

Sheffield  
Catholic  
Schools  
Partnership



## Health and Safety Policy

Notre Dame High School

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Chair of Governing Body:	Mr Martin Colclough
Headteacher:	Mr Stephen Davies
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**Chair of Governors' Approval:**

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## **1. Statement of Intent**

The governing body notes the provisions of the Health and Safety at Work Act 1974, which states that it is the duty of every employer to ensure, so far as is reasonably practicable, that persons in his or her employment as well as those not in his or her employment but who may be affected by it, are not exposed to risks to their health and safety. The governing body accepts that it has a responsibility to take all reasonable practicable steps to secure the health and safety of pupils, staff and others using the school premises or participating in school-sponsored activities. It believes that the prevention of accidents, injury or loss is essential to the efficient operation of the school and is part of the good education of its pupils.

The aim of the governing body is to provide a safe and healthy working and learning environment for staff, pupils and visitors.

The governing body believes that only the adoption of safe methods of work and good practice by every individual can ensure everyone's health and safety. The governing body will take all reasonable steps to identify and reduce hazards to a minimum but all staff and pupils must appreciate that their own safety and that of others also depends on their individual conduct and vigilance.

## **2. The Organisation**

### **2.1 Duties of the Governing Body**

2.1.1 In the discharge of its duty the governing body, in consultation with the headteacher, will:

- a Make itself familiar with the requirements of the Health and Safety at Work Act 1974 and any other health and safety legislation and codes of practice which are relevant to the work of the school;
- b Ensure that there is an effective and enforceable policy for the provision of health and safety throughout the school;
- c Periodically assess the effectiveness of this policy and ensure that any necessary changes are made;
- d Identify and evaluate all risks relating to accidents, health and school-sponsored activities (including work experience);
- e Identify and evaluate risk control measures to select the most appropriate means of minimising risk to staff, pupils and others;
- f Create and monitor the management structure.

2.1.2 In particular the governing body undertakes to provide:

- a A safe place for staff and pupils to work including safe means of entry and exit;
- b Plant, equipment and systems of work which are safe;
- c Safe arrangements for the handling, storage and transport of articles and substances;
- d Safe and healthy working conditions which take account of all appropriate statutory requirements, codes of practice and guidance;
- e Supervision, training and instruction so that all pupils and staff can perform their school-related activities in a healthy and safe manner. Wherever training is required by statute or is considered necessary for the safety of staff, pupils and others then the governing body will ensure, within the financial resources available, that such

training is provided. Pupils will receive such training as is considered appropriate to the school-related activities which they are carrying out. All training will be regularly updated;

- f Necessary safety and protective equipment and clothing together with any necessary guidance, instruction and supervision;
- g Adequate welfare facilities.

2.1.3 so far as is reasonably practicable the governing body, through the headteacher, will plan 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.

## **2.2 Duties of the Headteacher**

The Director of Business as Health and Safety Coordinator, will normally exercise the role on behalf of the headteacher and report as necessary

2.2.1 as well as the general duties which all members of staff have (see below), the headteacher has responsibility for the day-to-day maintenance and development of safe working practices and conditions for teaching staff, non-teaching staff, ancillary staff, pupils, visitors and any other person using the premises or engaged in activities sponsored by the school. The headteacher will take all reasonable practicable steps to fulfil this responsibility through the appropriate managers and senior leaders, teachers and others as appropriate.

2.2.2 the headteacher is required to take all necessary and appropriate action to ensure that the requirements of all relevant legislation, codes of practice and guidelines are met in full at all times. In particular, the headteacher will:

- a Be aware of the basic requirements of the Health and Safety at Work Act 1974 and any other health and safety legislation and codes of practice relevant to the work of the school;
- b Ensure at all times the health, safety and welfare of staff, pupils and others using the school premises, facilities or services, or attending or taking part in school-sponsored activities;
- c Ensure safe working conditions for the health, safety and welfare of staff, pupils and others using the school premises and facilities;
- d Ensure safe working practices and procedures throughout the school including those relating to the provision and use of machinery and other apparatus so that all risks are controlled;
- e Consult with members of staff, including the safety representatives, 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 assessment;

