

**Charitable Objects of St. Catherine's School-** *The Objects for which the Company is established are to promote and provide for the advancement of education by providing, conducting, governing, carrying on and maintaining in the United Kingdom, or elsewhere, a boarding or day school or schools for girls in which the teaching shall be in accordance with the principles of the Church of England.*



## **St Catherine's School, Bramley**

# **WHOLE SCHOOL HEALTH & SAFETY**

# **GENERAL POLICY STATEMENT**

**The Whole School refers to all staff and students in the St. Catherine's Preparatory and Senior Schools which includes: the Early Years/Foundation Stage (EYFS), Pre-Prep School (Key Stage 1), Prep. School (Key Stage 2); Middle School (Key Stage 3); Senior School (Key Stage 4) and the Sixth Form (Key Stage 5).**

This policy was revised in August 2016 in line with the School's Policy Review Schedule which ensures all policies are kept up to date, and replaces that which was written in 2000 and reviewed in 2005/6, 2008, 2009, 2012 and 2013.

### **Introduction**

St Catherine's School attaches the utmost importance to the safety, health and welfare of its employees and pupils. The School will comply with the provisions of the Health and Safety at Work Act 1974 and all subsequent regulations, including those implementing EU Directives.

### **Health & Safety Management**

The School's Governors have overall responsibility for the implementation of the policy and will ensure that sufficient finance provision is made available to support the policy. A governor is delegated to sit on the Health and Safety Committee. The School Health and Safety Committee, chaired by the Assistant Business Manager- Estate and Buildings, meets once a term to discuss any health and safety issues arising. The minutes of this meeting are then submitted to the Governing Body Estates and Buildings Committee to review, which also meets once a term. This ensures that a credible standard of health and safety is achieved.

This should be read together with the following policies: First Aid, Critical Incident Management, Stress in the Workplace, Educational Visits(for Senior and Prep Schools), Road Crossing, Driving/Minibus, Drugs,Medical and Risk Assessment.

### **Health and Safety Committee**

The School Health & Safety Committee is chaired by the Assistant Business Manager- **Estate and Buildings** and includes:

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- Head of Boarding – Senior School
- Deputy Head (Staff) – Prep School
- School Administrator
- Senior Medical Nursing Sister
- Senior School Head of Art
- Senior School Head of Design & Technology
- Senior School Head of Chemistry (representing Head of Physics and Head of Biology)
- Senior School Head of Food and Nutrition
- Senior School Head of Textiles
- Senior School Head of PE
- Anniversary Halls Technician
- Business Manager

- Representative from Facilities Department
- Governor - who reports to the Estate and Buildings Governing Body Committee

The Business Manager, Assistant and Senior Management Teams including the Headmistresses for both Prep and Senior School will take steps so far as is reasonably practicable to ensure that the workplace is a safe and healthy environment in which its employees, pupils, contractors and other persons affected by the School's operations can work. They will identify safety training and provide information and supervision for employees at all levels. They will consult on a regular basis with all employees/staff representatives with regards to health and safety issues. They will provide the necessary safety devices and protective clothing, provided that a safer working environment cannot be achieved by any other means.

### **Organisation**

The organisation of Health and Safety can be found at Appendix A and seeks to ensure that responsibilities for health and safety are clearly defined at all times to all employees at every level.

### **Risk Assessments**

Every area of the site has a person who is deemed responsible for the risk assessment:

- Risk Assessments are carried out by each Head of Department in the Senior School and each teacher in the Prep School and cover all areas of the site; they are updated annually on a rolling programme. Training on completing risk assessments is included in Head of Department's induction and for all teachers in the Prep School.
- Each offsite visit is risk assessed by the group leader, which for overseas trips or any higher risk activities become a highly detailed risk assessment which is submitted to the Health and Safety Committee at the start of the relevant term.
- Fire Risk Assessments are carried out by the Assistant Business Manager- Estate and Buildings to ensure up to date legislation is adhered to.
- Risk Assessment for staffroom is carried out by School Administrator.

