any defects in the premises, plant, equipment, and facilities which they observe
 - (i) take an active interest in promoting health and safety and suggest ways of reducing risks

6. HIRERS, CONTRACTORS, AND OTHERS

- 6.1 When the premises are used for purposes not under the direction of the Principal then the principal person in charge of the activities for which the premises are in use will have responsibility for safe practices and indicated in paragraph 3 of this document
- 6.2 The Principal or the coordinator will seek to ensure that hirers, contractors and others who use St Rose's premises conduct themselves and carry out their operations in such a manner that all statutory and advisory safety requirements are always met
- 6.3 When St Rose's premises or facilities are being used out of normal working hours for a St Rose's sponsored activity, then for the purposes of this policy, the organiser of that activity, even if a staff member, they will be treated as a hirer and will comply with the requirements of this section.
- 6.4 When the premises are hired to persons outside the employment of the governing body, it will be a condition for all hirers, contractors and others using St Rose's premises or

facilities that they are familiar with this policy, that they comply with all safety directives of the governing body and that they will not without the prior consent of the governing body:

- (a) introduce equipment for use of St Rose's premises
 - (b) alter fixed installations
 - (c) remove fire and safety notices or equipment
 - (d) take any action that may create hazards for persons using the premises or the staff or students
- 6.5 All contractors who work on St Rose's premises are required to ensure safe working practices by their own employees under the provisions of the Health and Safety at Work, etc Act 1974 and must pay due regard to the safety of all persons using the premises in accordance with ss 3-4 of the Health and Safety at Work, etc Act 1974
- 6.6 In instances where the contractor creates hazardous conditions and refuses to eliminate them or to take action to make them safe the Principal will take such actions as are necessary to prevent persons in his or her care from risk of injury
- 6.7 The governing body draws the attention of all users of St Rose's premises (including hirers and contractors) to s.8 of the Health and Safety at Work, etc Act 1974, which states that no person shall intentionally or recklessly interfere with or misuse anything which is provided in the interests of health, safety, or welfare in pursuance of any of the relevant statutory provisions

REVIEW

- 7.1 The governing body will review this policy statement bi-annually and update, modify or amend it more frequently if it considers it necessary to ensure the health, safety and welfare of staff and students

This Policy Statement is considered part of the Terms and Conditions of Employment for all staff at St. Rose's