- h. Identify the training needs of staff and pupils and ensure, so far as is reasonably practicable, that all members of staff and pupils who have identified training needs receive adequate and appropriate training and instruction in health and safety matters;
- h Encourage staff, pupils and others to promote health and safety;
- i Ensure that any defects in the premises, its plant, equipment or facilities which relate to or may affect health and safety of staff, pupils and others are made safe without delay;
- j Encourage all employees to suggest ways and means of reducing risks;
- k Collate accident and incident information and, when necessary, carry out accident and incident investigations;
- l Monitor the standard of health and safety throughout the school, including all school-based activities, encourage staff, pupils and others to achieve the highest possible standards, and discipline those who consistently fail to consider the wellbeing or the health and safety of others;  
Monitor first aid and welfare provision;  
Monitor the management structure, together with the governing body.

### **2.3 Duties of the Premises Manager**

In addition to the responsibilities outlined in section 2.4 and 2.5 below, the Premises Manager is responsible for:

- a The safety and physical condition of all areas of the school including outside areas and outbuildings;
- b Arranging for the maintenance and servicing of firefighting equipment and fire alarm systems;
- c Arranging for the maintenance and servicing of intruder alarm systems and other security systems;
- d Arranging inspections of ladders and tower scaffold on a bi-annual basis.
- e Ensuring that all contractors on site are aware of the emergency evacuation procedures and have sight of the school health and safety policy as appropriate to their work;
- f Informing all contractors of any known hazards, which might affect them whilst at work.
- g To regularly monitor the 'Premises Database' and respond appropriately to health and safety related concerns/requests;
- h To oversee the maintenance of school vehicles including routine weekly inspections, arranging MOTs and servicing as appropriate;
- i To oversee routine legionella testing;
- j To oversee the day to day management of the Asbestos Management Register.

### **2.4 Duties of Supervisory Staff**

2.4.1 All staff in a supervisory capacity will make themselves familiar with the requirements of the Health and Safety at Work Act 1974 and any other health and safety legislation and codes of practice which are relevant to the work of their areas of responsibility.

In addition to the general duties which all members of staff have (see Appendix 1), they will be directly responsible to the headteacher (or the member of staff nominated

by the headteacher) for the implementation and operation of the school's health and safety policy within their relevant departments and areas of responsibility. They will take a direct interest in the school's health and safety policy and in helping other members of staff, pupils and others to comply with its requirements.

2.4.2 As part of their day-to-day responsibilities they will ensure that:

- a Safe methods of working exist and are implemented throughout their departments;
- b Health and safety regulations, rules, procedures and codes of practice are being applied correctly;
- c Staff, pupils and others under their jurisdiction are instructed in safe working practices;
- d New employees 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 headteacher;
- f Positive, corrective action is taken where necessary to ensure the health and safety of all staff, pupils and others;
- g All plant, machinery and equipment in the department in which they work is in good and safe working order and adequately guarded;
- h 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;
- i Toxic, hazardous and highly flammable substances in the department in which they work are correctly used, stored and labelled;
- j They monitor the standard of health and safety throughout the department in which they work, encourage staff, pupils and others to achieve the highest possible standards of health and safety, and discipline those who consistently fail to consider their own wellbeing or the health and safety of others;
- k All the signs used meet the statutory requirements;
- l All health and safety information is communicated to the relevant persons;
- m They report, as appropriate, any health and safety concerns to the appropriate individual.

## **2.5 Duties of All Staff**

2.5.1 All staff will make themselves familiar with the requirements of the Health and Safety at Work 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 their employer or any other person by any relevant statutory provision, cooperate with him or her to enable that duty or requirement to be performed or complied with.

2.5.2 All staff are expected to familiarise themselves with the health and safety aspects of their work and to avoid conduct which would put themselves or anyone else at risk. In particular all members of staff will:

- a Be familiar with the safety policy and any and all safety procedures 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 pupils;
- c See that all plant, machinery and equipment is in good and safe working order and adequately guarded;
- d Not make unauthorised or improper use of plant, machinery and equipment;
- e Use the correct equipment and tools for the job and any protective equipment or safety devices which may be supplied;
- f Ensure that toxic, hazardous and highly flammable substances are correctly used, stored and labelled;
- g Report any defects in the premises, plant, equipment and facilities which they observe;
- h Take an interest in promoting health and safety and suggest ways of reducing risks.