### **Induction**

The School's Induction Programmes for all staff will include aspects of Health and Safety, specifically focusing on The Fire Safety & Evacuation Plan (Appendix 1 of Critical Incident Policy). This training is regularly repeated along with Child Protection training.

### **General Practice**

The School's work programmes will, so far as is reasonably practicable, adopt good safety practices. These will include:

- The safe use, storage, handling and transport of articles and substances, including physical, chemical and biological hazards.
- The provision of adequate information, instruction, training and supervision for employees including temporary employees and contractors. Contractors working onsite are provided with pink high visibility vests to wear for easy identification.
- The provision of safe machinery and equipment regularly maintained, including the operation and maintenance of plant and systems of work. This includes PAT testing.
- The provision of a safe and healthy place of work, including access and egress to and from the premises both on foot and in vehicles, and adequate facilities and arrangements for the welfare of employees at work.
- Consideration for the safety of pupils, parents, contractors and any others accessing the premises including those who hire or undertake leisure activities.

- Consideration for the health and safety of pupils on and off site including school trips, work experience and especially those involved in hazardous activities.
- The provision of a secure site with use of key pads on entrance doors
- The provision of appropriate lanyards and badges for all visitors and volunteers who, after signing in, are required to wear this identification at all times whilst on the school site.
- The wearing of identification by school staff during the holiday period when the school premises are let.

**Full advice on how to deal with health and safety emergencies is covered in the Critical Incident Policy.**

### **Co-operation**

All aspects of health and safety remain a management responsibility. However, a safe and healthy workplace can only be achieved with the full co-operation of every employee, contractor and indeed pupil. The aim is to eliminate risks in the workplace by careful selection and design of facilities, equipment and processes, together with effective control measures and training for employees.

Employees and contractors are duty bound to act responsibly and to do everything possible to prevent personal injury to themselves and to others. They must also safeguard all persons to whom the school owes a duty of care, namely people who may come into contact with their work: pupils, parents, visitors etc. To achieve this, employees and contractors must:

- obey all the safety rules and procedures, including the wearing of protective clothing and the use of protective devices if they are specified by the school risk assessments.
- exercise their awareness, alertness, self-control and common sense at work.
- report promptly via Helpdesk ([helpdesk@stcatherines.info](mailto:helpdesk@stcatherines.info)) all hazards, potential hazards, defects in equipment and any shortcomings in the School's work systems or procedures to minimize dangers including slips and trips.
- be aware that stress in the workplace can be hazardous and report any suspected case to the Director of Staff/ Deputy Head (Staff) who may engage the Occupational Health services where appropriate. See the Stress in the Workplace policy.
- adhere to speed restrictions (5mph) and advice about vehicle movements on the school site.

Employees should not be in any doubt that the School will apply disciplinary procedures to any employee who is in breach of the School's Health and Safety Policy. This includes any specific safe systems of work, instructions, training and procedures laid down for the protection of those involved in the School's operations, and for those who may become involved in them.

### **Accident Reporting**

All accidents in School have to be reported to the Medical Centre. More serious accidents have to be reported to the Health and Safety Executive under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulation 1995. (RIDDOR). Submissions of RIDDOR are made by the Assistant Business Manager- Estate and Buildings. The Nursing Sister will keep a full record of all accidents. The Assistant Business Manager- Estate and Buildings holds the central record of accidents. Records must be held for a minimum of three years but we aim to keep them for 10 years. Accidents and accident statistics are reported to and discussed at termly Health & Safety Committee meetings.

**Policy Review**

This policy will be revised regularly by the Business Manager in liaison with an SMT representative of both Senior and Prep. Schools as necessary (but at a minimum of one year intervals)

Signature of Senior School Headmistress: .....  
Mrs A M Phillips

Signature of Preparatory School Headmistress: .....  
Miss N Bartholomew

Signature of Business Manager: .....  
Mrs C Silver

Date: .....

**Appendix A**

**St Catherine’s Health & Safety Organisation & Responsibilities**