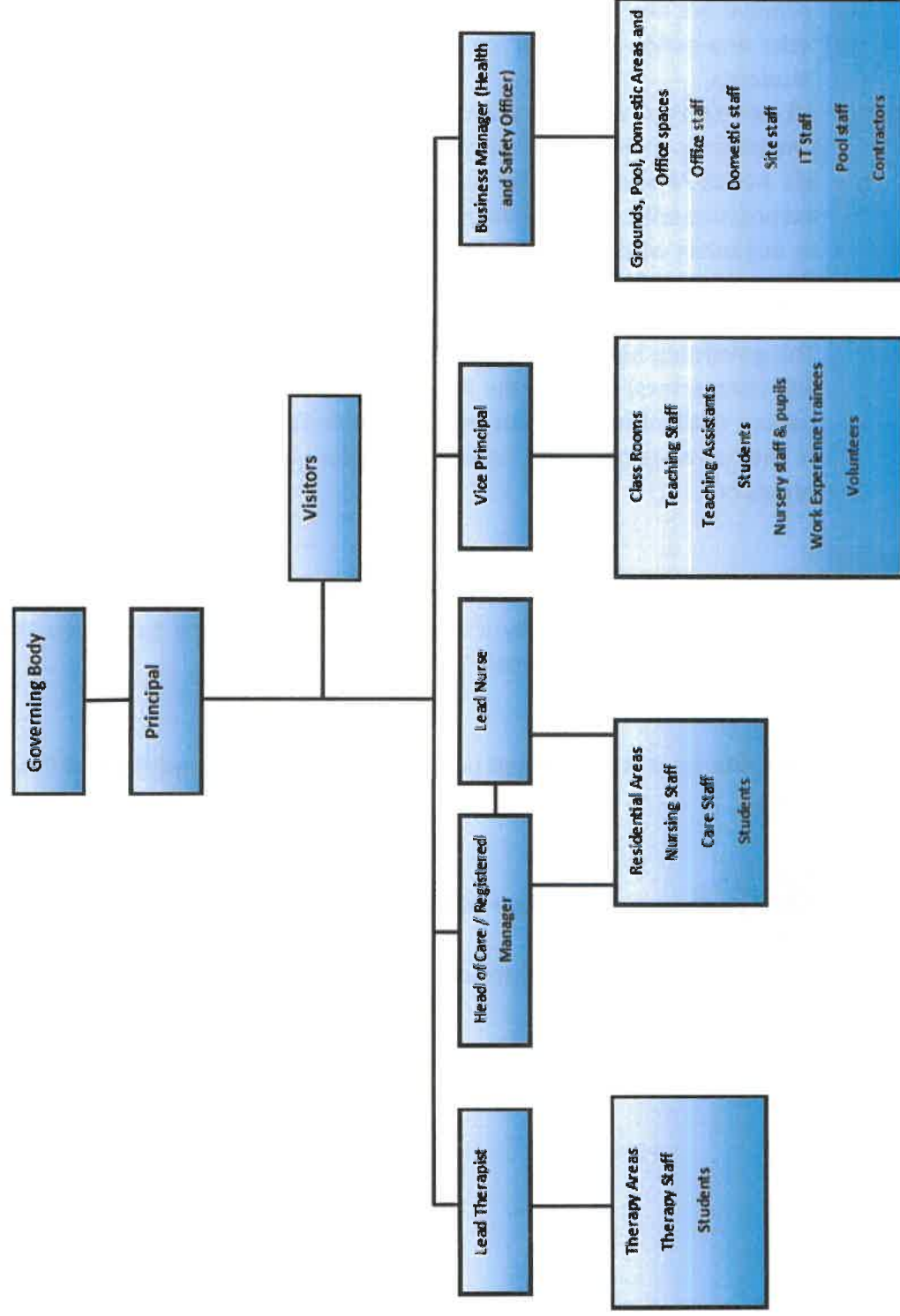
..........Chair of Governors

Date:7.12.2022.....

..........Principal

Date:7.12.2022.....

HEALTH & SAFETY POLICY - ALLOCATION OF RESPONSIBILITIES



HEALTH AND SAFETY POLICY

FIRE PRECAUTIONS AND PREVENTION

General

The smooth running of any safety policy is dependent upon all those responsible knowing their part in that policy and fulfilling it.

It is the responsibility of every member of staff to familiarise themselves with the 'Fire Evacuation Plan' and to adopt an active role during 'Fire Drill'.

It is essential that all members of staff are familiar with the location of the break glass manual call buttons and fire extinguishers.

In the event of a fire the first duty of staff is to raise the alarm.

The main responsibility of all staff is to guide students and visitors to safety.

Fire doors must never under any circumstances be blocked, obstructed, or wedged open.

No member of staff may:

- cover radiators or heaters
- leave electrical appliances switched on when not in use (except for electric wheelchair charging units)
- use electrical appliances brought in from home without being checked by the maintenance department

It is the responsibility of all staff to ensure that any potential fire hazard is reported to the Principal.

Avoid the risk of accidental ignition by ensuring that all areas are kept clean, tidy and litter free.

The driveway must always be kept clear of all vehicles, to ensure that the Emergency Services can quickly reach all parts of St Rose's.

All staff must be prepared to participate in any In-service Training relating to Fire Prevention.

Evacuation procedures are posted in all areas giving clear and precise instructions.

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PROVISION OF FIRST AID

First Aid boxes are provided at suitable points in and around the School, Quentin House and St Martin's as follows:

Living Skills Room	Workshop
Early Years Nursery	Jean-Paul House Kitchen
Cupboard outside Principal's office	St Martin's kitchen
Quentin House Old Build activity lounge	
Quentin House New Build dining area	

All vehicles carry a First Aid box.

All First Aid boxes to contain only First Aid requisites.

All staff receive first aider training which is renewed every 3 years.

The Nurse on duty can be reached via any internal telephone on extension 215 for advice or emergency assistance or on the mobile 0771 6362953.

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ACCIDENT REPORTING

1. ACCIDENTS INVOLVING STUDENTS

As soon as possible after the incident, every case of injury or accident must be reported in full and accurately on CPOMS.

Statements should be obtained from witnesses wherever possible.

The Nurse on duty should be notified of all head accidents and further details recorded on CPOMS.

Further details should be recorded in the form of a **report and given to the Principal where the accident is of a serious nature.**

2. ACCIDENTS INVOLVING STAFF AND VISITORS ON SITE

All accidents must be reported on the accident forms and returned to the main office for processing.

Advice may be sought from the First Aider or Nurse; any additional information will be recorded onto the accident form.

The Principal must be notified prior to any member of staff leaving the premises due to an accident or sickness.

It is the responsibility of all staff to report all accidents and to ensure they pass on any information giving rise to the accident.

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RISK ASSESSMENT

Risk assessments to be carried out for all high-risk category activities and reviewed on an annual basis according to the 'Allocation of Responsibilities' identified in appendix 1

In the case of off-site visits, forms for completion are available from the Main School Office

Contractors should provide a copy of their insurance details together with an appropriate risk assessment before commencing work. Any permits or licences should be in place prior to contracted work being carried out

Individual student risk assessments should be reviewed annually and where there are new entrants an appropriate risk assessment should be carried out within two weeks of admission

The organiser for St Rose's events must undertake an appropriate risk assessment and ensure compliance with all relevant regulations to ensure the safety of staff, students, and the public

St Rose's insurers to be consulted in respect of any event which may give rise to an increased Health and Safety risk