



ST THOMAS MORE CATHOLIC SCHOOL
*To lead those in our care to grow in their faith
and to benefit from an enriching education*

HEALTH & SAFETY POLICY AND ARRANGEMENTS

Principles

“Are any of you in trouble? You should pray. Are any of you happy? You should sing praises. Are any of you ill? You should send for the church elders, who will pray for them and rub olive oil on them in the name of the Lord. This prayer made in faith will heal the sick; the Lord will restore them to health, and the sins they have committed will be forgiven. So then, confess your sins to one another and pray for one another, so that you will be healed. The prayer of a good person has a powerful effect.”

James 5: 13-16

General

The Governing Body of St Thomas More Catholic School recognises its responsibilities under the Health and Safety at Work Act 1974 (HASAWA) and other relevant legislation to ensure that arrangements are in place to secure, so far as is reasonably practicable, the health, safety and welfare of pupils, staff and others using or visiting the premises or participating in school sponsored activities.

The Governors will actively work with the Executive Headteacher and staff of the school to identify hazards and where these cannot be removed ensure that they are adequately controlled.

Responsibilities

The Governing Body

The responsibility for ensuring that health and safety procedures within the school are adequate rests with the Governing Body. The Governors will ensure that all necessary procedures are devised, implemented, monitored and reviewed to ensure compliance with these procedures and that they remain appropriate. In particular to:

- (a) Make arrangements to ensure that the school complies with all relevant legislation particularly the HASAWA and the Management of Health and Safety at Work Regulations 1999 and other relevant legislation.
- (b) Have in place procedures to identify hazards and evaluate risk control measures.
- (c) Create a management structure and periodically monitor its effectiveness.
- (d) Ensure that staff are briefed and trained appropriately.
- (e) Have health and safety on the agenda at Governing Body meetings.
- (f) Ensure the Executive Headteacher and the Head of School carry out their designated responsibilities.

The Governing Body will strive to ensure:

- (a) A safe environment for pupils, staff, visitors and other users of the premises is provided
- (b) Plant, equipment and systems are safe.
- (c) There are safe arrangements for transportation, storage and use of articles and substances that may be hazardous to health.

- (d) The school maintains safe and healthy conditions that take account of:
 - a. statutory requirements
 - b. approved Codes of Practice
 - c. appropriate guidance received
- (e) Adequate information, instruction, training and supervision are provided to staff.
- (f) The provision of all vital safety and protective equipment.

Executive Headteacher and Head of School

The Executive Headteacher and Head of School have joint responsibility for overseeing the processes that lead to the Health and Safety policy being put into practice. The Head of School, who is responsible for the day to day running of the school, serves as the designated contact with the Health and Safety Executive (www.hse.gov.uk).

The Executive Headteacher and Head of School have a key role to play in developing and maintaining safe conditions for staff, pupils, visitors and anyone else using the premises. Jointly they should:

- (a) Be satisfied that effective arrangements are in place to ensure the health, safety and welfare of all users, including visitors, of the premises.
- (b) Ensure that regular health and safety inspections are carried out in accordance with need and with pre-determined schedules.
- (c) Arrange for risk assessments to be carried out.
- (d) Put into effect any remedial measures or mitigation necessary and refer as necessary to the Governors or the School's advisors.
- (e) Report regularly on Health and Safety matters to the Governing Body.

Other Duty Holders

Health and Safety Manager

The Executive Headteacher will designate a senior manager to be the school's Health and Safety (H&S) Manager. The H&S Manager will be responsible for the day-to-day operational implementation and monitoring of the Health and Safety Policy.

They should:

- a) Chair the Health and Safety Steering Group.
- b) Meet, consult with and disseminate information to members of staff on health and safety matters including staff representatives.
- c) Attend appropriate health and safety briefings and training e.g. fire awareness training.
- d) Arrange for risk assessments to be carried out as appropriate.
- e) Ensure that contractors are aware of health and safety responsibilities and safe working practices on site.

Heads of Department

Heads of Department and others holding posts of responsibility will familiarise themselves with all safety legislation, codes of practice and guidance relevant to their area of responsibility.

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

- (a) Safe working methods are in place.