## **2.6 Hirers and Contractors and Others**

- 2.6.1 When the premises are used for purposes not under the direction of the headteacher, then the principal person in charge of the activities for which the premises are in use will have responsibility for safe practices.
- 2.6.2 The headteacher or coordinator will seek to ensure that hirers, contractors and others who use the school premises conduct themselves and carry out their operations in such a manner that all safety requirements are always met.
- 2.6.3 When the school premises or facilities are being used out of normal school hours for a school-sponsored activity then, for the purposes of this policy the organiser of that activity, even if an employee, will be treated as a hirer and will comply with the requirements of this section.
- 2.6.4 When the premises are hired to persons outside the employ of the governing body, it will be a condition for all hirers, contractors and others using the school 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 on the school premises;
  - b Alter fixed installations;
  - c Remove fire and safety notices or equipment;
  - d Take any action that may create hazards for persons using the premises or the staff or pupils of the school.
- 2.6.5 All contractors who work on the school premises are required to ensure safe working practices by their own employees under the provisions of the Health and Safety at Work Act 1974 and must pay due regard to the safety of all persons using the premises.
- 2.6.6 In instances where the contractor creates hazardous conditions and refuses to eliminate them or to act to make them safe, the headteacher will take such actions as are necessary to prevent persons in his or her care from risk of injury.

2.6.7 The governing body draws the attention of all users of the school premises (including hirers and contractors) to section 8 of the Health and Safety at Work 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.

### **3. The Arrangements**

#### **3.1 Staff Consultative Arrangements**

The governing body, through the headteacher, will plan to consult staff on matters of health and safety. The school's teacher trade union representative, and the school's support staff trade union representative, will be invited on a termly basis to attend meetings with the headteacher to raise any health and safety matters. A report of this meeting is made to the Resources committee of the governing body.

#### **3.2 Codes of Practice and Safety Rules**

In consultation with the governing body, and considering the requirements of this statement, the Finance and Resources committee will approve codes of practice for the observation of safety requirements in school.

From time to time the Department for Education (DfE), the Health and Safety Executive (HSE) and other regulatory or advisory bodies will issue codes of practice on topics for the guidance of headteachers and others who are in control of educational premises, who will normally incorporate such codes into the health and safety policy and procedures. If the headteacher considers the inclusion of all or any such documents into this policy to be inappropriate, he or she will be required to demonstrate to the satisfaction of the governing body that he or she has already introduced codes of practice and methods of working which achieve a similar or higher standard of health and safety.

Details of where codes of practice and safety rules, can be accessed, is in Appendix 2.

#### **3.3 Risk Assessments**

Risk assessments are a legal requirement mainly under the Management of Health and Safety at Work Regulations 1999, although most health and safety legislation require a risk assessment approach.

Generic risk assessment booklets are used as a starting point but where there are no generic assessments, risk assessments can be carried out using the blank assessment. Documentation relating to risk assessment can be found here: [Risk Assessments](#) .

The headteacher will ensure that a fire safety assessment and a health and safety risk assessment survey of the premises, is conducted annually (or more frequently, if necessary). This survey will identify all defects and deficiencies, together with the necessary remedial action or risk control measures. The results and progress made towards any remedial action identified of all such surveys will be reported to the governing body.

#### **3.4 Health and Safety Advice**

Health and safety advice is obtained from an external service provider who holds the CMIOSH qualification is also a Chartered Safety and Health Practitioner and Fire Risk Assessor.

### **3.5 Training**

All staff receive general training on health and safety as part of their induction to the school, as well as periodically during their employment. More specific job-related training is provided where necessary.

### **3.6 Inspection and Audit**

On an annual basis, the Headteacher, Director of Business and Premises Manager conduct an annual inspection of the school site. A record is kept of defects, areas for further investigations and suggestions for improvements.

### **3.7 Service and Maintenance**

Portable Equipment Testing (PAT) is routinely carried out. The responsibility for which is devolved to specific department e.g. IT and Premises.

Servicing for gas boilers and electrical fixed installations are arranged as required. The results of which are shared with the Director of Business for any follow up.

The Fire Alarm, Intruder Alarm and Fire Fighting equipment are routinely serviced throughout the year.

The passenger lift is serviced annually.

Arrangements are put in place by departments i.e. the PE Department, to routinely service and maintain specific equipment.

### **3.8 Asbestos**

Information relating to Asbestos containing materials in the school can be viewed here: [..\handbook\Health and Safety](#). This information is also shared with staff as part of their induction.

The Headteacher is named as the school's Duty Holder. The Premises Manager is responsible for bringing the asbestos register to the attention of anyone likely to disturb asbestos fibres i.e. external contractors.

Detailed surveys are routinely incorporated into the planning stage for capital projects / invasive works.

A monthly check on the condition of asbestos containing material is carried out by a member of the Premises team and documented accordingly.

The Director of Business, Premises Staff, IT staff and any other staff identified as being appropriate, are required to attend training on asbestos and for this be updated as required.

### **3.9 Legionella**

Legionnaire's disease can be caught by inhaling small droplets of water suspended in the air which contain Legionella bacterium.

Legionella surveys are routinely carried out and any concerns raised or follow up actions identified, brought to the attention of the Director of Business.

Results of Legionella surveys can be viewed here: [Legionella Information](#).

The Headteacher is the named as the Duty Holder for Legionella. The Director of Business is named as the Responsible Person. The Premises Manager is named as the Appointed Person.

Members of the Premises team are identified as having specific duties in connection with the management and control of legionnaire disease, including regularly flushing through little used water outlets i.e. showers and monthly temperature checks.

An outside contractor undertakes checks periodically throughout the year.

The Director of Business and the Premises Staff are required to attend training on Legionella and for the to be updated as required.

### **3.10 Emergency Plans**

The headteacher will ensure that an emergency plan is prepared to cover all foreseeable major incidents which could put at risk the occupants or users of the school. This plan will indicate the actions to be taken in the event of a major incident so that everything possible is done to save life, and prevent and minimise loss. This sequence will determine the priorities of the emergency plan.

The plan will be agreed by the governing body and be rehearsed by staff and pupils. The result of all such rehearsals and the outcome will be reported to the governing body.

The fire alarm system is routinely tested on a weekly basis and termly fire evacuation practices are scheduled for all staff and students.

### **3.11 First Aid**

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

The number of certificated first aiders will not, at any time, be fewer than the number required by law.

At the discretion of the governing body, other staff will be given such training in first aid techniques as is required to give them basic, minimum level of competence. This level will be agreed by the governing body after seeking appropriate advice. the number of such trained but uncertificated first aiders will be determined by the governing body as that being sufficient to meet the needs of all foreseeable circumstances.

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

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

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

### **3.12 Wellbeing**

The school has a Wellbeing Policy in place which is routinely reviewed.

From time to time, staff are surveyed on their wellbeing and recommendations or action points coming out of this are followed up accordingly.

The school also has an Employee Assistant Programme on offer via Westfield Health. Staff are reminded of the services on offer periodically.

Other initiatives are also regularly available to staff to access to support wellbeing and these are reviewed as appropriate.

### **3.13 Site Security**

The site has a monitored intruder alarm system and a contract with a keyholding company for responding to out of hours activations.

All staff and visitors are required to enter the school via the Main Reception.

Security fencing is in place around the perimeter of the school site and CCTV is in operation.

## **4. Review**

The governing body will review this policy statement annually and update, modify or amend it as it considers necessary to ensure the health, safety and welfare of staff and pupils.

## Appendix 1

### Supervisory Staff

Supervisory staff are those staff whose job description includes responsibility for the line managements or supervision of the work of others.

### Responsibility for Students

Supervisory Staff	Responsibility
Members of Senior Leadership Team	Students in their care
Subject Leaders/ Head of Department	Students in their care
Teaching Staff	Students in their care / duty area
Non-Teaching Staff	Students in their care / duty area

### Line Management Responsibility

The school staffing structure showing line management responsibility is set out in the Staff List on the school network.

## **Appendix 2**

### **Health and Safety Codes of Practice**

Health and Safety codes of practice can be found here:

[Health and Safety Codes of Practice](#)