- (b) Appropriate risk assessments are in place for rooms used by the department and for activities undertaken as part of departmental teaching.
- (c) Supervision is adequate and training needs met.
- (d) Safety requirements for plant machinery and equipment are in place and are adequate.
- (e) Appropriate Personal Protective Equipment (PPE) is available, in good condition and being used correctly where appropriate.
- (f) Any hazardous substances are correctly used and safely stored in accordance with COSHH (Control of substances that are hazardous to health) and safety data sheets. Spillage procedures are identified where appropriate.
- (g) Standards of health and safety are monitored and appropriate remedial action is taken where required.

Premises Manager

The Premises Manager has particular responsibility for security and premises related issues and will: -

- (a) Co-operate with the Executive Headteacher and Head of School and ensure that the condition of the premises is effectively monitored.
- (b) Undertake regular walk-throughs to ascertain any health and safety issues.
- (c) Repair, record and report defects immediately so that appropriate remedial action can be taken.
- (d) Regularly test the fire alarm system and record findings.
- (e) Ensure a fire risk assessment is carried out and action any deficiencies annually.
- (f) Implements and keeps appropriate records for the school's planned maintenance programme including electrical testing, asbestos testing, water testing, gas pipes and infrastructure testing, PAT (Portable appliance testing), fire prevention testing, lift maintenance etc. (this list is not intended to be exhaustive), responding promptly so that deficiencies and defects are remedied as soon as possible.

All Staff

Members of staff also have health and safety responsibilities. Staff will therefore be required to: -

- (a) Take reasonable care of their own health and safety and that of anyone else who may be affected by what they do or fail to do.
- (b) Co-operate with all health and safety arrangements.
- (c) Report as soon as possible to the main office any defect or other health and safety matter that they are aware of e.g. spillages.
- (d) Use correct equipment, tools and safety and protective apparel.
- (e) Ensure new staff are acquainted with health and safety issues.

Premises Hire

Any hirers of the premises have the responsibility to ensure that they use it correctly. The Governing Body recognises its duties as controller of premises and will ensure that: -

- (a) Premises hired are in a safe condition for the purpose of hire.
- (b) Arrangements for emergency evacuation are adequate.
- (c) Fire-fighting equipment is in place and in operational condition.
- (d) Insurance requirements are met.

Contractors

Contractors have a legal responsibility to ensure that they carry out their work in a manner that ensures, so far as is reasonably practicable, the health, safety and welfare of themselves and anyone else who may be affected by their acts or omissions. They will, as visitors to the premises, be entitled not to be put at risk by circumstances relating to the premises that are outside their control. The Executive Headteacher will therefore ensure that where contractors are appointed directly by the school: -

- (a) Contract meetings are held to agree health and safety measures prior to works commencing and during the project.
- (b) Contractors are advised of any health and safety related issues or circumstances that may adversely affect their health and safety whilst on the premises.

Communication

All staff are made aware of communication channels within the school for health and safety. The Executive Headteacher will ensure that health and safety guidance and advice is available in the Staff Handbook and in a place that is easily accessible to all staff. All such advice is communicated to staff where relevant and incorporated into the school's procedures.

Staff Consultation

The Governing Body and Executive Headteacher recognise the valuable contribution to health and safety that can be made from all staff, particularly staff safety representatives who are represented on the Health and Safety Committee.

Health and Safety Steering Group

A health and safety committee has been established to provide a forum for the Health and Safety Manager, Governors, Premises Manager and staff to discuss important health and safety issues. The committee meets at least termly.

Safety Practices

Guidance issued by the Health and Safety Executive and the Department for Education will be considered for incorporation into the school's procedures. These arrangements will be discussed at the Health and Safety committee meetings and any significant issues relayed to relevant staff.

Risk Assessments

The Executive Headteacher will ensure that risk assessments as required under the Management of Health and Safety at Work Regulations 1999 and the Fire Precautions (Workplace) Regulations 1999 and other relevant legislation are carried out for the school activities and operations and for premises related issues. The assessments will be used to identify health and safety hazards and ensure that where they cannot be eliminated the associated risks are reduced or otherwise adequately controlled.

Fire Precautions

The school has a contract for the maintenance of the Fire Alarm System and Fire Fighting Equipment.

Procedures

Procedures in the event of fire have been prepared, discussed with and are available to all staff. Fire risk assessment is a requirement under the Fire Precautions (Workplace) Regulations 1999. Notices giving instructions in the event of fire are displayed by all Fire Alarm Call Points and in each classroom.

Fire Drill

A fire drill will be held at least once a term and relevant details recorded in the Fire Log.

Testing

The Fire Alarm will be tested weekly, using a different call point each time in rotation, and the findings recorded in the Fire Log. The lift will also be tested weekly.

Accidents, Incidents, Near Misses and Dangerous Occurrences.

There are other policies and procedures in the school that impinge upon the whole of health and safety e.g. the use of the minibus, trips both in the UK and abroad, the use of the lift, first aid and medicines, site security. Other policies include the Critical Incident Policy, Anti-Bullying Policy, Behaviour Policy, and Pupil Restraint Policy. This list is not exhaustive.

This policy will be reviewed on an annual basis.

This policy was agreed in February 2005
This policy was reviewed on 29 November 2005
This policy was reviewed on 16 January 2008
This policy was reviewed on 22 October 2008
This policy was reviewed on 5 October 2009
This policy was reviewed on 4 October 2010
This policy was reviewed on 6 December 2011
This policy was reviewed on 20 November 2012
This policy was reviewed on 12 November 2013
This policy was reviewed on 1 December 2015
This policy was reviewed on 13 December 2016
This Policy was reviewed on 12 December 2017
This policy was reviewed 4 December 2018
This policy was reviewed 3 December 2019

APPENDIX A

Fire wardens are:

Senior Fire Warden/Officer		Mr Tissot/Mr Rowland
Responsible for Fire Service Call		Ms McCartan/Mrs Smith
Fire Marshall (registration) Playground Assembly during an evacuation		Mrs Clark Mr Rosen
Glendale Building	LRC Ground Floor (GG2/3/4) Headteacher's Office Area First Floor	Mrs Brownlie Ms Dimitrova Ms Skinner Mr Powell
Middle Block	Ground Floor First Floor (Including Curriculum Support/Staff Room/ICT/Food Tech) Second Floor	Mr Williams Ms Bona Mr Borley
North Block	Ground Floor First Floor	Mr Gaughran Mr Nowogrodzki
East Wing	Ground Floor First Floor	Mrs Henry Mr Thorborn/Mr Bent
Sixth Form Common Room (DG1)		Ms Avramopoulou
Sports Centre		Mr Ameh
Dining Hall/Kitchen		Mr Abdou
LSU		Mr Frederick

First Aid

The Certificated First Aiders are:

First-Aider at Work Instructor/Assessor
Mark Rowland – Head of School

Level 3 Emergency First Aid at Work Certificate

First Aiders	Expires
Alex Rosen	Jul-20
Andrew Jones	Jul-20
Benjamin Gaughran	Jun-20
Carla Krasniqi	Jul-20
Cheryl Rosen	Jul-20
Christina Thomas	Jun-20
Dean Saunders	Jul-20
Deborah Clarke	Jun-20
Dimitar Hodzhev-Kaka	Apr-22
Emma Redfern	Jul-20
Giovanna Pringle	Jul-20

Jacques Abdou	Jun-20
Jessica Monsurate	Jul-20
Joanna Springer	Jun-20
Julie Cornwell	Jul-20
Lacy Redfern	Apr-22
Laura Carter	Jul-20
Leigh Wood	Jul-20
Mario Lusardi	Jul-20
Niall Fredrick	Jun-20
Niel Ameh	Jun-20
Paige Redfern	Apr-22
Rebecca Mackay	Jul-20
Tatiana Marques	Jul-20
Ykealo Habte	Jun-20

The Health and Safety Manager is:

Ben Gaughran

First Aid Boxes can be found in:

The medical room

The First Aid Room is located:

On the ground floor in the Medical room

The defibrillator is located:

On the ground floor in the main school office

The Health and Safety Steering Committee is:

Benjamin Gaughran

Mario Lusardi

Stephen Dolan

Jayshree Khamar

Paula McCartan

Nick Rhodes

Andrew Jones

Jacques Abdou

Giles Spicer

Melanie Barker

Anna Clarke (Governor)

APPENDIX B

Health and Safety Contacts

Executive Headteacher (Key Manager)

Name: Martin Tissot

Title: Executive Headteacher

Person designated to act in the Key Manager's absence:

Name: Mark Rowland

Title: Head of School

Emergency: 07811 451 662